SC.R1005-A
Version 2.0
29 April 2010

3GPP2 Drafting Rules

3GPP2 SC.R1005-A v2.0

Editor

Victoria Mitchell (3GPP2 Secretariat), 703-907-7779, vmitchell@tiaonline.org.

The inclusion of Editor information is optional.

Revision History

Revision	Description of Changes	Date
Rev 0 v1.0	Publication	28 July 2008
Rev A v1.0	Publication version of Revision A, version 1.0	19 March 2010
Rev A v2.0	Publication version, incorporating updated Title Page template	20 April 2010

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1 **FOREWORD**

2 This foreword is not part of this specification.

3 This specification was prepared by the Third Generation Partnership Project 2 (3GPP2).

4

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2

1 INTRODUCTION

1.1 Scope

The 3GPP2 Drafting Rules document is intended to codify and consolidate all 3GPP2 policies that are required to be adhered to by all 3GPP2 groups in the development of 3GPP2 documents. These policies are to be considered directives from the 3GPP2 OPs and typically deal with items that facilitate the transposition of 3GPP2 documents by the 3GPP2 OPs or satisfy OP legal concerns; however, they may include any related OP directives.

These policies are explicitly not intended to enforce any type of style guide in that they mandate style or format requirements only on specific sections of 3GPP2 documents (e.g., cover sheets) as required by the OPs. As such, they are not intended to replace style guides that may be developed by any TSG. However, all policies in the 3GPP2 Drafting Rules are to supersede any requirements specified in a TSG style guide in case of any discrepancy.

In addition, in the case of discrepancies between this document and the Working Procedures Document, the Working Procedures Document shall prevail.

1.2 Document Conventions

"Shall" and "shall not" identify requirements to be followed strictly to conform to this document and from which no deviation is permitted. "Should" and "should not" indicate that one of several possibilities is recommended as particularly suitable, without mentioning or excluding others, that a certain course of action is preferred but not necessarily required, or that (in the negative form) a certain possibility or course of action is discouraged but not prohibited. "May" and "need not" indicate a course of action permissible within the limits of the document. "Can" and "cannot" are used for statements of possibility and capability, whether material, physical or causal.

1.3 Terminology

1.3.1 Acronyms

3GPP2	3rd Generation Partnership Project 2
ANSI	American National Standards Institute
ARIB	Association of Radio Industries and Businesses
CCSA	China Communications Standards Association
OP	Organizational Partner
SC	Steering Committee
SDO	Standards Development Organization
TIA	Telecommunications Industry Association
TSG	Technical Specification Group
TTA	Telecommunications Technology Association
TTC	Telecommunications Technology Committee
V&V	Verification & Validation

2 FORMAT OF DOCUMENT PAGE, HEADERS AND FOOTERS, TITLE PAGE

2.1 Format of Document Page

Page numbers shall be centered at the bottom of each page. Preliminary elements, commonly known as **front matter**, may be numbered with lower-case Roman numerals. All other pages shall be numbered with Arabic numerals beginning with 1.

Page numbers may also be written featuring the Section number followed by the page number within that section. Example: 2-1 or 2-01 – Section 2, Page 1.

2.2 Headers and Footers

Only the centered page number (and optional Section title flush with the outside margin of odd- and even-numbered pages) should be included in the document **footer**.

Headers shall include only the FULL document number (including 3GPP2, revision identifier and version number) flush with the outside margin of odd- and even-numbered pages. The headers that appear on an even numbered page shall be aligned on the left side of the page. The headers that appear on an odd numbered page shall be aligned on the right side of the page. Two blank lines, or the equivalent in white space formatting, shall be provided below the header text within the header.

All headers shall be 3GPP2 specific (e.g. "3GPP2 SC.R1005-0 v1.0").

Example of document number format in header: 3GPP2 X.S0001-0 v1.0

A sample of a correct Header and Footer can be found on this page.

