

Editor's Style Guide (ESG)

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ABSTRACT

This guide is intended for the use of T10 Technical Editors working on draft standards. Following the guidelines here will ensure that the 'look and feel' of the standard being developed will be the same as other T10 standards, minimize editorial letter ballot comments, and also ease the transition to ISO standard format.

Revision History

Revision 0 - This is the first revision of this document put together from the input gathered at the T10 Editor's meeting in July 2001.

Foreword

This working document is being developed by T10 for the purpose of aiding T10 Editor's in the standards development process.

Introduction

The Editors' Style Guide (ESG) is divided into eight clauses:

Clause 1 is the scope.

Clause 2 enumerates the references used in the development of this guide.

Clause 3 describes the definitions, symbols, and abbreviations used in this guide.

Clause 4 describes the reasons for standards and the need for requiring consistency between standards.

Clause 5 describes the structure of a standards.

Clause 6 describes required elements and conventions in a standard.

Clause 7 describes those things to avoid in standard development.

Clause 8 describes document preparation information.

The annexes provide information to assist with implementation and understanding of the requirements and recommendations in this guide.

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1 Scope

This Style Guide is intended to cover the style and conventions used for T10 Draft Standards (and Technical Reports?). Using the guidelines outlined here will assist the editor in developing a draft standard that will have the same 'look and feel' of other T10 standards. This will enable users that are familiar with other T10 standards a quicker understanding of your work.

An understanding of the information presented here, in conjunction with the draft standard template (Draft_Template.zip) will enable the editor to concentrate on the technical aspect of the standard.

Following these guidelines should reduce the number of editorial comments during the letter ballot process and will also allow an easier transition to ISO Standard format for an international standard if the standard is going to be submitted to ISO.

2 References

The following references were used in the development of this guide:

ISO/IEC Directives, Part 3, Rules for the structure and drafting of International Standards, Third edition, 1997 which can be found at: www.iso.ch/iso/en/ISOOnline.frontpage

Chicago Manual of Style: The Essential Guide for Writers, Editors and Publishers, 13th Edition, by John Grossman

Merriam-Webster's Guide to Punctuation and Style, by Merriam-Webster.

A Pocket Style Manual, 3th Edition, by Dianne Hacker

ANSI style guidelines, X3T10.1/96a114r0 by John Scheible which can be found at: www.t10.org.

Reference was also made to various existing T10 draft standards (e.g., SPC-2, SPI-3, FCP-2) to determine common characteristics and conventions currently being used. Letter ballot comments against these drafts were also used to identify common editorial comments.

3 Definitions, symbols, abbreviations, and conventions

3.1 Definitions

3.1.1 ISO Definitions

The definitions in subclause 3.1.1.1 through subclause 3.1.1.8 are copied directly from the *ISO Directives, Part 3* and have the same meaning in both NCITS T10 and ISO documents.

3.1.1.1 informative element: those elements that provide additional information intended to assist in the understanding or use of the standard.

3.1.1.2 international standard: standard that is adopted by an international standardizing/standards organization and made available to the public.

3.1.1.3 normative element: those elements setting out the provisions to which it is necessary to conform in order

to be able to claim compliance to the standard.

3.1.1.4 provision: expression in the content of a normative document, that takes the form of a statement, an instruction, a recommendation, or a requirement.

3.1.1.5 recommendation: provision that conveys advice or guidance.

3.1.1.6 requirement: provision that conveys criteria to be fulfilled

3.1.1.7 standard: document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for the activities or their results, aimed at the achievement of optimum degree of order in a given context.

3.1.1.8 state of the art: developed stage of technical capability at a given time as regards products, processes and services, based on the relevant consolidated findings of science, technology and experience.

4 General

4.1 Overview

To a large extent this is a difference document to the *ISO Directives, Part 3* which defines standards requirements for ISO international standards. Parts of that document are reproduced in here to make this guide easier to use. Those parts that are reproduced here are clearly indicated as being copied. Users of this document will need to obtain and use the *ISO Directive, Part 3* in conjunction with this guide. See clause 2 for information on obtaining ISO Directives.

