ecma
INTERNATIONAL

Editing

Working documents and formal documents: rules for editing and distribution

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Contents

Presentation

The purpose of this document is to present the rules and working methods used in Ecma International to prepare formal documents (Standards and Technical Reports), rules that can be applied also to working documents, in particular to contributions from Ecma Group members.

Ecma has adopted a certain house style, and as a consequence all Ecma publications are easily recognisable; they are structured in an identical manner as far as their subjects allow, and thereby exhibit the required uniformity of presentation. This house style defines the way a document is formatted, either logically or physically, and defines the typographical parameters (size of paper, margins, fonts) to be used.

The Ecma house style has a close relationship with the house style and editing rules of International and European standardisation bodies, but is nevertheless independent of the styles of these organisations. Ecma documents may be contributed to these organisations for adoption under their rules, in particular to ISO and IEC; the Ecma style is near enough to keep conversion simple.

This document also presents how Ecma documents, either working documents or formal documents, are made available to the outside world. Everyone, without any charge can access formal documents, while working documents are accessible only to the members of the relevant groups.

1 Introduction

Working documents (see 2.1.1) form the basis of the work conducted by Ecma Groups (see 2.2). Working documents are written contributions from:

- experts from Ecma Company Members;

- experts from Not-for-Profit (NFP) organisations;

- the Ecma Secretariat.

A working document can be contributed to one or more Ecma Groups.

The Ecma house style defined in this document:

- specifies a uniform structure for working documents;

- helps editors, either internal or external, in the preparation of draft Standards and Reports, i.e. an important type of working documents, so as to reduce the work required for the publication of the (final) drafts (see 2.6) as formal documents (see 2.1.2);

- defines formats for the electronic exchange of documents.

The Ecma house style shall be applied as strictly as possible to FORMAL DOCUMENTS. Deviations need to be authorised by the Secretary General.

The Ecma house style shall be applied to all WORKING DOCUMENTS produced or edited by the Ecma Secretariat. It is also recommended that the expert members of an Ecma Group use the Ecma style in the preparation of their documents.

The typographical parameters for the Ecma style are defined in Clause 7. An implementation for Microsoft® Word is given in Clause 8.

Distribution of working documents within Ecma is done electronically. Therefore, all documents will be supplied as electronic files.

2 Definitions

For the purpose of this document the following definitions apply.

2.1 Ecma document

A document produced or used by an Ecma Group.

Ecma documents are either working documents or formal documents.

2.1.1 Working document

A document distributed by the Ecma Secretariat and carrying one or more Ecma numbers. These numbers are sequential within the Ecma Group and the year, and are only assigned by the Ecma Secretariat on receipt of the document.

NOTE   Non-numbered documents distributed, for example, via e-mail reflectors are not considered working documents. From the point of view of the Secretariat, these documents "do not exist".

2.1.2 Formal documents

Final drafts of working documents to be published as either an Ecma Standard or an Ecma Technical Report (TR) after approval by the Ecma General Assembly (GA).

NOTE   Standards and TRs are usually developed by a TC or TG (see 2.2) as successive working documents. Once they have become final drafts (see 2.6) and have been approved by the GA, they become formal documents. Standards and TRs are the most important types of Ecma publications.

2.2 Ecma Group

A formal group operating under the Ecma Rules and By-laws. The General Assembly (GA), the Executive Committee (ExeCom), Technical Committees (TCs), Task Groups (TGs), or special groups mandated by the GA, are Ecma Groups.

2.3 Ecma logo

Figure 1 shows the Ecma logo, which is available in the TOOLS folder. The size shown is for A4 paper. The Ecma logo is registered.

Figure 1 — Ecma logo

2.4 Ecma motto

The phrase "Standards@Internet Speed", used only on the web and in presentations.

2.5 Ecma page header

The Ecma page header shown in Figure 2 (see 4.1) is the standard page header for Ecma documents.

