

Proposed Normative Reference Structure (clause 2) and Guidelines for Use

11 July 1996

A. Background/guidelines

- **Need for shift in ANSI role.** Going forward, ANSI will provide the service of raising references issues with contacts/Secretariat that are of importance to readers, but it will not perform the stricter “policing” role as it has in the past. In particular, ANSI will no longer hold up a document from publication after it’s been approved due to listings of draft normative references. It is the responsibility of the committee and developer responsibility to provide accurate references and to make draft references available to the reader.
- **Normative vs. Informative.** The same criteria will be used for determining Normative vs. Informative references. Approved and under development standards may be listed as either Normative or Informative.
- **Availability.** ANSI will publish information about obtaining copies of draft documents, but will not be responsible for verifying this information. If direct availability info is provided by the technical contact, ANSI will provide this information but will also include the Secretariat contact info in case the direct availability info is inaccurate or changes during the publication life of the standard. If no information is provided by the technical contact, the Secretariat contact info will still be provided.
- **Stability.** Normative documents will be placed into one of 2 categories: “approved” and “under development” references. ANSI will not attempt to make any finer distinctions (e.g., indicating “how far along” a document is in a given development process. No attempt made to determine or quantify “stability” of a given document).
- **Types of standards.** New structure and guidelines will apply to all types of standards, national and international (ANSI, ISO, IEC, ITUT, Canadian, CEN/CENELEC, etc.). ANSI will verify status of ANSI documents only.
- **Use of more “strict” structure.** If it is requested by the Secretariat, ANSI will still use more strict original Norm Refs structure and guidelines. In these cases, the publication of an approved standard may be delayed while awaiting the final approval of a referenced draft.

B. Proposed New Structure of clause 2, Normative References

2 Normative references

The following standards contain provisions which, through reference in the text, constitute provisions of this standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent editions of the standards listed below.

Copies of the following documents can be obtained from ANSI: Approved ANSI standards, approved and draft international and regional standards (ISO, IEC, CEN/CENELEC, ITUT), and approved and draft foreign standards (including BSI, JIS, and DIN). For further information, contact ANSI Customer Service Department at 212-642-4900 (phone), 212-302-1286 (fax) or via the World Wide Web at <http://www.ansi.org>.

Additional availability contact information is provided below as needed.

2.1 Approved references

(approved reference listings, with availability and/or equivalency info as appropriate).

2.2 References under development

At the time of publication, the following referenced standards were still under development. For information on the current status of the document, or regarding availability, contact the relevant standards body or other organization as indicated.

(under development reference listings, with availability/status contact info for all references. One of the following footnotes will be used:

OPTION 1: For more information on the current status of the document, contact (Secretariat). To obtain copies of this document, contact (insert availability contact info provided by technical contact. This may be a 3rd party document distribution vendor, such as Global Engineering) or (Secretariat).

OPTION 2: For information about obtaining copies of this document or for more information on the current status of the document, contact (Secretariat.)

2.3 Other references

(non-standards reference listings. Include availability info if provided by contact).

C. Interpreting different scenarios

ANSI standards:

Reference includes year date: Confirm approval year and approved title. If year appears to indicate a previous revision, confirm OK to update ref to current year (verbal and/or written OK from contact with cc to Secretariat, editor's discretion on stringency). Include in Approved References.

No year date, -XX, -9X, -199X: Determine if doc has been approved. If so, confirm that OK to update reference. Verbal and/or written OK from contact with cc to Secretariat, editor's discretion on stringency. Then place in Approved References. If not approved, place in References Under Development

Drafts. Place core designation or working draft number without year date in References Under Development.

Withdrawn: Discouraged. Is the information contained in any other standard that is currently available? If insisted, confirm archive availability with ANSI Customer Services.

Non-ANSI standards:

ANSI determines appropriate category with input from technical contact. No independent verification by ANSI.