2.3 Title Page

Title pages of specifications and reports shall be prepared in a standard format by editors using the title page template available in the 3GPP2 Tool Kit (http://www.3gpp2.org/Public_html/AllTSGs/20100420_Title_Page_Template.dot) The Secretariat shall verify compliance of the title page, providing comments on any needed modifications during the V&V period.

No additional headers or footers, or line numbers, are permitted on a title page, other than the information that is already provided on the template at the URL above (3GPP2 logo, document number, version number, publication date, document title, general nomenclature (e.g., 3G-IOS v5.1.1), and copyright/copyright date, revision history).

2.3.1 Revision History Standardization

The Revision History is part of the title page. The inclusion of the editor's name with the revision history is useful, however, not required. The revision history itself is required as part of the title page. Inclusion of the version number in this table is optional.

The revision history table of a document details the revision and version number, description of changes, and the date of the versions of the document. Generally, the revision history should be an update to the previous revision history list so that the history of the document can be easily determined. The revision history is an informative section of the document.

1   The revision begins with 0, and then follows with A, B, etc.

2   2.3.1.1   Document Version Numbers

3   The version number should be listed as **v**y.x where:

4   • y is the "point release" number of the document as defined in SC.R1002 Publication
5   Numbering Guidelines.

6   • x is the internal edit level as defined in SC.R1002 Publication Numbering Guidelines. A
7   point release has, by definition, an edit level of '0' (e.g. v1.0).

8   2.3.1.2   Documents in Development

9   For documents still in development, the revision history should be used to track editorial
10 versions of the document. The internal edit level should be assigned sequentially. For
11 documents where more than ten (10) edits are expected, internal edit levels should be a
12 multiple digit number.

13 Example:

Revision	Description of Changes	Date
Rev 0 v0.1	Initial draft	8 February 2007

14

15 2.3.1.3   Documents Approved for Publication

16 For documents that have been approved for publication:

17 • All references to editorial revisions of the document shall be deleted from the Revision
18   History.

19 • The identification of the next point release of the document shall be added, with all
20   associated information, to the Revision History list of the previous point release(s).

21 Example:

Revision	Description of Changes	Date
Rev 0 v1.0	Initial publication	6 April 2008

22

23 2.4   Line Numbers

24 All pages shall have line numbers, except the Title page and revision history.

25 2.5   Use of Color

26 Colors are allowed in publication text at the discretion of the publishing TSG.

27 2.6   Blank Pages

28 There should be no blank pages in the document. A blank page, if used in the document, shall
29 have the following statement:

30   "This page intentionally left blank."

3 FRONT MATTER

Preliminary elements, commonly known as front matter, consists of the table of contents, table of figures, table of tables and the foreword. Front Matter is not normative.

3.1 Table of Contents, Figures and Tables

A table of contents shall appear in every specification; it enhances the overall view of the specification and facilitates its consultation. The contents may list only section headings or both section and sub-section headings.

Inclusion of a table of figures is required if figures are present in the document. Inclusion of a table of tables is required if tables are present.

If included, these tables shall be in the order of: contents, figures and tables.

3.2 Foreword Content

The Foreword is a required component of a 3GPP2 document. It shall appear in the preliminary section of a document (i.e., the part with roman numbered pages). It shall include the following:

- ”This foreword is not part of this specification”.
- The relation of this document to others, if applicable.

4 INTRODUCTORY TEXT

The Introduction and related sections (e.g., overview, scope, document convention and references), start the beginning of normative text in the document.

4.1 Scope

A scope shall be included in the normative portion of all 3GPP2 documents. The scope shall define, without ambiguity, the subject of the specification and the aspect(s) covered, thereby indicating the limits of applicability of the specification in particular parts of it. It shall not contain requirements.

4.2 Document Conventions

4.2.1 Use of Requirements Terminology

[Editor's Note: the highlighted text below will be resolved in a subsequent version.]

3GPP2 specifications (e.g., 3GPP2 X.S0001-0 v1.0) shall use the appropriate requirements terminology as defined in section 4.2.2. Technical reports (e.g., C.R1001-G v1.0) are not intended to provide requirements and as such shall not include terminology that may otherwise suggest that requirements are being provided. Non-technical reports that define procedures for the organization (e.g., SC.R1005-A v1.0) may use requirements terminology.