2.6 Draft

An intermediate version of a future formal document, e.g., the nth draft of an Ecma Standard or Technical Report. The draft progresses from version n to version $n+1$ after agreement in an Ecma Group. In case of a forthcoming Standard or TR, the version submitted to the Ecma General Assembly for approval is called "final draft". The consecutive drafts are maintained by an editor or editing groups according to the instructions of the originating Ecma Group. A final draft, once submitted to the GA for vote, is maintained by the Ecma Secretariat.

2.7 Editor

A member of an Ecma Group (external editor) or of the Ecma staff (internal editor) who is responsible for the format and content of an Ecma document. An editing group consists of a principal editor and one or more co-editors.

2.8 Information line

A line, at the bottom of the first or only page of an Ecma document, showing the following data:

- "Ecma International";

- Postal address;

- Phone and fax number;

- URL of the Ecma International web site.

This line can be completed by a document identification line with the following data:

- initials of the editor;

- name of the file;

- date and time of printing.

The complete information line is presented in Figure 3 (see 4.1).

2.9 Member of an Ecma Group

The representative of an Ecma member, who participates in the work of an Ecma Group. This person shall be nominated by the GA representative of that member, has voting rights within its group or groups, is registered in the e-mail reflector of the group or groups, receives the user-id and password needed to access the Ecma working documents, and if there are several representatives of the same Ecma member, then they share one vote between them, is informed regularly, by e-mail, of the availability of new documents.

All members of Ecma Groups are expected to have https access.

2.10 Owner of a document

The person or entity responsible for the document.

The following rules apply:

- Contribution from members of an Ecma Group: contributor.

- Drafts of formal documents: Ecma Group responsible for the document, Ecma Secretariat.

- Contributions to external organisations: Ecma Group responsible for the document, Ecma Secretariat.

- Final drafts submitted to the General Assembly: Ecma Secretariat.

- Formal documents: Ecma Secretariat.

3   Access to Ecma documents

3.1   Formal documents

The public at large may use, copy, print and redistribute all formal documents from *www.ecma-international.org* free of charge.

3.2 Working documents

Only registered experts of Ecma Groups as nominated by Ecma members can access working documents of their Ecma groups at https://members.ecma-international.org, Ecma GA members have access to all working documents of all Ecma groups.

3.2.1 Access to the Private Website

Members, after logging-on, have access to the authorised folders only. In addition, depending on the Ecma group, they may have access to an email archive.

The user guide for the member only site you will find in the folder "TOOLS", document "User's guide of the Ecma private website-005".

3.2.2 Access rules

Working documents are stored in folders corresponding to the Ecma Groups. Each folder contains one sub-folder per year. Documents are generally stored as Word® and Acrobat® PDF files, additional folders contain the native format files when available.

In addition to the Group folders, the following ones are available:

- COMMON: documents of interest to the members of all Ecma Groups (minutes of the GA, reports of the Co-ordinating Committee). Accessible to all members.

- TC31 Common   document of interest to the members of TC31 and related TG. Accessible to all members of TC31 and related TG.

- TC32 Common   document of interest to the members of TC32 and related TGs. Accessible to all members of TC32 and related TGs.

- TC38 Common   document of interest to the members of TC38 and related TGs. Accessible to all members of TC38 and related TGs.

- TC39 Common   document of interest to the members of TC39 and related TGs. Accessible to all members of TC39 and related TGs.

- TC49 Common   document of interest to the members of TC49 and related TGs. Accessible to all members of TC49 and related TGs.

- TOOLS: templates and editing rules. Accessible to all members.

Each member of one or more Ecma Groups receives a user-id and password, giving access to the relevant group or groups. The following accessibility rules apply:

- Management and Executive Committee: all documents

- General Assembly (GA) members and alternates: GA and TC related documents

- Technical Committee (TC) members: TC and related Task Groups documents

- Task Group (TG) members: TG documents.