4.2 Objective of a standard

A significant portion of clause 4.2 is reproduced from clause 4 of *ISO Directive, Part 3* for the convenience of the user of this guide. Please refer to *ISO Directive, Part 3* Clause 4 for full details.

The objective of a standard is to define clear and unambiguous provisions in order to facilitate design, test, and manufacture of interoperable products from various companies for the benefit of their customers. To achieve these objectives the standard should:

- be complete as necessary within the limits specified by its scope,
- be consistent, clear and accurate,
- take full account of the state of the art,
- provide a framework for future technological development, and,
- be comprehensible to qualified persons who have not participated in its preparation.

While all the above are very important, the last point needs particular consideration since most of the users of the standard do not have the opportunity to participate in its development.

Uniformity of structure, style, and terminology throughout a particular standard and associated standards is essential. The structure of associated standards and numbering shall, as far as possible, be identical. Analogous wording shall be used to express analogous provisions; identical wording shall be used to express identical provisions.

The same term should be used throughout each standard or series of standards to designate a given concept. The use of an alternative term (i.e., synonym) for a concept already defined shall be avoided. As far as possible, only one meaning shall be attributed to each term chosen.

These requirements are particularly important not only to ensure comprehension of the standard but also to derive the maximum benefit available through automated text processing techniques and computer-aided translation.

Reference to the most current T10 draft standards (e.g., SPI-4, SPC-2) can provide valuable information regarding style, format, and layout (even content for areas like clause 3) during the development of other standards.

5 Document Structure

5.1 Front matter

The front matter of the T10 draft standard consists of the following elements:

- 1) Cover page with document number and other standard information and contact information on the reverse,
- 2) An abstract page giving a brief description of the standard and ANSI copyright information on the reverse,
- 3) A revision history (removed in final standard),
- 4) A table of contents,
- 5) A table of tables,
- 6) A table of figures,
- 7) Forward and,
- 8) Introduction.

5.2 Actual standard

The actual standard consists of the following elements:

- 1) Clause 1 - Scope - brief description of what this standard covers,
- 2) Clause 2 - Normative References - a list of other standards that must be complied with in order to comply with this standard,
- 3) Clause 3 - Definitions, symbols, abbreviations, and conventions - just what it says,
- 4) Clause 4 - General - gives an overview of what the standard is covering with capabilities and limitation and other details that the editor feels will help the user understand the rest of the information in the standard,
- 5) Clause 5 through n - will provide normative information as necessary to understand the requirements for this standard and,
- 6) Annex A through n - will provide supplemental normative information with requirements or informative information to aid in the understanding or use of the requirements defined in other parts of the standard. Annexes are optional.

The number and content of clauses and annexes will depend on the requirements and other information that is necessary to convey the standard's scope and objectives.

5.3 Subdivision of draft standard

Clauses 5.3.1 through 5.3.4 of this guide are paraphrased from clause 5 of *ISO Directives, Part 3*.

The terms used to designate each division or subdivision of a draft standard are shown in Table 1. For an example of the divisions and numbering of the elements of the standard refer to *ISO Directives, Part 3, Annex B*.

Table 1 — Names of divisions and subdivision

Name	Example
clause	1
subclause	1.1
subclause	1.1.1
paragraph	no numbering
annex	A

Other elements of the standard may include tables, figures, notes, footnotes and or examples.

5.3.1 Clause

The clause is the basic component in the subdivision of the content of a standard. The clauses in each standard shall be numbered with arabic numerals, beginning with 1 for the ‘Scope’ clause. The numbering shall be continuous up to but excluding any annexes.

Each clause shall have title, placed immediately after its number, on a line separate from the text that follow it.

5.3.2 Subclause

A subclause is a numbered subdivision of a clause. A primary subclause (e.g., 5.1, 5.2) may be subdivided in secondary subclauses (e.g., 5.1.1, 5.1.2), and this process of subdivision may be continued as far as the fifth level (e.g., 5.1.1.1.1.1, 5.1.1.1.1.2)

Subclauses shall be numbered with arabic numerals (see annex B in *ISO Directives, Part 3*). A subclause shall not be created unless there is at least one further subclause at the same level (e.g., there shall be no 8.1 unless there is also an 8.2).