The text in section 4.2.2 shall be included in 3GPP2 technical specifications.

4.2.2 Requirements Language

"Shall" and "shall not" identify requirements to be followed strictly to conform to this document and from which no deviation is permitted. "Should" and "should not" indicate that one of several possibilities is recommended as particularly suitable, without mentioning or excluding others, that a certain course of action is preferred but not necessarily required, or that (in the negative form) a certain possibility or course of action is discouraged but not prohibited. "May" and "need not" indicate a course of action permissible within the limits of the document. "Can" and "cannot" are used for statements of possibility and capability, whether material, physical or causal.

4.3 References

References included within 3GPP2 specifications and reports (i.e., citations to other documents) are to be identified and collated in a references section at the start of the document under development.

4.3.1 Normative and Informative References

References are either normative or informative. The references shall be grouped into the appropriate normative or informative subsections.

A normative reference is a normative element of the 3GPP2 specification. Normative elements are those elements setting out the provisions with which it is necessary to comply to be able to claim conformity with the specification.

Normative references are required to be:

- Stable: A normative reference is stable if it has progressed beyond the draft stage (i.e., is approved, see Section 4.3.4 for the exception).

- Publicly Available. A normative reference is publicly available if it is available to all interested parties, devoid of any discrimination. Publicly available does not necessarily mean "free".

An informative reference is an informative element of the 3GPP2 specification.

Note:

- By definition, normative references cannot appear in 3GPP2 reports, which are non-normative documents.

- Unless text from the documents being referenced either normatively or informatively is being reproduced, no copyright issues exist when the document is merely being referenced.

- The designation of a reference as either informative or normative shall be in keeping with its application within the body of the document. For instance, a reference cannot be cited as being informative when its appearance elsewhere in the document is of a nature that makes it necessary for an implementation to comply with the reference ("shall", "shall not") in order to claim conformity with the specification.

- 3GPP2 specifications and reports are created primarily so that the Partner SDOs can transpose them into standards. Partner SDOs may have prerequisites or policies governing the IPR policies of organizations whose documents are being normatively

1 referenced in their standards, or may have devised methods to accommodate IPR issues
2 internally. 3GPP2 should be aware of these policies and procedures.

3 ### 4.3.2   Specific and Non-Specific References

4 A reference with a date and revision identifier is specific and refers to that document even if a
5 new revision is available. References with neither of these elements are non-specific and apply
6 to the most recent revision (even if published after this specification). References with only one
7 of these elements are deficient.

8 When non-specific references are included in a document, the following text shall be included
9 immediately preceding the list of references:

10 • References are either specific (identified by date of publication, revision identifier, and
11 version number) or non-specific.

12 • For a specific reference, subsequent revisions may not apply.

13 • For a non-specific reference, the latest revision applies.

14 ### 4.3.3   Reference Format

15 It is mandatory for references to include the publisher (e.g., 3GPP2, TIA, ISO, ITU-T) and the
16 full and accurate title. The publisher/author shall precede the title. The designation number
17 (e.g., 3GPP2 X.S0001-0 v1.0) shall also be included for a specific reference unless the
18 document does not have one, the revision identifier and version number shall not be included
19 for a non-specific reference.

20 ### 4.3.4   Referencing Draft Documents in 3GPP2 Documents

21 References to draft documents may be included in 3GPP2 published documents under the
22 following circumstances:

23 (a) The draft document cited in the references section, whether as a normative or
24 informative reference, shall be accompanied by the following note:

25 Editor's Note: The above document is a work in progress and should not be
26 referenced unless and until it is approved and published. Until such time as this
27 Editor's Note is removed, the inclusion of the above document is for
28 informational purposes only.

29 (b) When submitted to the 3GPP2 Secretariat, either for Verification & Validation (V&V) or
30 for Steering Committee (SC) Approval, the submitting Technical Specification Group
31 (TSG) will inform the Secretariat that the document submitted contains a reference to a
32 draft document and that the reference complies with the Organizational Partners
33 decision of November 2007.

