

X3T13 Project Document Format Guideline

1 Purpose

This X3T13 Project Document Format Guideline is provided to aid project document editors in preparing project documents in a consistent manner that will be acceptable to the ANSI editors at document publication. The format presented in this document is based on ANSI editor comments for recent document submissions and represents the best known guidance for acceptable documents.

2 File type

All X3T13 project documents shall be in Microsoft Word 6.

3 Font

All X3T13 project documents shall be in Arial font. Normal text shall be 10 point. The minimum font size for any text in the document shall be 9 point.

4 Frontmatter

Annex A provides a sample for project document frontmatter. Frontmatter consists of two sections, the draft document frontmatter followed by the published document frontmatter.

The draft document frontmatter consists of a title page, points of contact for the draft document, and the revision status for the document. The draft document frontmatter shall have no page numbers. When the document is published the draft document frontmatter is removed.

The published document frontmatter is required for the document when it is published. It consists of a title page with the abstract for the document, a disclaimer page, the table of contents, the forward, and the introduction.

The published document frontmatter is page numbered beginning with the first page of the table of contents using lower case roman numerals (i.e., i, ii, etc.). Headings shall be 12 point Arial bold and have no heading numbers.

4.1 Patent disclaimer

If no companies have made claims in response to calls for patents regarding the content of the document, the patent disclaimer box shall contain the following:

CAUTION: The developers of this standard have requested that holder's of patents that may be required for the implementation of the standard, disclose such patents to the publisher. However, neither the developers nor the publisher have undertaken a patent search in order to identify which, if any, patents may apply to this standard.

As of the date of publication of this standard and following calls for the identification of patents that may be required for the implementation of the standard, no such claims have been made. No further patent search is conducted by the developer or the publisher in respect to any standard it processes. No representation is made or implied that licenses are not required to avoid infringement in the use of this standard.

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<Company name> has stated that it may have patents or pending patent applications covering subject matter in this document. The furnishing of this document does not give you any license to those patents. You should send license inquiries, in writing, to:

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As of the date of publication of this standard and following calls for the identification of patents that may be required for the implementation of the standard, no other such claims have been made. No further patent search is conducted by the developer or the publisher in respect to any standard it processes. No representation is made or implied that licenses are not required to avoid infringement in the use of this standard.

5 Document body

Annex B provides a sample of the first three pages of the document body. The first clause of the document body shall be Scope, describing the purpose and content of the document. The second clause shall list normative references, if any, and the third clause shall provide definitions, abbreviations and conventions used in the document.

5.1 Headings

Headings in the body of the document shall be as follows:

Level 1 - Heading number with no trailing period (1, 2, etc.), heading name. Font shall be Arial, 12 point, bold.

Level 2 - Heading number with no trailing period (1.1, 1.2, 2.1, etc.), heading name. Font shall be Arial, 12 point, bold.

Level 3 through n - Heading number with no trailing period (1.1.1, 1.1.1.1, 2.1.1, etc.), heading name. Font shall be Arial, 10 point, bold.

All headings shall be flush with the left margin.

5.2 Page numbers

Pages of the body shall be numbered with Arabic numerals beginning with the page containing the Scope as page 1.

5.3 Text notes

Notes within the text of the body of the document shall be numbered sequentially as they appear in the document and shall be indented from both the left and right margins. For example:

Note 1: This is an example of a note in the text of the body of the document. It is indented from both margins.

5.4 Text lists

Lists within the text of the document body shall be indented from the left margin only. If the items in the list must be executed in the shown order, the items of the list shall be numbered. If the order of the items in the list is not significant, the items of the list shall be designated by lower case alpha characters. The last item in the list shall be terminated by a period. All other items in the list shall be terminated by a semicolon. For example:

1. First thing to do;
 2. Second thing to do;
 3. Last thing to do.
-
- a) First item;
 - b) Second item;
 - c) Last item.

5.5 Tables

Annex C provides a sample of a table. Tables and table titles shall be centered on the document page. The table title shall be Arial, 10 point, bold. Table numbers shall be sequential as the tables appear in the body of the document. The table title shall be above the table with no space between the title and the table.

Tables and table headings shall have 1.5 point borders. Internal table cells shall have 0.75 point borders.

The definition of symbols used within the table and notes associated with the table shall be included at the bottom of the table within the border of the table.

5.6 Figures

Annex D provides a sample of a figure. Figures and figure titles shall be centered on the document page. The figure title shall be Arial, 10 point, bold. Figure numbers shall be sequential as the figures appear in the body of the document. The figure title shall be below the figure with no space between the figure border and the figure title.