3.2.3 Submission to Ecma

Contributors must provide working documents to the Ecma Secretariat in electronic form, by email.

On receipt, the Ecma Secretariat will assign one or more numbers, add them to the documents and upload them into the appropriate folder(s). Numbers are not given in advance.

Drafts of standards, TRs and most other contributions shall be prepared using Microsoft® Word with the Ecma templates and model files.

Documents prepared with a Microsoft® Office program (Word, Excel or PowerPoint) must be submitted in native format; documents prepared with other software as authorised by the secretariat must be submitted in source format.

3.2.4 Groups home page

Groups can establish a specific "home page" in the restricted area, and a link to this page is provided for each Group. The content of this page is defined by the Group in agreement with the Webmaster, and can consist of permanent documents, informal reports of meetings, pictures. The Webmaster can limit the size of this page, and the usual accessibility rules apply.

4 Structure of Ecma documents

Style sheet Ecma-007.dotx provides all the necessary data for the formatting of the Ecma documents when using Microsoft® Word.

4.1 Working documents

Working documents (unless they are drafts of formal documents) generally do not carry a cover page. The first page of the document shall carry the header of Figure 2.

Ecma/TCXY-TGXY/<year>/NN
Ecma/TCXY/<year>/NN

Figure 2 — Header of the first page of an Ecma working document

In figure 2:

- TCXY is the identifier of the Ecma Technical Committee (for the General Assembly it is GA);

- TGXY is the identifier of the Task Group within the TC (a sequential number);

- NN is the sequential number of the document, within the year.

When more than one number from different Groups is assigned to a document, these numbers shall be displayed on successive lines.

The document number or numbers are assigned by the Ecma Secretariat. A modified or revised document will receive a new number, with the indication of the document it supersedes, or be marked otherwise, e.g., by addition of Rev. 1 on the document.

The first page shall carry the following footer (information line plus document identification line):

Figure 3 — Footer of the first page of an Ecma working document

The document text starts below the heading, with the title, the name of the author or authors, including the company, and the month of preparation.

The division of the text of an Ecma working document depends on its contents. It is recommended that the format of the headings, text and notes follows the formats provided by the Ecma style sheet.

Documents prepared by an Ecma Group for contribution to other organisations can be formatted with the format specific to that organisation, provided that the Ecma origin is clearly indicated in the text. The Ecma document number shall be present at the top right of the page, in the usual position.

4.2   Formal documents

Formal documents (and working documents constituting drafts for formal documents) shall be prepared using Microsoft® Word and the Ecma style sheet (TOOLS-007). Documents "New Standard template" (TOOLS-017) and "New TR template" (TOOLS-018) are "empty" editor's documents which must be used for draft standards and technical reports, respectively.

The Ecma style sheet and editor's documents are available in the folder "TOOLS".

4.2.1   Cover pages

The two first pages are the cover pages.

4.2.2   Title

The structure of the ISO/IEC titles (main subject - secondary subjects) should be adopted whenever possible.

4.2.3   Contents

The contents shall list the titles of all clauses numbered down to three levels or, exceptionally, four levels. Annexes (with their titles) shall be listed. Subdivisions of annexes shall be listed when relevant. Figures and tables shall be listed when relevant.

The first page of the contents shall be a recto page.

NOTE   An alphabetical index may be added as an informative annex.

4.2.4   Introduction

Its text should be intended as a general introduction. It can also contain statements about the Ecma Group that produced the document, liaisons with other bodies and/or relations with corresponding ISO, IEC, ITU or other publications.

At the bottom of the last (or only) page of the introduction there shall be the statement:

"This Ecma Standard/Technical Report was developed by Technical Committee <number> and was adopted by the General Assembly of <month> <year>."

The first (or only) page of the introduction shall be a right-hand page. It is recommended that the introduction be limited to one page. On the verso page of the contents is the copyright notice (see below).