34 (c) When the draft being referenced is approved and published, the 3GPP2 document will
35 require a modification to update the reference, remove the reference or otherwise revise
36 the document per the consensus decision of the responsible TSG. If the referenced
37 document, once published is to be referenced normatively, then this constitutes a
38 technical change and the 3GPP2 document will need to go through the normal V&V
39 process after being updated. If the referenced document, once published, is to be
40 referenced informatively, this does not constitute a technical change. If the update of

1   the informative reference is the only change applied at the time, the document can be
2   submitted for SC Approval as a new version without having to go through V&V.

3   Please note that the referenced document is required to be publicly available, as stated in
4   Section 4.3.1, even though the document itself is a draft.

5   USE OF CDMA2000® TRADEMARK

6   This section documents the 3GPP2 policies related to the usage of the cdma2000®[1] Trademark
7   in 3GPP2 published documents.

8   By agreement of the 3GPP2 Organizational Partners, use of the term "cdma2000®" in 3GPP2
9   documentation is subject to the following conditions:

10   • The FIRST TIME the term "cdma2000" is cited in the body of a 3GPP2 draft or
11   published document, it shall be accompanied by the registered trademark symbol
12   (superscript, circled R). Exempted from this first instance requirement are the title, the
13   table of contents, any referenced specification titles that do not itself contain the
14   registration symbol, and any inserted software code.

15   Example: cdma2000®

16   • On the SAME PAGE that the registered trademark symbol (®) is applied to the term
17   "cdma2000", the following footnote legend is to be added to the contribution, draft, or
18   published document:

19   "cdma2000® is the trademark for the technical nomenclature for certain specifications
20   and standards of the Organizational Partners (OPs) of 3GPP2. Geographically (and as of
21   the date of publication), cdma2000® is a registered trademark of the
22   Telecommunications Industry Association (TIA-USA) in the United States."

23   • Subsequent use of the term "cdma2000" need not be accompanied by the registered
24   trademark symbol.

6   USE OF 3RD PARTY TRADEMARKS

26   This section documents the 3GPP2 policies related to the usage of the third party trademarks
27   in 3GPP2 published documents.

28   6.1   Use of the Ultra Mobile Broadband™ (UMB) Trademark

29   By agreement of the CDMA Development Group (CDG):

30   If the UMB[2] mark is used, all 3GPP2 members are asked to place the following footnote
31   at the bottom of the first page of any document containing the mark:

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[1] "cdma2000® is the trademark for the technical nomenclature for certain specifications and
standards of the Organizational Partners (OPs) of 3GPP2. Geographically (and as of the date
of publication), cdma2000® is a registered trademark of the Telecommunications Industry
Association (TIA-USA) in the United States."

1 "Ultra Mobile Broadband™ (UMB™) are trade and service marks owned by the CDMA
2 Development Group (CDG)."

3 6.2   Use of the WiMAX Forum Trademark

4 By agreement of the WiMAX Forum[3]:

5 • "WiMAX Forum," "WiMAX," "Mobile WiMAX," "WiMAX Forum Certified," the WiMAX
6   Forum logo, and the WiMAX Forum Certified Logo. Use of the logos is subject to
7   specialized usage guidelines and licensing requirements. Please refer to these and to the
8   WiMAX Forum word mark usage guidelines for information regarding requirements,
9   restrictions and appropriate usage. Below are basic usage rules relating to the use of
10   "WiMAX."

11 • "WiMAX" should always be used with a capital "W," lower case "i" and uppercase "MAX."

12 • The appropriate trademark notice symbol ("®" or "™") should be used with the first and
13   most prominent usage of the mark and again in the first appearance in the body of the
14   copy. Wherever possible, the trademark notice symbol should be superscripted after
15   word marks. Once a mark is correctly attributed on a document or Web page, it is not
16   necessary to mark subsequent appearances of the trademark in the same piece. Use "®"
17   with WiMAX Forum, the WiMAX Forum Certified Logo, and the WiMAX Forum logo and
18   "™" with all other marks.

