

## Checklist to check quality of an ETSI deliverable

All ETSI deliverables are required to comply with the ETSI Drafting Rules which are published within the [ETSI Directives](#).

The purpose of this checklist is to promptly check the quality of your deliverable.

This table only lists the clauses that are common to all types of deliverables.

Clause & elements	Editing checklist Particularities of the clause & elements
<b>Title and version #</b>	<p>The title and version number shall be the same in the document and the <a href="#">ETSI Work Programme (EWP)</a>.</p> <p><b>NOTE:</b> <i>If there is a need to make a change in the ETSI Work Programme, please inform the ETSI <a href="#">Committee Support Staff</a>.</i></p>
<b>2<sup>nd</sup> page</b>	<p>The Work Item reference shall correspond with the Work Item reference in the <a href="#">ETSI Work Programme (EWP)</a>.</p> <p>The keywords shall be selected from the <a href="#">ETSI keywords list</a> and shall correspond with the information contained in the ETSI Work Programme.</p> <p><b>NOTE:</b> <i>If there is a need to make a change in the ETSI Work Programme, please inform the ETSI <a href="#">Committee Support Staff</a>.</i></p>
<b>Intellectual Property Rights (IPRs)</b>	<p>This clause is <b>mandatory</b>.</p> <p>This clause is always un-numbered.</p> <p>This clause should remain untouched.</p> <p><b>NOTE:</b> <i>Ensure that all contributors are familiar with their obligations under the <a href="#">ETSI IPR Policy</a>.</i></p>
<b>Foreword</b>	<p>This clause is <b>mandatory</b>.</p> <p>This clause is always un-numbered.</p> <p><b>NOTE 1:</b> <i>This clause is <b>informative</b> for this reason this clause <b>shall not contain requirements</b>.</i></p> <p><b>NOTE 2:</b> <i>This clause will be updated by the ETSI Secretariat in line with its internal procedures.</i></p>
<b>Modal verbs terminology</b>	<p>This clause is mandatory.</p> <p>This clause is always un-numbered.</p> <p>This clause should remain untouched.</p>
<b>Executive Summary</b>	<p>This clause is optional.</p> <p>This clause is un-numbered when it exists.</p> <p><b>NOTE:</b> <i>This clause is <b>informative</b> for this reason this clause <b>shall not contain requirements</b>.</i></p>
<b>Introduction</b>	<p>This clause is optional.</p> <p>This clause is un-numbered when it exists unless there is a need to create numbered subdivisions. In this case it shall be numbered 0 and its sub-clauses 0.1, 0.2, etc.</p> <p><b>NOTE:</b> <i>This clause is <b>informative</b> for this reason this clause <b>shall not contain requirements</b>.</i></p>
<b>Scope</b>	<p>This clause is mandatory.</p> <p>This clause is always numbered 1.</p> <p>This clause always starts on a new page.</p> <p>This clause always starts with "The present document". The rest of the content being provided by the person in charge of the drafting.</p> <p><b>NOTE:</b> <i>This clause is <b>informative</b> for this reason this clause <b>shall not contain requirements</b>.</i></p>

Clause & elements	Editing checklist Particularities of the clause & elements
References	<p>This clause is mandatory.</p> <p>This clause is always numbered <b>2</b>.</p>
Normative references	<p>This clause is mandatory.</p> <p>This clause is always numbered <b>2.1</b>.</p> <p>This clause contains normative references <b>only</b> which <b>must be publicly available, in English and mentioned in the document</b>.</p> <p><b>NOTE 1:</b> The text block for normative documents (TSs, ENs, ESs and GSs) and for informative documents (TRs, SRs, EGs and GRs) are specified in the <a href="#">skeleton</a>.</p> <p><b>NOTE 2:</b> See clauses 2.10 and 2.10.1 of the <a href="#">ETSI Drafting Rules</a> for further details.</p> <p><b>NOTE 3:</b> If there are <b>no</b> normative references, clause 2.1 shall have "Not applicable." written beneath the text block.</p> <p><b>NOTE 4:</b> Documents from organizations other than ETSI may be normatively referenced, but note the guidance in clause 2.10.1.1 of the <a href="#">ETSI Drafting Rules</a>.</p> <p><b>NOTE 5:</b> All references made to Partnership Projects (3GPP, oneM2M) documents in draft deliverables will be changed by the ETSI Secretariat to a reference to the equivalent ETSI deliverable. See clause 2.10.3 of the <a href="#">ETSI Drafting Rules</a>.</p>
Informative references	<p>This clause is mandatory.</p> <p>This clause is always numbered <b>2.2</b>.</p> <p>This clause contains informative references <b>only</b> which are mentioned in the document itself.</p> <p><b>NOTE 1:</b> The text block is specified in the <a href="#">skeleton</a>.</p> <p><b>NOTE 2:</b> See clauses 2.10 and 2.10.2 of the <a href="#">ETSI Drafting Rules</a> for further details.</p> <p><b>NOTE 3:</b> If there are no Informative references, clause 2.2 shall have "Not applicable" written beneath the clause title.</p> <p><b>NOTE 4:</b> Informative references which are <b>not</b> mentioned in the document itself <b>shall</b> be listed in an informative annex entitled <b>Bibliography</b>. See clause 2.14 of the <a href="#">ETSI Drafting Rules</a> for more details.</p> <p><b>NOTE 5:</b> All references made to Partnership Projects (3GPP, oneM2M) documents in draft deliverables will be changed by the ETSI Secretariat to a reference to the equivalent ETSI deliverable. See clause 2.10.3 of the <a href="#">ETSI Drafting Rules</a>.</p>
Definition of terms, symbols and abbreviations	<p>This clause is mandatory.</p> <p>This clause is always numbered <b>3</b> (Terms being 3.1, symbols being 3.2 and abbreviations being 3.3).</p> <p>This clause should remain untouched (except for the provision of the definitions, symbols and abbreviations).</p> <p><b>NOTE 1:</b> If there are <b>no</b> terms, symbols and/or abbreviations, "Void." should be added after the clause title.</p> <p><b>NOTE 2:</b> The text block for each clause is specified in the <a href="#">skeleton</a>.</p> <p><b>NOTE 3:</b> This clause <b>shall not contain requirements</b>.</p> <p><b>NOTE 4:</b> If needed, do not hesitate to check in the <a href="#">ETSI Terms &amp; Definitions Database (TEDDI)</a> to see if an existing definition can be re-used in your deliverable.</p>

