

# Proposal Document Format Guideline

To: T13 Technical committee  
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## 1 Introduction

The purpose of this document is to provide formatting guidelines for proposals and presentations to the T13 committee. This document is formatted according to the guidelines. While it is recommended that documents conform to this guideline it is not a requirement for proposal or presentation documents.

## **2 Document Numbers**

The T13 Vice Chairman assigns document numbers. Please request a document number before distributing your document. A document distributed at a meeting without a number will be assigned a number at the meeting.

### **2.1 File Name**

Document file names use numerals and lower case characters. Proposals start with lower case "e", followed by the document number, the letter "r" and the revision. (e.g. e01128r0) For revisions 10 through 99 the letter "r" is dropped. (e.g. e0112910). File types are lower case (e.g. e01129r0.pdf)

## **3 Electronic Format**

All documents are distributed electronically. Paper documents, such as letters to the committee, are scanned and stored as bitmaps. Most documents are distributed in a Microsoft Word format. Any electronic format is acceptable if software for reading and printing the electronic format is available at no charge on the Internet. All documents are also distributed in Adobe Acrobat format (PDF).

### **3.1 PDF**

Documents are distributed in Adobe Acrobat format, commonly known as PDF. Authors are encouraged to make PDF files from their documents and upload them to the web site at the same time as the source document. The web site manager will create a PDF for you if you do not upload one yourself.

## **4 General Document Requirements**

### **4.1 Title Page**

Documents, including presentation formats such as PowerPoint or Freelance, should have a title page.

#### **4.1.1 Title pages should have:**

- Title (centered)
- Document Number (upper right hand corner)
- Author Name
- Author Organization or Company
- Author Address
- Author Phone Number
- Author Email Address
- Date

#### **4.1.2 Title pages may also have**

- Author Fax Number
- Additional Author Names / Email Addresses

### **4.2 Header**

Left: Document Title (after first page)

Right: Document Number (after first page)

### **4.3 Footer**

Right: Page number (page of pages format preferred)  
Center: Date

## **5 Word Document Formatting**

### **5.1 Font**

The recommended font is Arial. Normal text shall be 10 point. The minimum font size for any text in the document shall be 9 point.

### **5.2 Headings**

Headings in the body of the document as follows:

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

Level 2 - Heading number with no trailing period (1.1, 1.2, 2.1, etc.), heading name. Arial font, 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. Arial font, 10 point, bold.

All headings are flush with the left margin.

#### **5.2.1 Heading 3 Example**

##### **5.2.1.1 Heading 4 Example**

###### **5.2.1.1.1 Heading 5 Example**

###### **5.2.1.1.1.1 Heading 6 Example**

###### **5.2.1.1.1.1.1 Heading 7 Example**

###### **5.2.1.1.1.1.1.1 Heading 8 Example**

###### **5.2.1.1.1.1.1.1.1 Heading 9 Example**

### **5.3 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.

### **5.4 Paragraph**

Single line spacing with no before or after spacing, left justified.

### **5.5 Spaces**

Sentences are separated by a single space.

## 5.6 Tables

Annex A 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.

## 5.7 Figures

Annex B 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 a 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.

## 5.8 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.

## 5.9 Header

The recommended font is Arial 10.

Left: Document Title

Right: Document Number (after first page)

## 5.10 Footer

The recommended font is Arial 10.

Right: Page number (page of pages format preferred)

Center: Date

### **5.11 Metadata**

Set the correct document metadata for Author, Title, and Company using the File-Properties-Summary tool bar selection.

## **6 Web Site / FTP Checking**

Authors are encouraged to check their documents after they are posted on the web site and the FTP site to insure they are correct and correctly linked.

**Annex A**  
**Table sample**  
(Informative)

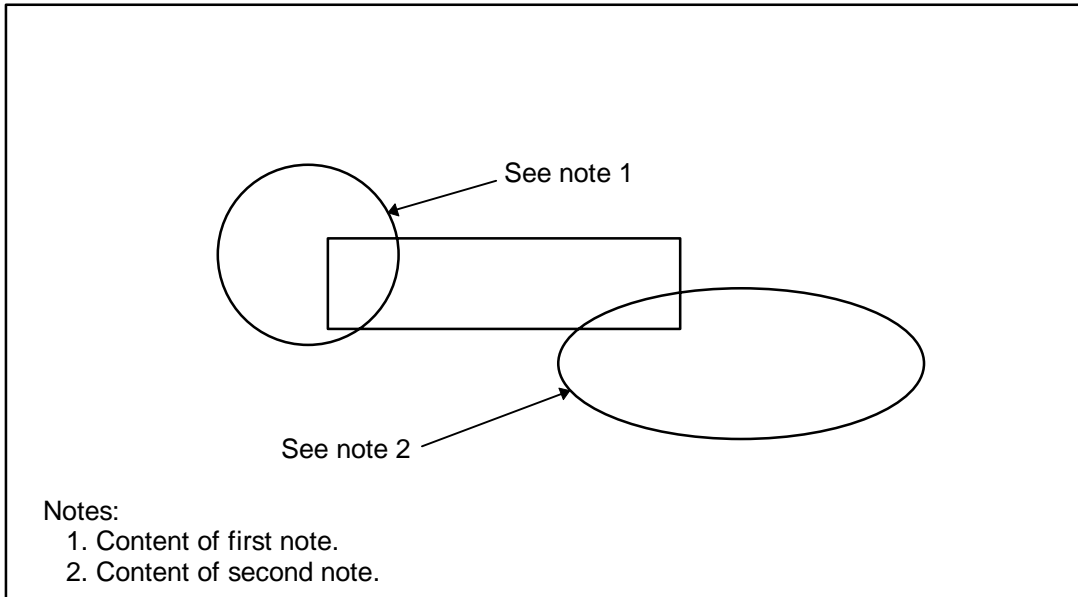
The following is a sample of a table.

**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>
Key: A=<description of A> B=<description of B> C=<description of C>			
Notes: 1. <Content of note> 2. <Content of note>			

**Annex B**  
**Figure sample**  
(Informative)

A sample figure is shown below.



**Figure <Figure number> - <Figure title>**