4.2.5 Body of the document

The first page of the text shall be a recto page and shall contain the title of the Standard. The division in clauses depends on the content, the first clauses shall be the following ones:

for Standards:

1 Scope (including statements concerning the field of application)
2 Conformance
3 Normative references
4 Terms and definitions
5 General description (e.g. of the structure of the Standard)

for Technical Reports:

1 Scope (including statements concerning the field of application)
2 Conformance
3 Normative references
4 Terms and definitions
5 General description (e.g. of the structure of the Technical Report).

5 Subdivision of text

The rules of this clause apply to formal documents and their drafts, however it is recommended that contributors apply the rules of 5.2 when preparing contributions to Ecma.

5.1 Subdivisions of a formal document

A Standard or Technical Report may consist of one or more parts. Each part is divided in clauses, of different levels.

When a Standard or Technical Report consists of only one part, this division is not put in evidence.

5.1.1 Parts

A part is an independent division of a document. Parts shall be numbered with Arabic digits, followed by their title. Clause numbering shall start from 1 in each part.

A SPACE character followed by a HYPHEN character followed by a SPACE character shall separate the part number and the part title.

NOTE   In ISO/IEC a part is published as a separate volume. This should be considered when it is envisaged to contribute the Ecma Standard or TR to ISO/IEC, e.g. for fast-track processing.

5.1.2 Volumes

A volume is purely a physical division chosen for ease of handling or because of limitations of the production equipment. The division in volumes is not identical with the division in parts, but the beginning and end of a volume shall correspond to a logical division of the text: part or subdivision.

5.2 Clauses

The text of a document may be sub-divided in clauses, which may again be sub-divided. It is recommended that the number of levels does not exceed 3, even if the text processing templates developed in Ecma allow for a maximum of 5 levels.

A subdivision shall always have a number, a title and some text.

FULL STOP characters shall separate digits or groups of digits within a subdivision number; the rightmost one shall not be followed by a FULL STOP. The lowest digit within a subdivision number shall be 1; 0 shall not be used as number within a subdivision number.

The subdivision number shall appear on a single line, together with the subdivision title; the subdivision title being to the right of the subdivision number. The subdivision text shall start on the line following the subdivision title-number line.

The title-number of a subdivision may be immediately followed by the title-number of the next lower level. A subdivision shall not contain a single subdivision of lower level.

The first letter of the title shall be capitalised. All other words shall not be capitalised unless they are special terms that are capitalised throughout the document in accordance with the conventions given in the document.

6 Text conventions

6.1 Language

[Ecma Rules, 1](#):

The English language, as written in the United Kingdom, will be the official language of the Association.

In case of doubt the Shorter Oxford Dictionary or the Concise Oxford Dictionary shall be used as a reference.

NOTE   Words ending in -ize, -ise and -yse where there is a choice between using the suffix -ize or -ise (e.g. organize, liberalization, standardization, harmonize), -ize, derived from the Greek -izo, is preferred, in accordance with the first spelling of such words given in the Concise Oxford Dictionary. Note that for some words, where -ise is not a suffix but part of the root of the word, there is no choice and -ise must be used (e.g. surprise, comprise, enterprise, improvise, advertise, franchise). Similarly, yse must be used for words derived from the Greek lusis (as in analyse, dialyse and hydrolyse).

6.2 Text structure

6.2.1 References to clauses

When clauses are quoted in the text, the term "clause" is used only for clauses of level 1. Other sub-divisions are referred to only by their composite number. The term sub-clause shall not be used.

Examples:

In Clause 23 ...   In 23.2.1 ...

6.2.2 Blank spaces

Blank spaces shall be avoided. Clauses shall not start systematically on a new page.

6.2.3 Use of HYPHEN

The character HYPHEN shall be used when a noun is associated with an adjective.

Examples:

character-imaging device

connection-oriented transaction protocol

application-dependent ...

computer-supported ...