Each primary subclause should preferably be given a title, which shall be placed immediately after its number, on a line separate from the text that follows it. Secondary subclauses may be treated the same way. Within a clause or subclause, the use of titles shall be uniform for subclauses at the same level (e.g., if 8.1 has a title, 8.2 shall also have a title). In the absence of titles, key terms or phrases (composed of distinctive type) appearing at the beginning of the text of the subclause may be used to call attention to the subject matter dealt with. Such terms or phrases will not be listed in the table of contents (e.g., the definitions subclauses).

5.3.3 Paragraph

A paragraph is an unnumbered subdivision of a clause or subclause.

“Hanging paragraphs” such as those shown in the figure 1 shall be avoided since reference to them is ambiguous. Basically, if there are subclauses in the clause, there shall be no text between the clause title and the first subclause title.

Correct	Incorrect
<p>5 Designation</p> <p>5.1 XXXXXXXXXXXX</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX</p> <p>5.2 XXXXXXXXXXXX</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p> <p>5.3 XXXXXXXXXXXX</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p> <p>6 Test report</p>	<p>5 Designation</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX }</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX } hanging</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX } paragraphs</p> <p>5.1 XXXXXXXXXXXX</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p> <p>5.2 XXXXXXXXXXXX</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXX X XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p> <p>6 Test report</p>

Figure 1 — Hanging paragraph example.

The hanging paragraphs indicated in figure 1 cannot be uniquely identified as being in ‘clause 5’ since strictly speaking the paragraphs in 5.1 and 5.2 are also in clause 5.

5.3.4 Lists

Lists may be introduced by a sentence, a complete grammatical proposition followed by a colon, or by the first part of a proposition without a colon, completed by the items in the list.

An unordered lists implies no priority between items in the list. Each item in an unordered list shall be preceded by an alpha character(s) as shown below.

This is an unordered list of items:

- a) green
- b) red
 - A) light red
 - B) dark red
- c) yellow
- d) blue

An ordered lists does imply priority between items in the list. Each item in an ordered list shall be preceded by a numeric value as shown below.

This is a list of ordered items:

- 1) get passport
- 2) get visa
- 3) get reservations
 - i) airline tickets

- ii) hotel
- iii) rental car
- 4) buy new clothes

There shall be no line spaces between list entries.

5.3.5 Tables

Tables shall follow one of two formats illustrated in table 2 and table 3. All tables shall have a double-line outline and either a single-line or double-line separator between the column headings and the items listed in the columns (see clause 6.5.5 in *ISO Directive, Part3* for additional details on table requirements). These requirements also apply to Command Descriptor Block layouts. Tables shall be referenced in the text.

5.3.5.1 Table numbering

Tables are numbered with arabic numerals beginning with 1. Tables are numbered sequentially through the document without regard to clause numbers or figure numbers. The table number and title shall appear directly above the table. Numbering of tables in annexes follows a different format (see 5.3.8.3).

5.3.5.2 Single-line separator table

Single-line separator tables are used when there are no lines used to separate the rows of items in the table. Table 2 is an example of a single-line separator table.

Table 2 — Single-line separator

Heading 1	Heading 2
Item 1	Item 1 description
Item 2	Item 2 description
Item 3	Item 3 description
Item 4	Item 4 description

5.3.5.3 Double-line separator table

Double-line separator tables are used when there are lines used to separate the rows of items in the table. Table 3 is an example of a double-line separator table.

Table 3 — Double-line separator

Heading 1	Heading 2
Item 1	Item 1 description
Item 2	Item 2 description ^a
Item 3	Item 3 description
Item 4	Item 4 description ^b
NOTE 1 First table note about something	
NOTE 2 Second table note about something	
^a Table footnote about Item 2 description	
^b Table footnote about Item 4 description	

5.3.5.4 Tables positioning

Tables shall as far as possible be on a single page. If the table spans more than one page it should begin at the top of a page and continues as necessary.

