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# Introduction

*[Provide an introductory chapter, indicating if any parts of it are non-normative.]*

## Terminology

*[The following is boilerplate. Most specifications will need this and the corresponding bibliography entry.]* The key words *must*, *must not*, *required*, *shall*, *shall not*, *should*, *should not*, *recommended*, *may*, and *optional* in this document are to be interpreted as described in [RFC2119].

# Word Styles

*[This section is provided to explain and demonstrate the styles available in the Word template attached to this sample document. It is important to use the styles provided in the template consistently and to avoid defining new styles or using raw formatting.*

*Delete this entire section when using this sample document to begin writing a new specification.]*

## Overall Style

The paper size is set to **Letter**, which is 8 ½ x 11. You may change this to **A4** or whatever other size suits your needs.

The document identifier and publication date information in the footer needs to be updated every time you publish.

Line numbers are enabled by default for easy reference by specification commenters. You may turn line numbering off.

## Title Page

The title page is designed to fit a lot of metadata compactly. If you wish to create a “true” title page, you may insert a page break after the subtitle.

## Headings

**Heading 1** through **Heading 9** and **AppendixHeading** have been defined with a special appearance. Headings are numbered and appear in the Table of Contents. Pressing Return after a heading inserts a **Normal** paragraph style directly after.

This template sets **Heading 1** and **AppendixHeading** to start on a new page. You may set the **Heading 1** style not to start on a new page if you wish. Major headings have a horizontal rule above them.

## Paragraphs

The font in the **Normal** paragraph style is 10-pt Arial. You may change this to 11-pt **Times New Roman** if you prefer a serif font; changing these two settings should change all the other relevant styles.

## Lists

The **Definition term** and **Definition** paragraph styles are defined specially for this template. They produce a definition list with a hanging appearance. Pressing Return after one inserts the other directly after.

Definition term

Definition for the term.

Use **List bullet** for first-level bulleted lists. Use **List bullet 2** for second-level bulleted lists. Use **List continue** for continued paragraphs in list items.

* List bullet

List continue.

* List bullet 2

List continue 2.

For bibliography lists, use the **Ref** paragraph style. Use the **Ref term** character style for the bracketed text that serves as the bibliography entry key, and make each reference term into a bookmark for use as references from the text. For example, [RFC2119] is a generated cross-reference to the IETF RFC 2119 bibliography entry in Section 3.1 of this sample.

## Tables