



10 editing questions you may be asked

How this document may help you

This document lists the most likely questions asked to rapporteurs during the editing of the deliverables.



These questions have been extracted from the readme file, a compilation of questions prepared by the Editor as part of the *editHelp!* service. Some guidance is given below, with a reference to the ETSI Drafting Rules.

By highlighting those questions, the goal is to help rapporteurs during the early drafting stages by allowing the Technical Body or Industry Specification Group to discuss these issues before approval and avoid possible "roadblocks" that could lead to a delay in the publication of the deliverables.

Trade names	2
Subdivision of clauses ("hanging paragraphs")	2
Clause/figure/table numbering.....	3
Added/unused abbreviations.....	3
Definitions.....	4
Non-compliant values and units	4
Harmonised standard references	4
Table notes	5
Normative reference not publicly available	5
Added/unused references	5



Trade names

ETSI strongly advise that no trade names are used within ETSI documents. If the use of trade names cannot be avoided their nature shall be indicated by the symbols ® or ™, whichever is appropriate.

Also, one of the two notes is to be inserted at the location of the rapporteurs' choice (in the introduction or after first occurrence for example).

NOTE: "... [trade name of product] ... is the trade name of a product supplied by ... [supplier] This information is given for the convenience of users of the present document and does not constitute an endorsement by ETSI of the product named. Equivalent products may be used if they can be shown to lead to the same results."

NOTE : "... [trade name(s) of product(s)] ... is (are) an example(s) of a suitable product(s) available commercially. This information is given for the convenience of users of the present document and does not constitute an endorsement by ETSI of this (these) product(s)."



ETSI DRAFTING RULES, clause 4:

Proprietary trade names (e.g. trade marks) for a particular good or service should as far as possible be avoided, even if they are in common use. Instead a correct designation or description of a product should be given. Proprietary trade names (e.g. trade marks) for a particular product should as far as possible be avoided, even if they are in common use. If, in exceptional circumstances, trade names cannot be avoided, their nature shall be indicated, e.g. by the symbols ® or TM for a registered trade mark.

Subdivision of clauses ("hanging paragraphs")

To be able to precisely reference every clause, 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 subclauses below.

When a hanging paragraph is identified, Editors invite rapporteurs to revise the clause(s), using revision marks, and the corresponding cross-references (if any) with one or more of the provided options.

•

For *drafts*, either:

- move the text to clauses that already exist;
- renumber the clauses; or
- add a supplementary clause using "0" (plus title) or appropriate alphanumeric designation.



For *revisions* and *multipart series*, either:

- move the text to clauses that already exist; or
- add a supplementary clause using "0" (plus title) or appropriate alphanumeric designation (for example "4.1.0 Introduction")



ETSI DRAFTING RULES, clause 2.12.2:

A paragraph is an unnumbered subdivision of a clause.

To be able to precisely reference every paragraph, clauses shall have either numbered or unnumbered subdivisions.



Clause/figure/table numbering

This question is raised if the clause/figure/table numbering is inconsistent or disrupted.

For first publication, ETSI encourage the renumbering of the subsequent clauses, if it is possible.

For revisions it is best to add a "void" clause/figure/table in order to minimize the disruption caused by re-numbering all subsequent clauses.



Cross-references to the clauses/figures/tables should be carefully checked before approval of the deliverable.

The numbering of annexes and its elements is different than the body of the document.



ETSI DRAFTING RULES, clause 2.12.1.0:

Every attempt shall be made to use continuous numbering. However, if continuous numbering cannot be maintained, an existing element may be deleted and replaced with the term "Void" to minimize disruption to the numbering scheme. This applies to all elements (e.g. clause, annex, figure, table, note, list).

ETSI DRAFTING RULES, clause 2.13.0:

Numbers given to the clauses, tables, figures and mathematical formulae of an annex shall be preceded by the letter designating that annex followed by a full-stop (e.g. figure B.1, table C.4). The numbering shall start afresh with each annex.