Figures shall have 0.75 point border around the figure.

The definition of symbols used within the figure and notes associated with the figure shall be included at the bottom of the figure within the border of the figure.

5.7 Cross-references

Cross-references to level one clauses shall be in the form “clause n”. Cross-references to subclauses, heading levels 2 and greater, the form shall be simply “n.n”. For example:

See clause 3.
See 4.2.5.

Cross-references to tables and figure shall be in the form “table n or figure n”. For example:

See table 5.
See figure 7.

Table and figure cross-references may refer to tables or figures adjacent to the cross-reference or previous to the cross-reference. That is, the crossreference may refer to a table or figure within the subclause containing the crossreference, or the crossreference may refer to a table or figure in a subclause preceding the subclause containing the crossreference.

If a normative reference is made to a document, that document shall be specified in the Normative references clause. If an informative reference is made to a document, an informative bibliography annex shall exist specifying this and any other informative documents and describing how these documents may be obtained if the documents are not ANSI or ISO documents.

6 Annexes

Annex E provides a sample of an annex. Annexes follow the body of the document. Annexes are designated by capital letters, i.e., A, B, etc. Whether the annex is normative or informative shall be designated in the title of the annex.

Annex heading numbers, note numbers, table numbers and figure numbers shall have the annex letter preceding the item number. For example:

A.1.2 Subclause title

Note B3: Content of the note.

Table C4
Figure A2

Annex A
Frontmatter sample
(informative)

The following nine pages provide a sample of a project document frontmatter. Items enclosed in < > indicated document specific information to be filled in.

**Working
Draft**

**X3T13
<Project number>**

Revision <Revision number>
<dd month yyyy>

**Information Technology -
<Project title>**

This is an internal working document of X3T13, a Technical Committee of Accredited Standards Committee X3. As such, this is not a completed standard and has not been approved. The contents may be modified by the X3T13 Technical Committee. The contents are actively being modified by X3T13. This document is made available for review and comment only.

Permission is granted to members of X3, its technical committees, and their associated task groups to reproduce this document for the purposes of X3 standardization activities without further permission, provided this notice is included. All other rights are reserved. Any commercial or for-profit replication or republication is prohibited.

ASC X3T13 Technical Editor:

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<Editors company>
<Editors address>

Tel: <Editors telephone number>
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Email: <Editors email address>

Reference number
ISO/IEC ***** : 199x
ANSI X3.*** - 199x
Printed October, 13, 1997 11:41AM

Other Points of Contact:

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ATA Reflector

Internet address for subscription to the ATA reflector: majordomo@dt.wdc.com

Send email to above account and include in BODY of text, on a line by itself the following:

"subscribe ata [your email address]"

Internet address for distribution via ATA reflector: ata@dt.wdc.com

ATA Anonymous FTP Site

fission.dt.wdc.com

ATA directory is: "/pub/standards/ata/ata3"

Document Distribution

Global Engineering

15 Inverness Way East

Englewood, CO 80112-5704

Tel: 303-792-2181 or 800-854-7179

Fax: 303-792-2192

DOCUMENT STATUS

Revision 0 - <dd month yyyy>

<Description of source of the document's creation.>

Revision 1 - <dd month yyyy>

<Description of the additions and changes made between revision 0 and revision 1>

<Document number>

ANSI[®]
X3.**-199x**

American National Standard
for Information Systems-

<Project title>

Secretariat
Information Technology Industry Council

Approved mm dd yy

American National Standards Institute, Inc.

Abstract

<Document abstract>

Working draft <Project name>

American National Standard

Approval of an American National Standard requires verification by ANSI that the requirements for due process, consensus, and other criteria for approval have been met by the standards developer. Consensus is established when, in the judgment of the ANSI Board of Standards Review, substantial agreement has been reached by directly and materially affected interests. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that effort be made towards their resolution.

The use of American National Standards is completely voluntary; their existence does not in any respect preclude anyone, whether he has approved the standards or not, from manufacturing, marketing, purchasing, or using products, processes, or procedures not conforming to the standards.

The American National Standards Institute does not develop standards and will in no circumstances give interpretation on any American National Standard. Moreover, no person shall have the right or authority to issue an interpretation of an American National Standard in the name of the American National Standards Institute. Requests for interpretations should be addressed to the secretariat or sponsor whose name appears on the title page of this standard.