HYPHEN shall also be used when linking a number with a unit, the whole in singular.

Examples:

8-bit byte   but: a byte of 8 bits

5-record file   but: a file of 5 records

Moreover, HYPHEN shall be used for referring to Ecma Standards.

Example:

ECMA-101

6.2.4 Figures — Numbering and captions

Figures shall be numbered sequentially throughout the document (except in annexes). The title and number shall be below the figure. In the text, the term "figure" shall be printed in full. Captions of figures shall be centred, and printed in italics. Captions shall be separated from the figure number by a DASH character, with a SPACE character on both sides.

6.2.5 Tables — Numbering and captions

Tables shall be numbered sequentially throughout the document (except in annexes). The title and number shall be above the table. In the text, the term "table" shall be printed in full. Captions of tables shall be centred. Captions shall be separated from the table number by a DASH character, with a SPACE character on both sides.

6.2.6 Notes

Notes shall be typed in capital letters and in Arial 9 (see the example below).

NOTE   Text text text.

Notes and examples should be placed after the paragraph to which they refer.

Single notes shall not be numbered. Group of notes in a single subdivision shall be numbered. When several notes occur within the same clause, subclause, figure or table, they shall be designated "NOTE 1", "NOTE 2", "NOTE 3", etc. When several examples occur within the same clause, subclause, figure or table, they shall be designated "EXAMPLE 1", "EXAMPLE 2", "EXAMPLE 3", etc.

The number of notes should be kept to a minimum. Explanatory statements or remarks pertinent to the main text should be incorporated in the latter (which is not required to comprise exclusively mandatory statements). Normative provisions shall not be specified in notes. A clause shall not start with a note.

6.2.7 Equations

If needed for reference purposes, equations shall be numbered sequentially throughout the document, with digits between parentheses in the right-hand margin next to the equation.

6.2.8 Acronyms and abbreviations

Acronyms are groups of letters, formed from initials of several words; e.g.

PLL   for Parameter List Length

Abbreviations consist of writing the first part of a word followed by a FULL STOP, e.g.

org.   for organisation
Ass.   for Association.

Acronyms and abbreviations shall be listed in the Acronyms and Abbreviations clause.

6.2.9 Terms and definitions

This is a conditional element giving definitions necessary for the understanding of certain terms used in the document. The following introductory wording shall be used where all terms and definitions are given in the document itself:

"For the purposes of this document, the following terms and definitions apply."

In the case where terms defined in one or more other documents also apply (for example, in the case of a series of associated documents where Part 1 specifies the terms and definitions for several or all of the parts), the following introductory wording shall be used, altered as necessary:

"For the purposes of this document, the terms and definitions given in … and the following apply."

Rules for the drafting and presentation of terms and definitions are given in Annex D of the ISO/IEC Directives, Part 2 "Rules for the structure and drafting of International Standards", together with special rules for terminology standards, such as vocabularies, nomenclatures or lists of equivalent terms in different languages.

6.2.10 Footnotes

Footnotes shall not be used.

6.2.11 Annexes

Additional clauses at the end of a document are called "annexes" and are numbered using capital letters: A to Z, followed by AA, BB, CC, etc.

Each annex shall be labelled as "normative" or "informative". The normative annexes shall precede the informative annexes.

When referred to in a text, the term "annex" shall be printed with a capital initial and without the qualifier (normative or informative): see also 6.2.12.2.

The numbering of clauses, figures and tables shall start from 1 in each annex, and shall be preceded by the annex letter, for example B.1, B.2, B.2.1, B.2.1.1, Figure B.1.

Each annex shall start on a recto page.

6.2.12 References

6.2.12.1 References to other documents

This clause shall consist of a list of documents (in most cases standards) with their identifiers, titles and date of publication. Ecma documents shall be listed first, followed by those of ISO, IEC, ITU, CEN, CENELEC and ETSI, in that order, as applicable. Ecma documents shall be referred to as "ECMA-XXX" for Standards and "ECMA TR/ZZ" for Technical Reports (i.e. they shall not be preceded by the words "Standard" or "Technical Report").

