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SERIES A: RECOMMENDATIONS ON THE
ORGANIZATION OF THE WORK OF THE ITU
TELECOMMUNICATION STANDARDIZATION SECTOR

**ELABORATION AND PRESENTATION OF TEXTS
FOR RECOMMENDATIONS OF THE ITU
TELECOMMUNICATION STANDARDIZATION
SECTOR**

ITU-T Recommendation A.15

(Previously CCITT Recommendation)

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Recommendation A.15

ELABORATION AND PRESENTATION OF TEXTS FOR RECOMMENDATIONS OF THE ITU TELECOMMUNICATION STANDARDIZATION SECTOR

(Geneva 1980; Helsinki, 1993)

Recommendation A.15 was approved in 1980 in order to rationalize and provide a standard format for texts prepared by Study Groups and other groups for publication. The goal was to arrive at a normalized paragraph numbering system and text presentation and to simplify working procedures within the Secretariats of both CCITT and ITU. The result was a standard final product for users and was the logical adjunct to electronic text storage and processing which was being introduced about the same time.

Between 1980 and 1993 the volume of text treated per study period has more than tripled, treatment techniques (equipment, software, methods, and publication media) have greatly evolved and working methods within the Study Groups and the Secretariat have changed. Given the accelerating pace of change, it is both practical and logical to provide an “elaboration and presentation guide” which will be able to follow the evolution in this domain.

The Guide is contained in Appendix I (see note). Appendix I does not form an integral part of this Recommendation thus permitting the Director of the Telecommunication Standardization Bureau to modify the Guide from time to time to accommodate the more important changes in the publications production environment. The Telecommunication Standardization Advisory Group should be made aware when any such modification is proposed.

It is recommended:

- 1) that a procedure for rational elaboration, hierarchical numbering and standardized presentation and layout of texts be applied to all Recommendations of the ITU Telecommunication Standardization Sector;
- 2) that such a procedure be provided in the “Guide for the elaboration and presentation of texts for Recommendations of the ITU Telecommunication Standardization Sector” which constitutes Appendix I to this Recommendation;
- 3) that the Director of the Telecommunication Standardization Bureau ensure the application of this procedure;
- 4) that the Director of the Telecommunication Standardization Bureau ensure periodic updating of the “Guide for the elaboration and presentation of texts for Recommendations of the ITU Telecommunication Standardization Sector” in response to changes in the publications production environment.

Note – A similar guide which deals exclusively with ITU-T | ISO/IEC common text has been elaborated jointly with ISO/IEC and is available from the ITU Telecommunication Standardization Bureau.

APPENDIX I

(This appendix does not form an integral part of Recommendation A.15)

GUIDE

FOR THE ELABORATION AND PRESENTATION OF TEXTS FOR RECOMMENDATIONS OF THE ITU TELECOMMUNICATION STANDARDIZATION SECTOR

Summary

This Guide for preparing ITU-T texts (e.g. draft Recommendations) when used by authors will permit a standard, and thus more efficient, approach to the preparation of texts by the Secretariat of the ITU-T for publication. It covers the rules for drafting a Recommendation in a standard manner. Its provisions should be applied in all instances where texts (such as draft Recommendations) are being prepared by Study Group authors for approval and publication. The methods presented in this Guide will remain stable until changes to current text treatment procedures necessitate its modification.

**GUIDE FOR THE ELABORATION AND PRESENTATION OF TEXTS
FOR RECOMMENDATIONS OF THE ITU TELECOMMUNICATION
STANDARDIZATION SECTOR**

1 Scope

This Guide is intended to provide a common approach to the preparation of ITU-T texts which are destined for publication, e.g. draft Recommendations. It attempts to cover all the 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 the drafting of 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 2 Elements of a Recommendation below. Table 1 shows the normal order and arrangement of the elements that may comprise a Recommendation.