5.3.5.5 Notes to tables

Notes to tables are only to give the user help in understanding or to give guidance to the material. No requirements (i.e., no 'shall') are allowed in the notes. Notes are preceded with the term 'NOTE' for a single note or 'NOTE 1', 'NOTE 2', etc. for multiple notes (see clause 6.6.5.6 in the *ISO Directive, Part 3* for additional detail on notes to tables). All notes are contained within the table frame (see table 3). Notes precede footnotes to tables.

5.3.5.6 Footnotes to tables

Footnotes to tables may specify requirements. Footnotes to tables are contained within the table (see table 3) and are treated separately from footnotes to text. Footnotes to tables are specified with superscript lowercase letters (e.g., ^a, ^b). Footnotes to tables follow any notes to the table if present and are contained within the table frame (see clause 6.6.5.7 in *ISO Directive, Part 3* for additional details on footnotes to tables).

5.3.6 Figures

Figure are used to help explain information or give details to aid the user of the document (see clause 6.4.4 in *ISO Directives, Part 3* for additional detail on figures). Figures shall be reference in the text.

5.3.6.1 Figure numbering

Figures are numbered with arabic numerals beginning with 1. Figures are numbered sequentially through the document without regard to clause numbers or table numbers. The figure number and title shall appear directly below the figure and if present any notes or footnotes. Numbering of figures in annexes follows a different format (see 5.3.8.3).

5.3.6.2 Notes to figures

Notes to figures are only to give the user help in understanding or to give guidance to the material. No requirements (i.e., no 'shall') are allowed in the notes. Notes are preceded with the term 'NOTE' for a single note or 'NOTE 1', 'NOTE 2', etc. for multiple notes (see clause 6.6.4.8 in the *ISO Directive, Part 3* for additional detail on notes to figures). All notes are listed directly below the figure and above the figure number and title. Notes precede footnotes to figures if present.

5.3.6.3 Footnotes to figures

Footnotes to figures may specify requirements. Footnotes to figures are treated separately from footnotes to text. Footnotes to figures are specified with superscript lowercase letters (e.g., ^a, ^b). Footnotes to figures follow any notes to the figure if present and are directly above the figure number and title (see clause 6.6.4.9 in *ISO Directive, Part 3* for additional details on footnotes to tables).

5.3.7 Notes, examples and Footnotes to text

The *ISO Directives, Part 3* goes into great detail on the requirements of different types of notes, footnotes, and examples. There are references to the applicable clause in the ISO docs in the clauses here that will just summarize the requirements for each type of note, example, and footnote.

5.3.7.1 Notes to text and examples

Notes to text and examples are only there to give the user help in understanding or to give guidance in use of the material. No requirements (i.e., no 'shall') allowed in notes to text or examples.

Notes are indented and preceded with the term 'NOTE' and follow the text that they apply to. If there is more than one note in a clause or subclause they are numbered 'NOTE 1', 'NOTE 2', etc.

Editors Note 1 - xxx: In current T10 drafts the numbering of notes increments through the document. ISO would have you go back to "NOTE" or "NOTE 1", "NOTE 2" etc. in each new clause/subclause where a note appears. How do we want to do it???

Examples follow the same rules as notes for indenting and numbering and are preceded with the term 'EXAMPLE' or 'EXAMPLE 1', 'EXAMPLE 2', etc. (See clause 6.5.1 in *ISO Directives, Part 3* for additional details on notes and examples).

5.3.7.2 Footnotes to text

Footnotes to text only give additional information and do not specify requirements. Footnote are always on the bottom of the page and separated from the other text by a thin line. They are numbered sequentially through the document with superscript arabic numbers followed by a parenthesis at the referenced location in the text (see clause 6.5.2 in *ISO Directives, Part 3* for additional details on footnotes).

5.3.8 Annexes

Annexes provide supplemental information that can be either normative or informative. Annexes appear in the order that they are referenced in the document (see 5.2.6 in *ISO Directive, Part 3* for additional details).

5.3.8.1 Normative annexes

Normative annexes are an integral part of the standard and include provisions required to comply with the standard (see 6.3.8 in *ISO Directive, Part 3* for additional details). Normative annexes are clearly labeled as such.

5.3.8.2 Informative annexes

Informative annexes provide information to assist the user in understanding or provide guidance in implementing the requirements of the standard (see 6.4.1 in *ISO Directive, Part 3* for additional details). Informative annexes are clearly labeled as such.