The title of the document shall be expressed according to the conventions in use in the originating organisation.

In an Ecma Standard, the references given are for information on related publications which do not necessarily contain provisions that must be implemented in order to meet the requirements of the referencing standard.

The references shall not be numbered.

Example:

ECMA-144   8-Bit Single-Byte Coded Character Set - Latin Alphabet No. 6 (1990)

ISO/IEC 10367:1991   Information technology - Repertoire of standardized coded graphic character sets for use in 8-bit codes

Additional informative publications like books, scientific articles, technical descriptions and implementation strategies may be listed in a bibliography in an informative annex. If extensively referenced in the text, these publications may be numbered; however, this should preferably be avoided.

6.2.12.2 References to elements in the text of a document

References to annexes, figures, notes, tables, examples shall start with a capital initial. Examples: see Annex B.3, see Clause 7, see Table 11, see Figure 1.

6.2.13 Binary values

The binary values "0" and "1" shall be written as ZERO and ONE.

The correct convention for the use of binary values is:

"... the attribute bit shall be set to ONE ..."
"... field XYZ shall be set to all ZEROs ..."

6.2.14 Decimal fractions and large numbers

The decimal mark shall be the COMMA. The digit 0 shall always be indicated for decimal fractions smaller than 1.

SPACE shall be used to separate groups of three digits within a number.

1 000   1 000 000   9 567,043 281   0,123 45

NOTE   The use of a non-breaking SPACE is recommended.

6.2.15 Names of graphic characters and control functions

The convention for the names of graphic characters and control functions shall be that used in ECMA-6 (ISO 646), ECMA-35 (ISO 2022), ECMA-48 (ISO 6429) and ECMA-43 (ISO 4873), i.e. capital letters:

SPACE   FULL STOP   (not period)

SOLIDUS   (not slash)   HYPHEN   (not dash)

6.2.16 Metric system and SI units

Only the metric system and SI units according to ISO 31 and ISO 1000 shall be used in Ecma documents. When following a numeric value, they shall be quoted using their standard symbols, e.g.:

    5 s (seconds)

    6 V (volts)

    2 m (metres)

Symbols are never followed by a FULL STOP, except at the end of a sentence.

When units are not following a numeric value they shall be printed in full, e.g. "The time shall be measured in seconds".

Between the actual value and the unit there shall be a SPACE:

    10 mm

NOTE   The use of a non-breaking SPACE is recommended.

The unit shall be repeated in case of tolerances:

    100 V ± 2 V

The nominal value shall have as many decimals after the comma as there are significant digits after the comma in the tolerance:

100,00 mm ± 0,05 mm

$$37,0\ ^{\circ}C\ \begin{array}{l} +\ 0,5\ ^{\circ}C \\ -\ 2,0\ ^{\circ}C \end{array}$$

Zero tolerances shall be preceded by the relevant sign:

$$90,0\ mm\ \begin{array}{l} +\ 0,1\ mm \\ -\ 0,0\ mm \end{array}$$

6.2.17 Description of hardware

When an Ecma Standard includes the dimensions of hardware, all dimensions designated by letters with subscripts shall be accurately described in a text stating also their actual value. The drawings shall not contain text or notes.

6.2.18 The names, acronyms and identifiers of Ecma International

The various instances of the name of the association "Ecma International" shall be written as follows:

- The formal name of the Association under the Swiss Civil Code (see By-laws Art. 1): 'Ecma International'. For short, it can be called 'Ecma'. Examples are: 'Ecma members', 'Ecma Standards', the 'Patent Policy of Ecma International'.