TABLE 1/A.1500

Arrangement of elements (typical)

Element	Clause number
Title page ^{a)}	None
Foreword ^{a)}	None
Contents ^{a)} (optional)	None
Summary ^{a)}	None
Introduction ^{a)} (optional)	None
Background ^{a)} (optional)	None
Keywords ^{a)} (optional)	None
Title	None
Scope	1 ^{b)}
References	2 ^{b)}
Definitions	3 ^{b)}
Abbreviations	4 ^{b)}
Conventions	5 ^{b)}
Text of Recommendation	6 onwards ^{b)}
Annexes (form an integral part of the Recommendation)	A onwards
Appendixes (do not form an integral part of the Recommendation)	I onwards
Bibliography	None
Index (optional)	None
^{a)} These elements are considered as up-front material (outside the main body of the Recommendation). ^{b)} These clause numbers are given for guidance and are not fixed since some of the elements may not be present.	

2 Elements of a Recommendation

2.1 Cover or title page

The cover or title page shall be supplied by the Telecommunication Standardization Bureau. It shall provide the title of the Recommendation as decided by the Study Group and, in addition, will provide the name of the the heirarchically superior division of the Series into which the Recommendation falls.

2.2 Foreword

The Foreword is the first text element, placed on the back of the title page and provides administrative, copyright and other information which is determined and prepared by the Telecommunication Standardization Bureau.

2.3 Contents (optional)

The Contents element is provided to assist the reader and depending on the length and complexity of the Recommendation, may list all the subclauses of the main text and annexes, or only the main clause plus one level of the subclauses. The general rule is to keep it as short as possible while providing the necessary minimum of aid to the reader. The ITU Secretariat may generate a table of contents if none is included with the manuscript. All items listed shall be cited with their full titles.

2.4 Summary

This element is mandatory and is placed in front of the main body of the Recommendation. It provides a brief overview of the purpose and contents of the Recommendation thus permitting readers to judge its usefulness for their work.

2.5 Introduction (optional)

This element, which is placed in front of the main body of the Recommendation, introduces the subject and may give, for example, the reasons leading to its preparation, the technical content of the text and any other information that the author deems appropriate.

2.6 Background (optional)

This element, which is placed in front of the main body of the Recommendation, provides information which describes the framework of the Recommendation. It can include the history (for example, if the Recommendation was originally written a number of years ago and has since been modified a number of times) and describe any association with other Recommendations.

2.7 Keywords (optional)

This element, which is placed in front of the main body of the Recommendation, lists words which identify the main topics in the Recommendation and which serve in electronic text searches. A manual of accepted keywords may be used in the selection of appropriate words. Work on the use of keywords as a search tool is proceeding in conjunction with the implementation of electronic mail to provide access to stored Recommendations at ITU .

2.8 Title

The title should not be unnecessarily long and should provide an indication of the main topics covered. The Recommendation proper commences on page 1 with the number and title.

2.9 Scope

This element shall appear, as clause 1, at the beginning of every Recommendation, to define, without ambiguity, the intent or object and the aspects covered, thereby indicating the limits of applicability.

2.10 References

This element permits the author to list the CCITT Recommendations, ITU-T Recommendations and other (international) standards referred to in the body of the Recommendation. The references should be introduced with a standard text as follows :

The following ITU-T Recommendations, and other references contain provisions which, through reference in this text, constitute provisions of this Recommendation. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; all users of this Recommendation are therefore encouraged to investigate the possibility of applying the most recent edition of the Recommendations and other references listed below. A list of the currently valid ITU-T Recommendations is regularly published.

Reference to any other texts may be made through a bibliography in an appendix at the end of the Recommendation.

2.11 Terms and definitions

This element gives the definitions necessary for the understanding of certain terms used in the Recommendation. When present, it should be introduced by the following text: For the purposes of this Recommendation, the following definitions apply.

The terms with their definitions used in the Recommendation shall be extracted from the text and listed. An example is given as follows :

For the purpose of this Recommendation, the following definitions apply:

clause: The word clause shall be used to denote the main (i.e. single digit numbered) text passages.

subclause: The word subclause shall be used to denote text passages that are subdivisions (i.e. multiple digit numbered parts) of a clause.

annex: An annex to a Recommendation contains material (e.g. technical detail or explanation) which is necessary to its overall completeness and comprehensibility and is therefore considered an integral part of the Recommendation (the term integral annex is used in joint ITU-T|ISO/IEC texts)

appendix: An appendix to a Recommendation contains material which is supplementary to and associated with the subject matter of the Recommendation but is not essential to its completeness or comprehensibility and is therefore not considered to be an integral part of the Recommendation (the term non-integral annex is used in joint ITU-T|ISO/IEC texts).