5.3.8.3 Annex numbering

Annexes are numbered as “Annex A”, “Annex B”, etc. followed with an indication of either “(normative)” or “(informative)” (see 5.2.6 in *ISO Directive, Part 3* for additional details). Tables and figures in annexes have the table or figure number preceded with the letter of the annex (e.g., Table A.1, Figure B.3).

5.4 Others?

Editors Note 2 - xxx: Can you think of anything else that belongs in this section?

6 Required Style Elements

6.1 Describing Requirements

When describing requirements the standard is placing on application clients, initiators, targets, logical units, etc. use the following terms (see Annex E in *ISO Directive, Part 3* for additional details):

- a) shall - must implement to be compliant
- b) should - desirable to implement
- c) may - usually a choice for the implementor
- d) may not - usually a choice for the implementor

Avoid other terms, especially those that may be inconsistent or ambiguous (see 7.1).

6.2 Fonts

Pick one font (e.g., Arial, Helvetica) and stick with it. This guide is done in the Helvetica font using normal, CAPS, SMALL CAPS, *italics*, underline and/or **bold** attributes. Symbol font may also be used if necessary. Mixing in other fonts makes PDF files larger and more complex. Also, an editor in the future may not have all the fonts you have chosen to use making maintenance difficult.

When using a fixed space font (e.g., Courier), two spaces between sentences are OK. When using a variable space font (e.g., Helvetica, Arial) do not add additional spaces between sentences.

6.3 Number Representation

6.3.1 Decimal numbers

The decimal sign is a comma on the line between the whole and fractional numbers. Spaces are used to separate groups of three digits on either side of the decimal sign. A value less than 1 is written with a zero preceding the decimal sign (see 6.6.7 in *ISO Directives, Part 3* for additional details).

EXAMPLES 0,034 10,345 567 12 345 567 12 345,567 987

When indicating years (e.g., 1998, 2001) it is not necessary to make a group of three digits.

6.3.2 Zero or '0'?

Generally single digit numbers (i.e., 0 - 9) used to indicate quantities (as opposed to numerical values of physical quantities) are shown in alpha characters (e.g., zero, three, nine). Values of ten or greater are shown as numeric characters (e.g., 13, 42, 77). If for clarity it makes sense to do something different, do it.

EXAMPLE 1 Carry out the test with five cables, each cable 6 m long.

EXAMPLE 2 Additional testing with 20 cables, each cable 12 m long...

To express physical quantities use numeric characters with the appropriate international symbol for the unit being measured.

EXAMPLE 3 Use a 3 m cable...

EXAMPLE 4, Connector pins with 1,27 mm (0,05 in) spacing...

6.3.3 Binary numbers

Binary numbers are represented with a 'b' at the end of the value.

EXAMPLES 1011b 01b

6.3.4 Hexidecimal numbers

Hexidecimal numbers are represented with an 'h' at the end of the value.

EXAMPLES 34h FE3Dh

6.3.5 Number presentation

Numbers should be shown as the correct number of digits required for the field being described.

EXAMPLE 1 A three bit field is shown as 010b

EXAMPLE 2 A two byte field is shown as 30DFh

6.4 Usage of i.e. and e.g.

Use 'e.g.' in place of 'for example'. The format is: (e.g., item1, item2,...). There is no need for an 'etc.' within the parentheses since 'for example' implies there are additional things that fit the category.

EXAMPLE 1 “Single digit numbers (e.g., one, three, five) are...”.

Use ‘i.e.’ in place of ‘that is’. The format is: (i.e., item1, item2,...).

EXAMPLE 2 “All single digit numbers (i.e., 0 - 9) are...”.

6.5 Table and figure reference

All tables and figures in the document must be referenced somewhere in the text. Preferably somewhere near the table or figure being referenced. References to tables and figures shall be explicit.

EXAMPLE 1 “Figure 3 is intended...” not “The above figure is intended...”.

References to multiple tables or figures shall also be explicit.

EXAMPLE 2 “Table 23, table 24 and table 26 show...” not “Tables 23, 24, and 26 show...”.