CAUTION NOTICE: This American National Standard may be revised or withdrawn at any time. The procedures of the American National Standards Institute require that action be taken periodically to reaffirm, revise, or withdraw this standard. Purchasers of American National Standards may receive current information on all standards by calling or writing the American National Standards Institute.

<Patent disclaimer box. See 4.1.>

Published by
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11 W. 42nd Street, New York, New York 10036

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Tables

1 - <Table title><page #>
2 - <Table title><page #>

Foreword (This forward is not part of American National Standard X3.***-199*.)

This <Project name> standard is designed to <description of project intent>.

This standard was developed by the <Group name> working group of Accredited Standards Committee X3 during <years>. The standards approval process started in <year>. This document includes annexes which are informative and are not considered part of the standard.

Requests for interpretation, suggestions for improvement and addenda, or defect reports are welcome. They should be sent to the X3 Secretariat, Information Technology Industry Council, 1250 Eye Street, NW, Suite 200, Washington, DC 20005-3922.

This standard was processed and approved for submittal to ANSI by Accredited Standards Committee on Information Processing Systems, X3. Committee approval of the standard does not necessarily imply that all committee members voted for approval. At the time it approved this standard, the X3 Committee had the following members:

James D. Converse, Chair

Donald C. Loughry, Vice-Chair

Joanne M. Flanagan, Secretary

Organization Represented
American Nuclear Society

AMP, Inc

Apple Computer
Association of the Institute for Certification of Professionals (AICCP)
AT&T/NCR

Boeing Company

Bull HN Information Systems, Inc.
Compaq Computer Corporation
Digital Equipment Corporation

Eastman Kodak

GUIDE International

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Lawrence A. Wasson (Alt.)
Douglas Arai
Larry L. Jackson (Alt.)
Joun Wheeler
Dwight McBain
Roy Peirce (Alt.)

Subcommittee X3T13 on AT Attachment Interfaces, which reviewed this standard, had the following members:

<Chair name>, Chair

<Vicechair name>, Vice-Chair

<Secretary name>, Secretary

<List principals, then alternates (Alt.), in three columns>

<Group name> Working Group, which developed this standard, had the following members:

<Chair name>, Chair

<Secretary name>, Secretary

<List principals, then alternates (Alt.), in three columns>

Introduction

This standard encompasses the following:

Clause 1 contains <content of clause>.

Clause 2 contains <content of clause>.

Clause 3 contains <content of clause>.

Clause 4 contains <content of clause>.

Clause 5 contains <content of clause>.

Annex A is <normative/informative>

Annex B is <normative/informative>

Annex B
Document body sample
(informative)

The following three pages provide a sample of a project document body. Items enclosed in < > indicated document specific information to be filled in.

AMERICAN NATIONAL STANDARD

X3.*-199n**

American National Standard
for Information Systems -

Information Technology -
<Project title>

1 Scope

<Scope of the document>

2 Normative references

<List of normative references or None>

3 Definitions, abbreviations, and conventions

3.1 Definitions and abbreviations

For the purposes of this American National Standard, the following definitions apply.

3.1.1 <Item 1 in alphabetical order>≍Definition>.

3.1.2 <Item 2 in alphabetical order>≍Definition>.

3.1.3 <Item 3 in alphabetical order>≍Definition>.

3.2 Conventions

If there is a conflict between text, figures and tables, the precedence shall be tables, figures, then text.

3.2.1 Keywords

Several keywords are used to differentiate between different levels of requirements and optionally, as follows:

expected - A keyword used to describe the behavior of the hardware or software in the design models assumed by this standard. Other hardware and software design models may also be implemented.

may - A keyword that indicates flexibility of choice with no implied preference.

shall - A keyword indicating a mandatory requirement. Designers are required to implement all such mandatory requirements to ensure interoperability with other standard conformant products.

should - A keyword indicating flexibility of choice with a strongly preferred alternative. Equivalent to the phrase "it is recommended".

obsolete - A keyword indicating items that were defined in <Previous standard> but have been removed from this standard.

mandatory - A keyword indicating items to be implemented as defined by this standard.

Lower case is used for words having the normal English meaning. Certain words and terms used in this American National Standard have a specific meaning beyond the normal English meaning. These words and terms are defined either in Clause 3 or in the text where they first appear.

The names of abbreviations, commands, fields, and acronyms used as signal names are in all uppercase (e.g., IDENTIFY DEVICE). Fields containing only one bit are usually referred to as the "name" bit instead of the "name" field. (See 3.2.4 for the naming convention used for naming bits.)

Names of device registers begin with a capital letter (e.g., Cylinder Low register).