Individual numbering of terms and their definitions is not required but may be used for special reasons. If terms defined elsewhere are used, they shall be grouped in a subclause and introduced as in the following example: This Recommendation uses terms defined in ITU-T Rec...., followed by a list of the terms used.

2.12 Abbreviations

This element lists all the abbreviations from throughout the Recommendation, in alphabetical order and with their complete text. The first letter of the first word of the text shall be capitalized; all other words shall not be capitalized unless they are special terms. An example is given as follows :

For the purpose of this Recommendation the following abbreviations are used:

CCITT	International Telephone and Telegraph Consultative Committee
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
ITU-T	International Telecommunication Union Telecommunication Standardization

2.13 Conventions

This element, which is optional, shall list particular notations, styles, presentation, etc. used within the Recommendation.

The unnecessary use of capitalized words shall be avoided. Special classes of terms or other texts which are to be capitalized throughout the Recommendation shall be listed in the Conventions.

2.14 Text of the Recommendation

The text of the first line of each clause or subclause shall start at the margin, except for listings.

2.14.1 Clause and subclause numbers

Subclauses shall be numbered with the digits of the number in bold and separated by periods. In the case of a clause number, no period shall be present.

The clause or subclause number shall appear (together with the title) on a line separate from the text.

2.14.2 Clause and subclause titles

The title, in bold, indicating the content of the clause or subclause, shall appear to the right of the subclause number. Untitled subclauses shall be avoided.

2.14.3 Lists

Although a great number of forms are possible for multiple level lists, it is desirable to restrict the number of variants. In the interest of simplicity, authors should avoid lists with more than three levels. Two possible variants, used for one-level-only lists, are shown below (others may use letters/numbers) :

- first item;
- second item;
- etc.

or

- first item;
- second item;
- etc.

The second form, which may apply to either one- or two-level lists is shown below:

- a) first item;
- b) second item;
- c) etc.

When sublists appear within a list as a second level, the list takes the following form:

- a) first item:
 - 1) first sub-item;
 - 2) second sub-item.
- b) second item:
 - 1) first sub-item;
 - 2) second sub-item.

Lists with three levels would use a combination of the above forms; lists with more than three levels should be avoided if possible.

2.15 Mathematical expressions and symbols (formulas, equations, etc)

2.15.1 Presentation

Equations, formulas and other expressions shall be in the mathematically correct form and shall occupy one or more lines with no text, unless text is an integral part of the expression. For reference purposes, each expression shall be given a number (placed at the right margin) which contains the clause number plus a number in sequence from the beginning of the clause, e.g. Formula 6-3/K.35 is the third mathematical expression in clause 6 of Recommendation K.35. Given the complicated nature of mathematical expressions, great care shall be exercised to ensure that manuscripts are abundantly clear (e.g. for the vertical placement of sub- or super-scribed numbers or variables) and leave no room for misinterpretation by the secretariat.

If the text treatment software used by the author has limited possibilities to produce mathematical expressions with the correct layout (giving relative positions and sizes of all elements), it is preferable to produce them accurately by hand.

2.15.2 Equations

Equations and other expressions shall start on a new line, indented from the left margin. Successive iterations of the right hand side of an equation (i.e. after the equals sign) shall occupy successive lines and the equals signs shall be aligned vertically.

2.15.3 Quantities, units and symbols

The use of quantities, units and symbols shall follow the International System of units (SI) as defined by ISO, in ISO 31 and ISO 1000, which give the standard name of physical quantities with their agreed symbol. Letter symbols used to express quantities in an expression shall be listed with their explanations below the expression, or group of expressions, using them. Symbols for variable quantities are written in italics, non variable or constant quantities are expressed by roman characters.

