Writing World Class Standards Cheat Sheet

Provisions

***"May", "Should", "Shall" are the only way to make a provision*.**

* **Shall** (not) – requirement (i.e. mandatory)
* **May** (need not) – permission (use to express optionality)
* **Should** (not) – recommendation
1. "Shall" can ONLY be used in a normative element of a TS/EN. Should/May are allowed in normative/informative parts.
2. **Never use "may not", use "need not"**
3. **Never use "Can" as an alternative to "may" or the other way around: "may" is for permission, "can" is for capability/possibility.**
4. Could/ Would are to be avoided.
5. **Never use hidden requirements** e.g. "must", "it is expected that", " is a necessity", "needs to", "has to". Replace all "must" words with "shall".

Ambiguity

"A client can ask a device for its ID. It takes this and…."

* What is "it" and "this"? The client takes this device? The device takes this ID? The client takes this ID?

Scope, foreword and introduction

Scope **≠** Introduction. The scope defines **All** exceptions. **Never use a requirement** in the scope, foreword or the introduction.

Examples and Notes

* EXAMPLE and NOTE in capital letters.
* EXAMPLE: used in a separate paragraph never in text.
* Never use a provision (requirement, permission, recommendation) in an example or a note (except in a table or figure).
* The specification shall still make sense deleting all the examples and notes.

Definitions

Definition: drop in replacement for the word used. Never use a wordy definition **(maximum 1 sentence)**

Formatting

Never use smart quotes “xx” but straight ones: "xx" (CTRL+Z after hitting the quote key)

Hanging Paragraph (without the green part)

## 6.1 Security mechanisms

### 6.1.1 General

Some of the security mechanisms fulfil more than one security requirement.

### 6.1.2(~~1~~) Authentication mechanisms

Unnecessary Wordiness (verbosity)

* "in order to" => "to"
* "In any case, …" => "…"
* "in order to be able to" => "to"
* "Indeed, from a network performance point of view, .." => "for network performance, …"

For Complete Guidance Consult:

1. [A Guide to Writing World Class Standards](https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/AGuideToWritingWorldClassStandards.pdf?ver=2014-05-19-124137-453)
2. [ETSI Drafting Rules (EDRs)](https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/40_directives_apr_2019_part2%20%28EDR%29.pdf)