6.6 Bit set or cleared?

When describing the state of bits be explicit. The bit is set to one or set to zero.

EXAMPLE 1 “When the EMDP bit is set to one the target...”

EXAMPLE 2 “When the DQUE bit is set to zero the target...”.

Editors Note 3 - xxx: I have used both ‘set to zero’ and ‘cleared’ to mean the same thing. How do we want to do it?

6.7 Acronyms

Specify acronyms early with their definition. Be consistent in their use. For example don’t switch back and forth between using ‘Command Descriptor Block’ and ‘CDB’ as you go through the document. Pick one and stick with it.

6.8 Nouns and verbs

Make sure that nouns and verbs match for the number of objects, tense, etc. in your sentences.

EXAMPLE “These five bits are used...” not “These five bits is used...”

6.9 In the standard or not?

Often there are subjects (e.g., internal error recovery, operating system behavior) mentioned in the standard that are clearly beyond the scope the standard. When something is not within the scope of the standard, clearly state “outside the scope of this standard” for the referenced subject.

6.10 References to other standards

When referencing other standards use the same format as used in the referenced standard.

EXAMPLE ??????????

Editors Note 4 - xxx: I forgot the example someone gave me for this. It might have be George P.? Can someone help me out here?

6.11 No requirements in “informative” annexes

There shall be no requirements in “informative” annexes. That is to say the word “shall” shall not appear in an “informative” annex.

6.12 This standard

When self reference is required within the document use the term “this standard” to avoid confusion.

6.13 Initiator or application client?

Use care when making reference to SCSI objects. Are you referring to the initiator or application client? Are you referring to the target or logical unit? Are you referring to the entire target or a target port? Are you referring to the logical unit or device server? Make sure you are using the term you really mean. Check SAM-2, SPC-2, etc. to be sure.

6.14 Already defined?

Many terms (e.g. hard reset, initiator) are already defined in other standards (e.g., SAM-2, SPC-2). When using terms already defined in other standards make sure your usage is the same. If you need a term to define something different, use a different term and put it in clause 3 of your standard. Be sure to check other standards first to ensure you are not treading on some other use of the term.

6.15 Capitalized?

Don't capitalize terms like initiator, target, logical unit, etc. unless they are the first word in a sentence.

Do capitalize terms like command names (e.g.,REQUEST SENSE) and....

Editors Note 5 - xxx: Probably need more clarification on what gets capitalized and what doesn't. Any suggestions for wording here?

6.16 Other checks

Also refer to Annex F in *ISO Directives, Part 3* for an additional check list concerning quantities and units of measure for international standards.

6.17 Others?

Editors Note 6 - xxx: Can you think of anything else that needs to be in 'requirements'?

7 Things to watch out for

7.1 Words to Avoid

There are certain words that may cause confusion, add no value, or are just not necessary and should be avoided in standards. In table 4 are some of these and suggested replacement words.

Table 4 — Words to Avoid

Words to Avoid	Suggested Replacement
which	that
must	shall
could	may
execute	process
disk, tape, etc.	device
resets	set or clear
indicate, suggest, infer	specify or contain
will	shall
must	should
can	may

Avoid using non-quantitative words. If you cannot put a number on it, it is probably not right.

EXAMPLE 1 most, nearly, some, etc.

Avoid the use of superfluous adjectives and adverbs that add no value. The underlined words in EXAMPLE 2 are not necessary and provide no useful information.

EXAMPLE 2 shall always, exactly 16 bytes, effective progress, explicitly contains

7.1.1 Guaranteed?

Using 'guaranteed' or its variants is almost always a mistake. Seldom is anything 'guaranteed' in a T10 standard.

7.1.2 Assume?

Using 'assume' or its variants is almost always a mistake. You know what it means.

7.2 Word usage

7.2.1 Affected or effected?

Use caution with 'affected' vs. 'effected'. Generally 'affect' is used as the verb of choice. 'Effect' is generally used as a noun. Make sure you know what you are trying to say.

7.2.2 Ensure or insure?

Use caution with 'ensure' vs. 'insure'. Almost always 'ensure' is correct and 'insure' is wrong. Make sure you know what you are trying to say.