2.16 Figures and tables

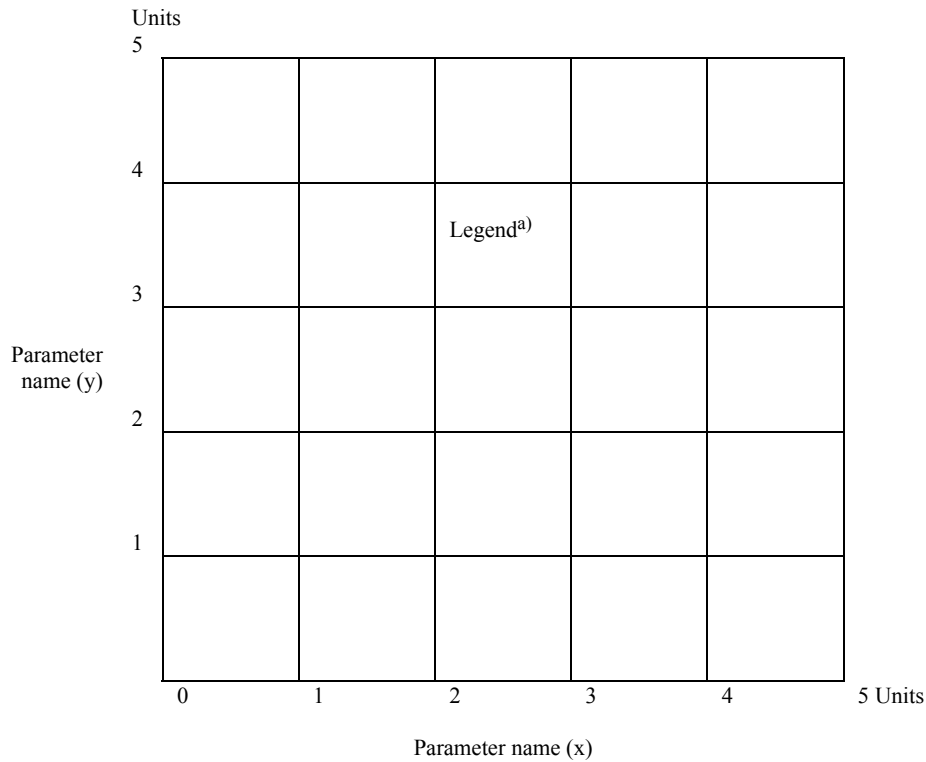
2.16.1 Figures

Each figure shall be referred to explicitly in the text.

Figures shall be numbered with arabic numerals, beginning with 1 (within annexes there will be a letter-plus-period prefix) followed by a fraction bar and the number of the Recommendation e.g. FIGURE 5/X.440, FIGURE A.3/G.121. This numbering shall normally be independent of the numbering of the clause and of any tables. For Recommendations which are very long or complex, however, the author may number figures sequentially with respect to the single digit clause number, e.g. FIGURE 4-3/M.450 which denotes the third figure in clause 4 of Recommendation M.450.

The number and title shall be placed on separate lines and centred, below the figure. References in the text to specific figures (see § 2.18) should use the word Figure with an uppercase F, e.g. see Figure 1/A.1500. The first letter of the title shall be capitalized; all other words shall not be capitalized unless they are special terms that are capitalized throughout the Recommendation in accordance with the conventions given.

When a figure is continued over two or more pages, the following text shall appear on intermediate pages: Figure number + figure title (*continued*) and the following text shall appear on the last page: Figure number + figure title (*concluded*).



a) Explanatory comments are placed immediately below the figure

NOTE General notes to the figure are placed above the number and title of the figure.

FIGURE 1/A.1500

Example of presentation of figures

2.16.2 Tables

Each table shall be referred to explicitly in the text.

Tables shall be numbered with arabic numerals, beginning with 1 (within annexes there will be a letter-plus-period prefix) followed by a fraction bar and the number of the Recommendation e.g. TABLE 5/X.440, TABLE A.3/G.121. This numbering shall normally be independent of the numbering of the clause and of any figures. For Recommendations which are very long and complex, the author may number sequentially with respect to the single digit clause number e.g. TABLE 4-3/M.450 which denotes the third table in clause 4 of Recommendation M.450.