3.2.2 Numbering

Numbers that are not immediately followed by a lower-case "b" or "h" are decimal values. Numbers that are immediately followed by a lower-case "b" (e.g., 01b) are binary values. Numbers that are immediately followed by a lower-case "h" (e.g., 3Ah) are hexadecimal values.

3.2.3 Signal conventions

Signal names are shown in all upper case letters.

All signals are either high active or low active signals. A dash character (-) at the end of a signal name indicates it is a low active signal. A low active signal is true when it is below V_{iL} , and is false when it is above V_{iH} . No dash at the end of a signal name indicates it is a high active signal. A high active signal is true when it is above V_{iH} , and is false when it is below V_{iL} .

Asserted means that the signal is driven by an active circuit to its true state. Negated means that the signal is driven by an active circuit to its false state. Released means that the signal is not actively driven to any state. Some signals have bias circuitry that pull the signal to either a true state or false state when no signal driver is actively asserting or negating the signal. These cases are noted under the description of the signal, and their released state is stated.

Control signals that may be used for two mutually exclusive functions are identified with their two names separated by a colon.

3.2.4 Bit conventions

Bit names are shown in all upper case letters except where a lower case n precedes a bit name. If there is no preceding n, then when BIT is set to one the meaning of the bit is true, and when BIT is cleared to zero the meaning of the bit is false. If there is a preceding n, then when nBIT is cleared to zero the meaning of the bit is true and when nBIT is set to one the meaning of the bit is false.

Annex C
Table sample
(informative)

The following is a sample of a table.

Table <Table number> - <Table title>

<Heading>	<Heading>	<Heading>	<Heading>
<Item> (See note 1)	A	<Item>	<Item>
<Item>	B	<Item>	<Item>
<Item> (See note 2)	C	<Item>	<Item>
<p>Key: A=<description of A> B=<description of B> C=<description of C></p> <p>Notes: 1. <Content of note> 2. <Content of note></p>			

Annex D
Figure sample
(informative)

A sample figure is shown below.

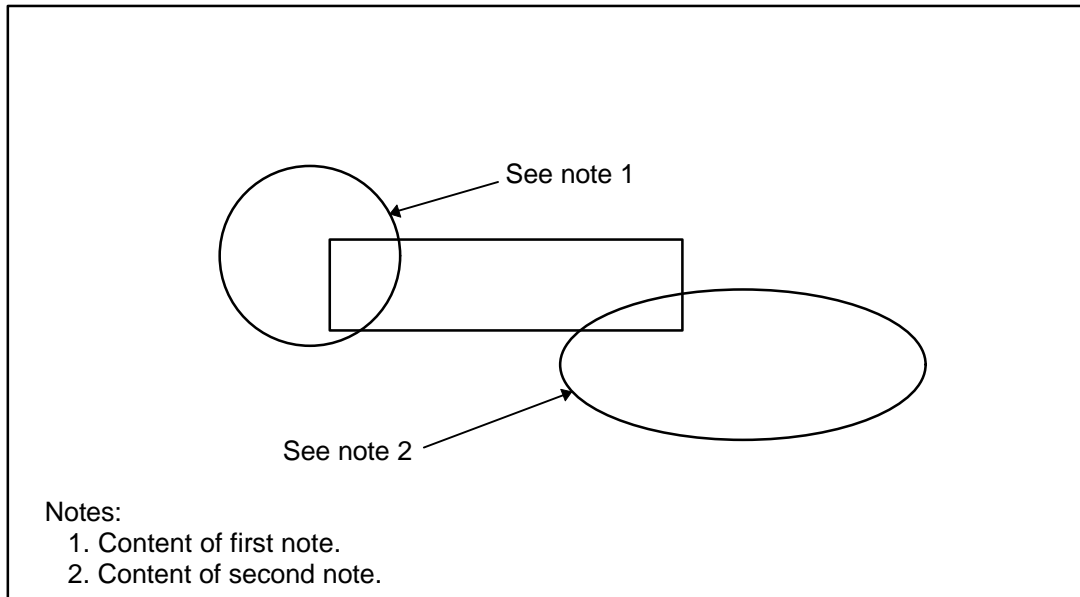


Figure <Figure number> - <Figure title>

Annex E
Annex sample
(informative)

The following page provides a sample of an annex.

Annex <Annex letter>
<Annex title>
<(Informative/Normative)>

<Annex letter>.1 <Heading title>

<Clause content>

<Annex letter>.1.1 <Heading title>

<Subclause content>

<Annex letter>.2 <Heading title>

<Clause content>