7.2.3 What's a 'MB'?

If you use the term 'MB' do you mean a value that is 10^6 or 2^{20} ? The same applies to 'KB', 'GB', etc. Make sure you use the correct term for the value you mean. Refer to **xxx** for correct term usage.

Editors Note 7 - xxx: I can't remember the document that describes the abbreviations used for values raised to the power of two or ten. Can someone help me out?

7.2.4 It's or Its?

The term "it's" is a contraction for 'it is'. The term "its" is the possessive form of 'it'. What do you really want to say?

7.2.5 Note?

Avoid saying 'note that...'. The term 'note' is only used for notes.

7.3 Others?

Editors Note 8 - xxx: Can you think of anything else that fits under 'things to avoid'?

8 Document preparation

8.1 PDF files

PDF files must be optimized to not include unused named destinations (a problem in Frame 6). Use Frame 6 PDF Setup and turn off named destinations for every paragraph. Or, run the file through Acrobat 5's "Optimize PDF" to fix the problem.

8.2 Page numbers

Make sure page numbers are on the outside of each page (odd page numbers on the right, even page numbers on the left). Make sure that your header/footers are correct for each page (Frame and Word can have different formats for even/odd pages and might not be in sync).

8.3 What else?

Editors Note 9 - xxx: What other information would be useful to help in the documentation preparation?

Annex A (Infomative)

A.1 Elements of this template

This annex describes the elements in the template for the draft standard.

A.2 Paragraph formats

This file is a template for the body of a T10 standard. This paragraph is the basic paragraph format for T10 standards, called SCISIParagraph.

Table A.1 shows the paragraph formats available from the paragraph catalog for this document.

Table A.1 — SCSI Paragraph Formats <Not Bold>(part 1 of 2)

Paragraph Name	Description
SCSIHead0 SCSIHead1 SCSIHead2 SCSIHead3 SCSIHead4 SCSIHead5 SCSIGloss2	The are the clause and subclause header paragraphs for the standard's body. SCSIHead0 is used for a clause title. SCSIHead1, ...2, ...3, ...4 and ...5, are used to insert the x.1, x.1.1, x.1.1.1, x.1.1.1.1, and x.1.1.1.1.1 subclauses, respectively. SCSIGloss2 is used for glossary entries.
SCSIAnnex0 SCSIAnnex0i SCSIAnnex0t SCSIAnnex1 SCSIAnnex2 SCSIAnnex3 SCSIAnnex2g	The are the clause and subclause header paragraphs for an Annex. SCSIAnnex0, ...0i, and ...0t are used for the annex title. SCSIAnnex0t is used to add "(Normative)" on the second annex title line or SCSIAnnex0i is used to add "(Informational)" on the second annex title line. SCSIAnnex1, ...2, and ...3 are used to insert the A.1, A.1.1, and A.1.1.1 subclauses, respectively. SCSIAnnex2g is used for glossary entries in an annex.
SCSIParagraph SCSIParagraphNoSpace	SCSIParagraph is used for most body paragraphs. SCSIParagraphNoSpace is used when there should be no white space before or after the paragraph. Note: the paragraph formats that surround a paragraph also affect the white space before and after the paragraph.
UnOrderListReset UnOrderList0 UnOrderList1	These tags produce an a,b,c ordered list. The a) entry should use the UnOrderListReset paragraph. Subsequent list entries at the same level as a) use the UnOrderList0 paragraph. One additional level of indentation and numbering can be obtained using the UnOrderList1 paragraph.
OrderedListReset OrderedList0 OrderedList1	These tags produce a 1,2,3 ordered list. The 1) entry should use the OrderedListReset paragraph. Subsequent list entries at the same level as 1) use the OrderList0 paragraph. One additional level of indentation and numbering can be obtained using the OrderedList1 paragraph.
SCSINote SCSINoteColReset SCSINoteCol	These paragraph formats are used for body notes. SCSINote is a single note. If two or more notes appear one after the other, SCSINoteColReset starts the group of notes with the word "Notes" and is followed by SCSINoteCol paragraphs for each note.

