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| A black and white logo  Description automatically generated with low confidence | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATION STANDARDIZATION SECTOR**STUDY PERIOD 2022-2024 | TSAG-TD294 |
| **TSAG** |
| **Original: English** |
| **Question(s):** | N/A | Geneva, 30 May – 2 June 2023 |
| **TD** |
| **Source:** | TSB |
| **Title:** | Agreement – Modifications to the Author's Guide |
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**Abstract** This TD presents the modifications introduced in the "Author's Guide for drafting ITU-T Recommendations" in accordance with the discussions held within the framework of the RG-WM meetings that are submitted by agreement at this meeting. The modifications are provided in delta format for easier reference of the TSAG meeting, and will be published in full text by TSB in the ITU website.

**Action** TSAG is invited to agree on this TD.

The Author's Guide for drafting ITU-T Recommendations contains a note that encourages the use of normative references when the need arises to incorporate in an ITU-T Recommendation a definition published by another standards development organization.

This modification to the Guide considers TSAG [TD218](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0218), [TD243](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0243) and [TD245](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0245/en), and addresses the concerns expressed by ITU membership by:

* Encouraging further the use of normative references by raising the level of the note mentioned above to normal text;
* Clarifying the fact that copyright clearance should have been obtained from the copyright holder if a definition is reproduced from an external publication.

The modification also:

* Clarifies further that the ITU Terminology Database referenced in the Guide is populated only with official terms and definitions approved in Recommendations;
* Moves Table 1, which contains the structure of Recommendations, from the Scope to clause 8, which describes the elements that conform the Recommendation.

Annex 1 shows the proposed modifications using revision marks.

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Annex 1

Proposed modifications to the Author's guide for
drafting ITU-T Recommendations

# 1 Scope

This author's guide is intended to provide a common approach to the preparation of ITU-T texts that are intended for publication, e.g., draft Recommendations. It attempts to cover the kind of questions likely to arise in the preparation of an ITU-T Recommendation and provides, through application of its own rules, an illustration using the normal order of the elements of drafting a typical Recommendation. To avoid confusion which may result from this approach for a first-time reader, detailed explanations of the contents of each heading are given in clauses 7 and 8 below.

For common texts developed with ISO/IEC, [ITU-T A.23] applies instead of this author's guide.

# 2 References

**…**

# 3 Definitions

## 3.1 Terms defined elsewhere

This Recommendation uses the following terms defined elsewhere:

**3.1.1 amendment** [b-ITU-T A.1]: Changes or additions to an already published ITU-T Recommendation.

NOTE – If an amendment forms an integral part of the Recommendation, approval of the amendment follows the same approval procedure as the Recommendation; otherwise (e.g., when all changes are in appendices), it is agreed by the study group.

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**3.1.2 annex** [b-ITU-T A.1]: Material (e.g., technical detail or explanation) that is necessary to its overall completeness and comprehensibility of a Recommendation, and is therefore considered an integral part of the Recommendation.

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# 8 Description of core material

The Recommendation commences on Arabic numeral page 1 that follows the Roman-numbered pages in the final publication. The Recommendation title will appear at the beginning of page 1, just preceding clause 1, "Scope".

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## 8.1 Scope

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## 8.3 Definitions

This element should appear as clause 3; it gives the definitions necessary for the understanding of certain terms used in the Recommendation. For more details, see Annex B.

The following statements are used to introduce terms, grouped according to where they are defined under the following boilerplate sentences:

For clause 3.1: "This Recommendation uses the following terms defined elsewhere:".

For clause 3.2: "This Recommendation defines the following terms:".

In order to associate defined terms in the different language versions of the Recommendation, it is useful to give a clause number to each term.

Terms which are defined elsewhere should normally include only a normative reference to the defining document to avoid difficulty in keeping multiple copies of a definition aligned.

In exceptional circumstances, to allow for a stand-alone document, a definition for a term defined elsewhere may be quoted with an informative reference to the source document, provided that the necessary copyright clearance has been obtained (with guidance from TSB, if needed) from the copyright holder.

NOTE – TSB collects all new terms and their definitions only from new or revised Recommendations and adds them to the ITU-T Terms and Definitions database, which is available to the general public on the ITU‑T website (<http://www.itu.int/ITU-R/go/terminology-database>).

## 8.4 Abbreviations and acronyms

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