19 • In addition to providing proper notice on the mark, provide appropriate ownership
20   attribution of the marks through a footnote, such as the following:

21 "WiMAX" is a trademark of the WiMAX Forum. "WiMAX Forum," the WiMAX Forum logo
22 and the WiMAX Forum Certified logo are registered trademarks of the WiMAX Forum.
23 "WiMAX," "Mobile WiMAX," "Fixed WiMAX," "WiMAX Certified," and "WiMAX Forum
24 Certified" are trademarks of the WiMAX Forum.

25 **7   USE OF LICENSED SOFTWARE**

26 For specifications that include software distribution, the following notice may be included
27 following the title page and preceding the foreword.

28 Each of the companies; [Name(s) of companies] (hereinafter referred to individually as "Source"
29 or collectively as "Sources") do hereby state:

30 To the extent to which the Source(s) may legally and freely do so, the Source(s), upon
31 submission of a Contribution, grant(s) a free, irrevocable, non-exclusive, license to the Third
32 Generation Partnership Project 2 (3GPP2) and its Organizational Partners: ARIB, CCSA, TIA,

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[2] "Ultra Mobile Broadband™ (UMB™) are trade and service marks owned by the CDMA
     Development Group (CDG)." See SC-20070115-009d for additional information.

[3] "WiMAX" is a trademark of the WiMAX Forum. "WiMAX Forum," the WiMAX Forum logo
     and the WiMAX Forum Certified logo are registered trademarks of the WiMAX Forum.
     "WiMAX," "Mobile WiMAX," "Fixed WiMAX," "WiMAX Certified," and "WiMAX Forum
     Certified" are trademarks of the WiMAX Forum.

TTA, and TTC, under the Source's copyright or copyright license rights in the Contribution, to, in whole or in part, copy, make derivative works, perform, display and distribute the Contribution and derivative works thereof consistent with 3GPP2's and each Organizational Partner's policies and procedures, with the right to (i) sublicense the foregoing rights consistent with 3GPP2's and each Organizational Partner's policies and procedures and (ii) copyright and sell, if applicable) in 3GPP2's name or each Organizational Partner's name any 3GPP2 or transposed Publication even though this Publication may contain the Contribution or a derivative work thereof. The Contribution shall disclose any known limitations on the Source's rights to license as herein provided.

When a Contribution is submitted by the Source(s) to assist the formulating groups of 3GPP2 or any of its Organizational Partners, it is proposed to the Committee as a basis for discussion and is not to be construed as a binding proposal on the Source(s). The Source(s) specifically reserve(s) the right to amend or modify the material contained in the Contribution. Nothing contained in the Contribution shall, except as herein expressly provided, be construed as conferring by implication, estoppels or otherwise, any license or right under (i) any existing or later issuing patent, whether or not the use of information in the document necessarily employs an invention of any existing or later issued patent, (ii) any copyright, (iii) any trademark, or (iv) any other intellectual property right.

With respect to the Software necessary for the practice of any or all Normative portions of the [Name of Specification] as it exists on the date of submittal of this form, should the [Name of Specification] be approved as a Specification or Report by 3GPP2, or as a transposed Standard by any of the 3GPP2's Organizational Partners, the Source(s) state(s) that a worldwide license to reproduce, use and distribute the Software, the license rights to which are held by the Source(s), will be made available to applicants under terms and conditions that are reasonable and non-discriminatory, which may include monetary compensation, and only to the extent necessary for the practice of any or all of the Normative portions of the [Name of Specification] or the field of use of practice of the [Name of Specification] Specification, Report, or Standard. The statement contained above is irrevocable and shall be binding upon the Source(s). In the event the rights of the Source(s) in and to copyright or copyright license rights subject to such commitment are assigned or transferred, the Source(s) shall notify the assignee or transferee of the existence of such commitments.

8 SUBMISSION FORMAT (I.E., SUBMISSION OF DOCUMENT TO SECRETARIAT FOR V&V AND/OR SC REVIEW)

This section documents the 3GPP2 policies related to the formats of 3GPP2 documents that are submitted to the 3GPP2 Secretariat during the development of those documents.

