

2 **Word Specification Sample**  
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16 **Abstract:**

17 [Supply your own summary of the technical purpose of the document. This  
18 document provides a working MS Word 2000 sample from which you can start  
19 editing your own OASIS-published document. Instructions are provided as  
20 italic text in brackets, which should be deleted before publication. Full  
21 instructions are provided in the body of the document.]

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23 [Describe the status and stability of the specification and where to send  
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36 [open.org/committees/xxx/](http://www.oasis-open.org/committees/xxx/)).]

37 [If a Committee Specification or OASIS Standard, the errata page for this  
38 specification is at <http://www.oasis-open.org/committees/xxx/yyy>.]



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## 54 **Introduction**

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

### 56 **1.1 Terminology**

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

---

## 2 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.]

### 2.1 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.

### 2.2 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.

### 2.3 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.

### 2.4 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.

### 2.5 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

99 List continue 2.

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

## 105 2.6 Tables

106 Use the following style for most tables: [To be supplied; suggestions welcome!]

## 107 2.7 Code Examples

108 For schema code and other normative code, use the **Code** paragraph style. It fits 71  
109 characters. For example:

```
110 12345678901234567890123456789012345678901234567890123456789012345678901
111      1           2           3           4           5           6           7
112 <simpleType name="DecisionType">
113   <restriction base="string">
114     <enumeration value="Permit"/>
115     <enumeration value="Deny"/>
116     <enumeration value="Indeterminate"/>
117   </restriction>
118 </simpleType>
```

119 Use the **Code small** style if the code has very long lines. It fits 80 characters. For  
120 example:

```
121 1234567890123456789012345678901234567890123456789012345678901234567890
122      1           2           3           4           5           6           7           8
123 <simpleType name="DecisionType">
124   <restriction base="string">
125     <enumeration value="Permit"/>
126     <enumeration value="Deny"/>
127     <enumeration value="Indeterminate"/>
128   </restriction>
129 </simpleType>
```

130 For non-normative examples, use the **Example** paragraph style. For example:

```
131 GET http://<host name and path>?TARGET=<Target>...<HTTP-Version>
132 <other HTTP 1.0 or 1.1 components>
```

133 Use the **Example small** style if the example has very long lines. For example:

```
134 GET http://<host name and path>?TARGET=<Target>...<HTTP-Version>
135 <other HTTP 1.0 or 1.1 components>
```

## 136 2.8 Character Styles

137 This template defines several character styles for general text use:

138 **Element** style (shortcut Ctrl-Shift-E) for <NativeElement> names and  
139 <ns:ForeignElement> names; add the angle brackets yourself

140 **Attribute** style (shortcut Ctrl-Shift-A) for attributeNames

141 **Datatype** style (shortcut Ctrl-Shift-Alt-D) for DataType names

142 **Keyword** style (shortcut Ctrl-Shift-K) for OtherKeyword names

143 **Variable** style (shortcut Ctrl-Shift-Alt-V) for variableNames

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## 3 References

### 3.1 Normative

**[RFC2119]**

S. Bradner, Key words for use in RFCs to Indicate Requirement Levels <http://www.ietf.org/rfc/rfc2119.txt>, IETF RFC 2119, March 1997.

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## Appendix A. Acknowledgments

The following individuals were members of the committee during the development of this specification:

Jane Doe, Example Corp.

A. Nonymous (chair), Example Corp.

John Smith, Example Corp.

Karl Best, OASIS

John Doe, Other Examples, Inc.

Eve Maler, Sun Microsystems

Norman Walsh, Sun Microsystems

In addition, the following people made contributions to this specification:

Joe Blow, Example Corp.

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## Appendix B. Revision History

[This appendix is optional, but helpful. It should be removed for specifications that are at OASIS Standard level.]

Rev	Date	By Whom	What
wd-00	2002-04-26	Eve Maler	Initial version
wd-03	2002-06-12	Eve Maler	Incorporates decision to put IPR boilerplate in the Status section and comments from Drummond Group.
Wd-04	2002-08-16	Eve Maler	Updated the copyright statements to meet legal requirements.



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## Appendix C. Notices

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