- The identifier of the Standards and Technical Reports published by Ecma International: 'ECMA-n' and 'ECMA TR/n', resp., where n is a decimal integer > 0 . Examples are: ECMA-6, ECMA-74, ECMA-351, ECMA TR/86.

- The name of an organizational unit in Ecma: Ecma <name of the unit>. Examples are: Ecma GA, Ecma TC26, Ecma TC49-TG5, Ecma CC, Ecma Secretariat, Ecma Management.

- The identifier of working documents: Ecma/<name of the unit>/<year in four decimals>/<document number without leading zeroes>. Examples are : Ecma/GA/2004/7, Ecma/TC32-TG17/2004/69.

- The Ecma logo (and its derivatives, i.e., a large dot symbol followed by the name): 'ecma INTERNATIONAL' (see Figure 1 – Ecma logo, 2.3 in this document). The logo is a unique phenomenon, and deviates from the rules above.

- URL and email addresses: 'ecma-international'.

The 'rule of thumb' is that ECMA in capital letters is only used for the identifier of Ecma Standards and TRs.

7 Typographical parameters

This clause defines the margins, fonts, font sizes and paragraph alignment used in the preparation of Ecma formal documents. The parameters defined in this clause are to be followed, independently from the text processor used in preparing contributions. Not following these parameters may cause misprints on American paper sizes.

7.1 Text

The main text of an Ecma document shall be written in Arial, 10 pt, normal, black.

Paragraphs of normal text shall be justified and shall not have their first line indented.

7.2 Titles

Titles of sub-divisions shall be aligned on the left margin, without an indent.

NOTE   Verdana is used only for the title of the document.

7.3 Page numbering

The following rules shall be followed:

- Cover pages (two first pages): no page numbers.

- Contents: Roman numbers Arial 10 pt.

- Introduction: Roman numbers Arial 10 pt.

- The page beginning with Clause 1, Scope, is page number 1; from there on all pages shall be numbered sequentially, including blank pages, until the end of the document. Arabic digits shall be used. The font to be used is Arial, 11 pt and bold. All right-hand pages shall bear an odd page number, and all left-hand pages shall bear an even page number.

For documents divided in parts, page numbering shall be continuous from Clause 1 of the first part on. For documents divided in volumes, page numbering shall restart with each volume.

NOTE   If a document divided in parts is also divided in volumes, the rule of restarting page numbering at the beginning of each volume applies.

7.4 Ecma heading presentation

The heading to be used on the first page of Ecma documents is available in the Ecma template.

8 Preparation of documents using Microsoft® Word

8.1 General

At the Ecma Secretariat, all documents are prepared using Microsoft® Word or, to a less extent, other programs of Microsoft® Office. This applies to drafts of formal documents, to formal documents and to the working documents prepared by the Secretariat (minutes, agendas, reports in general).

For the preparation of these documents, and in particular for those written using Microsoft® Word, the Secretariat has developed a specific template, embodying the editing rules defined in this document (see document "Ecma-007" in the folder "TOOLS"). When an external editor cannot use Microsoft® Word to prepare the drafts for a formal document, an agreement should be reached with the Ecma Secretariat on the delivery of the final files.

NOTE   The usage of the Ecma style and format for contributions to Ecma from members of Groups is strongly recommended.

8.2 Preparation of drawings

The Ecma Secretariat mainly uses Corel® Draw to prepare drawings. It is recommended that editors working on draft formal documents use this software or have the drawings prepared by the Ecma Secretariat.

All the drawings are identified by a code, indicating the year, and a sequential number within the year (four digits, from 0001 to 9999). This code is part of the drawing and appears on the printed document.

The Ecma Secretariat incorporates the drawings in the text of documents as EPS (Encapsulated PostScript) files, together with a WMF file to make the drawings visible in the Microsoft® Word file.

NOTE   Contributions provided to the Ecma Secretariat as PDF files can have drawings inserted in the way that best suits the author, but bit-mapped drawings or figures are to be avoided due to their size.