The number and title shall be placed on separate lines and centred, above the table. References in the text to specific tables should use the word Table with an uppercase T, e.g. see Table 1/A.1500. The first letter of the title shall be capitalized; all other words shall not be capitalized unless they are special terms that are capitalized throughout the Recommendation in accordance with the conventions given.

The first letter in the heading of each column shall be capitalized. Columns shall, if possible, be separated by vertical lines. The heading shall, if possible, be separated from the contents by a horizontal line. The table shall, if possible, be surrounded by lines forming a box.

When a table is continued over two or more pages, the following text shall appear on intermediate pages: Table number + table title (*continued*) and the following text shall appear on the last page: Table number + table title (*concluded*). Column headings shall be repeated on each page.

2.16.3 Text references to figures and tables

Table 2 explains the meaning of the text references to tables and figures.

TABLE 2/A.1500

Text references to figures and tables

Reference term	Meaning
Table 1/W.1001	First table in Recommendation W.1001
Figure 2/W.1001	Second figure in Recommendation W.1001
Table A.3/W.1001	Third table in Annex A of Recommendation W.1001
Table II.2/W.1001	Second table in Appendix II of Recommendation W.1001

2.17 Notes and footnotes

2.17.1 Notes and footnotes to the main text

Proliferation of notes should be avoided. If the text is written in a clear manner the need for notes should be minimal. If supplementary or complementary information is necessary, notes may be integrated in the text of a Recommendation. They shall not contain requirements. They shall normally be placed after the clause, subclause or paragraph to which they refer.

A single note within a subclause shall start with the text NOTE , placed at the beginning of the first line of the text of the note. If two or more notes are grouped together, they shall be placed under the title NOTES, this word being on a line by itself; the text of each note shall then be preceded only by an arabic numeral at the beginning of its first line. Each group of notes shall be numbered independently, i.e. 1, 2, 3, etc. If individual notes occur at separate places within the same numbered sub-division of text, they shall be designated NOTE 1 , NOTE 2 , NOTE 3 , etc. An alternative manner of numbering is for all notes integrated in the text to be numbered in a continuous sequence throughout the document.

NOTE The first line of all paragraphs of a note shall be indented (at tab1) from the margin of the main text to help identify the extent of the note.

Footnotes may be used to provide information regarding a particular item, word or concept. They shall be indicated by a superior positioned arabic numeral plus right hand parenthesis at the appropriate location in the text and shall be numbered consecutively throughout the Recommendation. Both the indicator and the footnote itself shall be printed with a font one or two sizes lower than the main text.

2.17.2 Notes and footnotes to figures and tables

Notes and footnotes to tables and to figures shall be treated independently from footnotes and notes integrated in the text. They shall be located within the frame of the relevant table or immediately above the title of the relevant figure. Notes for each table and each figure shall be numbered independently. Such notes may contain requirements. Footnotes to a table or figure shall be indicated by a superior positioned lower case letter. Both the indicator and the footnote itself shall be printed in a font smaller than the main text.

2.18 Citing of references

When reference is made to other text passages, tables, figures, etc. **within the same** Recommendation it is sufficient to cite the appropriate number without the Recommendation number e.g. see Table 4 or see 5.4.7. For references to **parts of another** Recommendation, its number should be included in the reference e.g. see Figure 6/Q.555 or see 3.8.2/Q.560.

2.19 Annexes

Annexes that form an integral part of the Recommendation shall appear immediately after the text of the Recommendation. The annexes shall be designated A, B, C etc. A single annex shall be designated Annex A

The title of the annex shall be immediately followed by the following text, centered: (This annex forms an integral part of this Recommendation.).

Numbers given to the clauses, subclauses, tables, figures and equations of an annex shall be preceded by the letter assigned to that annex (e.g. *see Figure B.3*). The numbering shall start afresh with each annex.

