Accredited Standards Committee
X3, Information Processing Systems

Preparing Documents for Committee Mailings

This document offers guidelines for preparing documents for committee mailings. The latter part of this document also covers electronic versions of documents for use on the SCSI BBS and FTP site.

In order to process the committee mailings in an efficient manner and meet the requirements stated in X3/SD-2, "Organization, Rules and Procedures of X3", the following guidelines should be adhered to in preparing documents for committee mailings.

1) Document Numbers: All documents that are received from committee members for the mailing require a document number. You can get a document number assigned by contacting me. The information needed is your name, company, and subject.

   The document number should be in the upper right-hand corner of each page of the document that is submitted for the mailing. Note that the documents that are actually distributed to the membership at a meeting are not required to have document numbers.

2) The document submitted for the mailing should be a full-sized, single-sided original. The document must be of suitable quality for archival storage via microfilm. Documents should be of laser printer quality, a dot matrix printer output or fax output is not acceptable.

3) The document submitted for the mailing should have sequential page numbers in lower right-hand corner of each page (including page 1). If you submit a document that has a cover letter then the cover letter is page 1 and the remaining pages are numbered 2, 3, etc.

4) The document submitted for the mailing should be in a 10-point or greater font. Small fonts do not reproduce or microfilm well.

5) Each document should have a header section on the first page stating the author's name, the date, and up to a 50-character subject statement.

6) The first paragraph of each document should be an abstract or synopsis of the document.

7) Documents should have 0.75-inch margins, left, right, top and bottom. This will make your mailing much easier to use. Mailings are three-hole punched, and copied back to back so if there is not sufficient left and right margin information will be lost. Also a consecutive page number is added to the document during preparation of the mailing in the middle of the bottom margin.

8) Presentations given at meetings that are submitted for the mailing should have a cover letter explaining the subject matter. Since presentations are usually low density as to printing content, the document submitted for the mailing should be two- or four-up per page. Use your judgement, if the presentation pages have a great deal of complexity a one-up copy is best.

9) Each document has to be submitted in electronic form either uploaded to the X3T10 BBS or sent to the X3T10 ftp site. The document should be in native format for the program used to prepare it. (There is a preference WORD files, however WordPerfect, Ami Pro, PowerPoint, Freelance Graphics, Excel, 123, and Framemaker are acceptable.)

   Graphics, especially those destined for draft standards, are best handled as DXF files.

10) All documents submitted as proposals for incorporation into a working draft or proposed working draft require a document number. It is the responsibility of the proposer to request a document number and affix to the document and the electronic file. When a document has been submitted electronically an email should be sent notifying the Vice-Chair that it has been posted.