Clause & elements	Editing checklist Particularities of the clause & elements
Subdivision of clauses	<p>To be able to precisely reference every paragraph, clauses shall have either numbered or unnumbered subdivisions (a paragraph is an unnumbered subdivision of a clause). This means that when a clause or subclause has text below the title there can be no further subdivisions.</p> <p><b>For full details and examples please see clause 2.12.2 of the <a href="#">ETSI Drafting Rules</a>, you also have information in the <a href="#">"New from editHelp!"</a>.</b></p> <p><b>NOTE 1:</b> Automatic numbering may be used in ETSI deliverables. It is highly recommended to use sequence numbering to avoid problems when the deliverable will be converted to PDF format. If you are <b>familiar</b> with the use of automatic numbering you may use it, but please use the appropriate ETSI Styles, otherwise it may corrupt the document.</p> <p><b>NOTE 2:</b> If you have a text between a clause and a subclause, you have the following possibilities:</p> <ul style="list-style-type: none"> <li>• move the text to clauses that already exist;</li> <li>• renumber the clauses; or</li> <li>• add a supplementary clause using "0" (plus title) or appropriate alphanumeric designation (for example "4.1.0 Introduction").</li> </ul> <p><b>NOTE 3:</b> Do not forget to update the cross-references in your deliverable.</p>
	<p>The Rapporteur or Expert starts defining clause names, numbers and content from clause 4 until the end of the document (annexes included).</p> <p><b>NOTE 1:</b> The following forms shall be used in the text:</p> <ul style="list-style-type: none"> <li>- Requirements: "Shall, shall not".</li> <li>- Recommendations: "Should, should not".</li> <li>- Permissions: "May, may not, need, need not".</li> <li>- Possibilities: "Can, cannot".</li> <li>- <b>"must"</b> and <b>"must not"</b> are <b>NOT</b> allowed in ETSI deliverables except when used in direct citation, see clause 3.2 of the <a href="#">ETSI Drafting Rules</a>.</li> </ul> <p><b>NOTE 2:</b> Notes in the text are informative. As a result, requirements are not permitted. Notes in tables or figures may contain requirements.</p> <p><b>NOTE 3:</b> Footnotes <b>shall not</b> be used.</p> <p><b>NOTE 4:</b> Trade names should be avoided. If it is necessary to refer to a trade name, please consult for more information the page <a href="#">"Trade names and trademarks"</a> and refer to clause 4 of the <a href="#">ETSI Drafting Rules</a>.</p> <p><b>NOTE 5:</b> To represent numbers, the decimal point <b>shall</b> be represented by a comma ",". The thousand separator <b>shall</b> be a "space". The symbol "x" shall be used to indication multiplication.</p> <p><b>Information:</b> Check that requirements are unambiguous and independently verifiable. Try checking with members from other countries that they interpret your text in the same way as you do.</p>
Annexes	<p>Annexes always start on a new page. As a result you should insert a page break between annexes A, B, etc. Are lettered and not numbered. The letter of the annex should be followed by an indication of whether it is a normative or an informative annex (except for TR, SR, GR and EG deliverables). The clauses of the annexes should always start with the letter of the annex, same for figures and tables numbering.</p> <p><b>NOTE:</b> <b>Informative annexes shall not contain requirements.</b></p>
Bibliography	<p>This clause is an optional annex and contains references which are relevant to the deliverable but <b>not</b> mentioned within. See clause 2.14 of the <a href="#">ETSI Drafting Rules</a>.</p>

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<b>Change History</b>	This clause is an optional annex (mandatory in EN HS documents) and describe the list of changes implemented in a new version of the ETSI deliverable. See clause 2.15 of the <a href="#">ETSI Drafting Rules</a> .
<b>History</b>	This clause is the last clause and it is always un-numbered. This clause shows the major milestones in the life of a document. <b>NOTE:</b> <i>This clause will be updated by the ETSI Secretariat in line with its internal procedures.</i> See clause 2.16 of the <a href="#">ETSI Drafting Rules</a> .

In case of any difficulties, please do not hesitate to contact **editHelp!** at [editHelp@etsi.org](mailto:editHelp@etsi.org) we are here to help you produce your deliverable.

Working closer together can insure that your future ETSI deliverable is published without delay.