2.20 Appendixes

Appendixes do not form an integral part of the Recommendation and shall appear immediately after the last (integral) annex of the Recommendation, or after the text, if there are no annexes. The appendixes shall be designated with roman numerals (i.e. I, II, III...). A single appendix shall be designated Appendix I.

The title of the appendix shall be immediately followed by the following text, centered: (This appendix does not form an integral part of this Recommendation.).

Numbers given to the clauses, subclauses, tables, figures and equations of an appendix shall be preceded by the numeral assigned to that appendix (e.g. *see Table IV.2*). The numbering shall start afresh with each appendix.

2.21 Bibliography

This element may be present in order to cite reference or source not covered by the reference element.

2.22 Index

This element is optional, but can be a useful tool for users. If included, the index is the last element of the Recommendation. It is preferable that the index entries should provide clause or subclause number references and not page number references which are subject to change during processing in the Secretariat.

Annex A

Treatment of machine readable text

(This annex forms an integral part of this Recommendation)

A.1 Document processing limitations

An objective of ITU-T is to be able to accept, process and distribute information in machine readable form. The realization of this objective has started but there are some practical constraints which will take some time to resolve. For example, shortly before an ITU-T meeting, many documents may be received which require a minimum of processing before being reproduced for distribution at the start of the meeting. In the paper era, these documents could be registered, numbered, etc. and then reproduced rapidly within acceptable delays. With machine readable texts, if the authors word processor and graphics software are different from that used in-house by the ITU (Microsoft Word for Windows, Designer and SDT (for SDL diagrams)), time consuming conversion plus the associated checking has to be performed before printouts can be made for reproduction and distribution. With large numbers of documents arriving, this delay would become unacceptable.

Documents stored using the current ITU text and graphics software (Word for Windows, Designer and SDT) would require, apart from a minimum of processing, only to be printed out and would not (unless very large numbers of documents are involved) introduce undue delays.

In view of the foregoing, documents in machine readable form (i.e. other than Word for Windows, Designer and SDT), submitted to ITU-T shortly before a meeting must be accompanied by a hard copy. A Word for Windows template for ITU-T texts is available from the Telecommunication Standardization Bureau to assist authors and further facilitate text processing in the ITU-T Secretariat. In order to facilitate updating of authors templates it is planned in future to have the latest version available on-line at ITU.

A.2 Version identification

The means adopted by ITU-T for version identification of new or modified Recommendations when they are published is to indicate the date (month/year) of approval (e.g. 08/92) under the Recommendation number.

Experience has shown that failure to identify changes in successive versions of text can entail considerable duplication of effort in technical editing, translation (leading to confusing differences between versions and high added costs) and publication. Indication should therefore be given what version of a particular text is being dealt with when new Contributions or Reports appear. The final draft should clearly indicate all changes to show how that version relates to the last version stored in ITU and to the last translated version (in case they do not coincide).

Appendix I

ITU-T | ISO/IEC joint Recommendations | International Standards

(This appendix does not form an integral part of this Recommendation)

Collaboration between CCITT and ISO/IEC takes place in the domain of information technology (covered by WTSC-93 Recommendation A.23) and this results in joint Recommendations | International Standards which are published separately but have identical content. To facilitate preparation of identical text by authors from either the CCITT or ISO/IEC side, a set of presentation rules has been prepared and is available from the CCITT Secretariat under the title "Information technology – Rules for presentation of CCITT || ISO/IEC common text".

ITU-T RECOMMENDATIONS SERIES

Series A	Organization of the work of the ITU-T
Series B	Means of expression: definitions, symbols, classification
Series C	General telecommunication statistics
Series D	General tariff principles
Series E	Overall network operation, telephone service, service operation and human factors
Series F	Non-telephone telecommunication services
Series G	Transmission systems and media, digital systems and networks
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Series N	Maintenance: international sound programme and television transmission circuits
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Series P	Telephone transmission quality, telephone installations, local line networks
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Series T	Terminals for telematic services
Series U	Telegraph switching
Series V	Data communication over the telephone network
Series X	Data networks and open system communications
Series Y	Global information infrastructure and Internet protocol aspects
Series Z	Languages and general software aspects for telecommunication systems