Added/unused abbreviations

Abbreviations used in the document shall be listed in clause 3.3 and abbreviations not used from the list need to be removed.

The ETSI Terms and Definitions Database Interactive (TEDDI) (<http://webapp.etsi.org/Teddi/>) can be used to complete the abbreviations clause.



ETSI DRAFTING RULES, clause 2.11.2:

"Symbols" and "Abbreviations" clauses give a list of the symbols and abbreviations which are used within the ETSI deliverable and are necessary for the understanding of the ETSI deliverable.



Definitions

Definitions should be checked against the ETSI Drafting Rules. Below is an example of a reworked definition.

- EXAMPLE:

videoconferencing: service providing an interactive, bi-directional, real time audio-visual communication, normally intended for multiple users at each end

- EXAMPLE - rephrased:

videoconferencing: service providing interactive, bi-directional and real time audio-visual communication

NOTE: Normally intended for multiple users at each end.



ETSI DRAFTING RULES, clause 2.11.1.0:

The form of a definition should be such that it can replace the term in context. Any additional information shall be given only in the form of examples or notes. If there are several notes or examples for the same definition, the notes shall be numbered. Otherwise it is not necessary.

Non-compliant values and units

Editors identify values and units and that do not meet the EDRs and suggest to change accordingly.



ETSI DRAFTING RULES, clause 6.6:

The decimal sign shall be a comma. The thousand separator shall be a space. Use non-breaking spaces ("Ctrl" + "Shift" + space) for the thousand separator, before and after binary operators and preceding units.

Harmonised standard references

The normative reference clause of Harmonised Standards shall contain only specific references. When it is not the case, Editors ask rapporteurs to specify the version number or date of publication.



ETSI DRAFTING RULES, clause 8.4:

Normative references in Harmonised Standards shall be specific (identified by date of publication and/or edition number or version number). See clauses 2.10, 2.10.1.1 and 2.10.1.3.



Table notes

Notes in the text that are related to a table should be moved the bottom of the table. If there is more than one note, they shall be numbered.



ETSI DRAFTING RULES, clause 5.2.7:
Notes to tables shall be treated independently from notes integrated in the text (see clause 5.5.1) and for this reason may contain requirements. They shall be located within the frame of the relevant table. A single note in a table shall be preceded by "NOTE:". When several notes occur in the same table, they shall be designated "NOTE 1:", "NOTE 2:", "NOTE 3:", etc. (see also clause 2.12.1.0).

The style "TAN" from the ETSI toolbar can be used to format the table notes.



Normative reference not publicly available

When a normative reference is not yet publicly available, the deliverable is being/will be (if the document has not reached the Technical Body approval milestone) put in "waiting status" until the reference becomes publicly available.



The "waiting" status can be seen in the ETSI Work Programme along with the rationale.



ETSI DRAFTING RULES, clause 2.10.1.1:
If normative references cited in a deliverable are not publicly available during the drafting stage, the deliverable shall not be submitted to an approval procedure until the reference is publicly available. Or the text shall be made available.

Added/unused references

Any reference(s) used within the document has/have to be listed in the references clause and need to be identified as either informative or normative.

Reference(s) not mentioned in the document are moved to the bibliography, unless rapporteurs want to remove the reference(s) completely.



ETSI DRAFTING RULES, clause 2.14:
The Bibliography identifies additional reading material not mentioned within the document. Those publications might or might not be publicly available (no check is made by the ETSI Secretariat).

ETSI DRAFTING RULES, clause 2.10.0:
The "References" clause lists the documents referred to in the body of the ETSI deliverable. It consists of clause 2.1 "Normative references" and clause 2.2 "Informative references"

- For *new deliverables*, the remaining reference(s)'s bookmark(s) need to be renumbered.
- For *revisions*, the removed reference(s)'s bookmark(s) are kept in the list as "Void" to avoid a renumbering of all the references.

