editHelp! review process

The *editHelp!* review process is a key step in our editorial workflow, aimed at ensuring clarity, accuracy, and alignment before a draft is finalized and sent for approval or publication.

The *editHelp!* review document serves as a working draft that includes:

- > comments, remarks, and proposals for changes; and
- specific questions or requests for input requiring review and response.

It is shared with the relevant stakeholders, especially the Technical Editor, for review and feedback.

## Once the *editHelp!* review document is circulated:

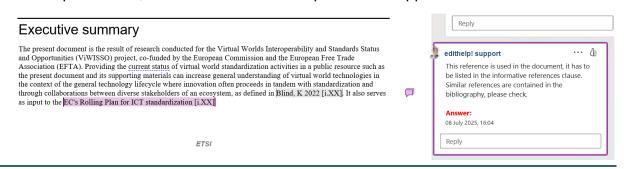
- ➤ a 7-calendar day period is given to provide answers, comments, or feedback.
- during this time, we expect the Technical Editor and any relevant contributors to:
  - review the proposed changes;
  - o respond to specific questions or suggestions; and
  - o confirm, modify, or reject proposed edits, with justifications where needed.

## After the 7-day period:

- > The ETSI Editor will consolidate the input received.
- The draft will be finalised, taking into account:
  - the answers and feedback provided; and
  - any unresolved remarks that may require escalation or clarification.

Once finalised, the draft will proceed to one of the following:

- approval process, if required; or
- direct publication, for items that do not require formal approval.



## Your opinion matters

We hope you find this approach helpful. If you have any questions or suggestions, please do not hesitate to contact us at <a href="edithelp@etsi.org">edithelp@etsi.org</a>.