Table A.1 — SCSI Paragraph Formats <Not Bold>(part 2 of 2)

Paragraph Name	Description
SCSITable SCSITableAnnex SCSIFigure SCSIFigureAnnex	These are the table and figure title paragraph formats for the standard's body and annexes.
SCSITableFootnote	This paragraph is used for normative table notes (called table footnotes by ISO). Normative table notes must appear in the bottom most footing row in the table. Use Table > Add Rows or Columns (Add Row To Footing) to get footing rows. Do not put normative table notes in a row in the body of the table.
SCSITableNote	This paragraph is used for non-normative table notes (called table notes by ISO). Non-normative table notes must appear in the second from the last footing row in the table (immediately before the table footnotes row containing normative table notes). Use Table > Add Rows or Columns (Add Row To Footing) to get footing rows. Do not put non-normative table notes in a row in the body of the table.
CellBody CellBodyLeft	CellBody is the FrameMaker standard cell body paragraph tag. CellBodyLeft is a left aligned version of CellBody.
CellHeading CellHeadingLeft	These are the two paragraph formats used for column headings in tables.
CDBFullByteAligned CDBMultiByteAligned	These paragraph formats are used to properly format field names in data structures with full byte and multi-byte values.
CDBbyte0 CDBbyteNumber	These paragraph tags may be used to automatically number the row bytes in a CDB table, provided that all CDB bytes are shown on separate rows.
SCSIPageHeader SCSIPageFooter	These are the paragraph formats for page headings and footings. They should be used only in the master pages.
SCSIEdNote	This is the Editor's Note paragraph format. You will want to edit the paragraph numbering to insert your initials

A.3 Character formats

Table A.2 shows the character formats available from the character catalog for this document.

Table A.2 — SCSI Character Formats

Name	Description
FieldName	Use this to put field names in small caps.
NotBold	Used by the Table Sheet variable (see A.4)
Superscript	Used by cross reference for table footnotes.

A.4 Variables

Table A.3 shows the FrameMaker standard variables modified by this document for use in SCSI drafts.

Table A.3 — FrameMaker Variables Modified For SCSI

Name	Description
Table Sheet	Append this to a table title when the table crosses a page boundry

Table A.4 shows the SCSI related variables defined in this document.

Table A.4 — SCSI Variables

Name	Description
DocANSInumber	ANSI number for the standard
DocISONumber	ISO number for the standard
DocName	Name of standard (e.g., “SCSI Primary Commands -2 (SPC-2)”)
DocProject	NCITS project number for standard
DocRevDate	Date of current revision
DocRevNumber	Number of current revision
DocStatusType	Either “Working Draft” (typical) or “dpANS” (after letter ballot)

A.5 Cross Reference Formats

Table A.5 shows the SCSI related variables defined in this document.

Table A.5 — SCSI Cross Reference Formats

Name	Text	Description
(see clause)	(see clause x)	Use for parenthetical references to clauses
(see dot-clause)	(see x.y.z)	Use for parenthetical references to subclauses
(see figure)	(see figure x)	Use for parenthetical referencest to figures
(see table)	(see table x)	Use for parenthetical referencest to tables
Annex	Annex x	Use for a start of sentence reference to an annex
annex	annex x	Use for a mid-sentence reference to an annex
Clause	Clause x	Use for a start of sentence reference to a clause or any reference to a subclause (avoid doing this)
clause	clause x	Use for a mid-sentence reference to a clause
dot-clause	x.y.z	Use for a mid-sentence reference to a subclause
Figure	Figure x	Use for a start of sentence reference to a figure
figure	figure x	Use for a mid-sentence reference to an figure
Table	Table x	Use for a start of sentence reference to a table
table	table x	Use for a mid-sentence reference to an table
tableFootnote	x	Use in tables for references to table footnotes

A.6 Table Formats

Table A.6 shows the SCSI related variables defined in this document.

Table A.6 — SCSI Table Formats

Name	Example	Description
CodeList	table A.1	Use for a table where there are lines between the rows
CodeList0Lines	this table	Use for a table where there are no lines between the rows
DataSeture	none	Use for a data structure such as a mode page or a CDB format
Figure	none	Use for a figure