8.1 V&V Submission

Documents approved for V&V by the TSG Plenary are submitted to the 3GPP2 Secretariat as a pdf file by the TSG Chair or designee. The submission may also be accompanied by the source document to facilitate comments by the recipient at the discretion of the TSG.

Annex A includes the checklist used by the 3GPP2 Secretariat during the V&V process. Document editors may wish to review this checklist prior to V&V release.

8.2 SC Review Submission

The TSG Chair or designee shall submit pdf files and source files for documents approved for publication by the TSG to the 3GPP2 Secretariat.

1 The file properties of any pdf document submitted for publication should include only the file
2 name or the 3GPP2 specification number in the "Title" field and the formulating TSG in the
3 "Author" field.

4 The document submitted for publication shall begin with the 3GPP2 specification cover sheet.

5 For documents that use a parts structure, any part being recommended for SC Approval shall
6 be accompanied by the corresponding part 000 (see Section 11, Conventions for Multi Part
7 Documents).

8 ### 8.3   Revision Marks vs. Clean Copy

9 1. Published official documents shall be clean in principle.

10 2. There shall be only one official version of document for each specification/report, without
11   coexistence of clean and marked-up versions to avoid any confusion or uncertainty.

12 3. If marked-up method is applied for a certain document, it shall be applied only for point
13   releases and Delta Documents.

14 •   Point releases are versions 2.0 or greater for any document revision.

15 •   Delta Documents are separate documents that specify enhancements to an existing
16   specification, written as changes ("deltas") to that base document. New Delta
17   Documents shall be limited to X.S0011 and A.S0011 through A.S0017 base documents
18   unless specifically approved by the SC.

19 •   If marked-up documents are deemed really necessary for any other reason, such reason
20   shall be officially identified and approved at the SC level.

21 # 9   PUBLICATION DATE PROCESSING

22 The publication date that appears on the 3GPP2 website shall match the date that is shown on
23 the title page of the approved document, as submitted by the issuing TSG.

24 # 10   RE-USE OF TEXT FROM OTHER ORGANIZATIONS

25 When considering incorporating text from non-3GPP2 documents into 3GPP2 specifications
26 and reports, a number of principles need to be adhered to.

27 First and foremost, since 3GPP2 and its Partner SDOs request that the copyright on 3GPP2
28 specifications, reports and SDO documents be respected, in turn 3GPP2 respects the copyright
29 of other organizations. When considering incorporating text from other documents, please
30 provide the Secretariat with the following information:

31 •   Is the document(s) from which text is to be reproduced – henceforth referred to as the
32   "source document" – approved or draft?

33 •   What is the name of the organization that produced the source document(s)?

34 •   What is/are the source document number(s) / reference(s)?

35 •   What is/are the source document title(s)?

36

Please note:

- If the text to be incorporated is copyrighted, the source document(s) may or may not contain a statement of copyright. Caution: The source document may still be copyrighted even if no statement of copyright appears on the document itself.

- The Secretariat will seek permission (a license) from the copyright owner(s) to reproduce and use portions of the source document(s) both in 3GPP2 deliverables and in standards transposed by the Partner SDOs. The 3GPP2 specification / report and the SDO standard are two different documents owned by different entities.

- No assumption is to be made on the part of the editor / TSG seeking to reproduce and use portions of the source document(s) that permission has been granted by the originator until such permission is conveyed in writing. Consequently, the TSG is urged to consider "fall-back" positions in case permission is not granted, e.g.: referencing the source document as opposed to reproducing the text. For more information regarding referencing documents, please see Section 4.3, References.

- Care is to be taken to prevent normative text from appearing in an informative document. For example: If permission is granted to reproduce and use normative text, this normative text cannot be inserted into a 3GPP2 report (an informative document) without manipulation of the text to remove all normative obligations ("shall"s, etc...)

- The Secretariat will not knowingly process for publication any 3GPP2 document containing text belonging to an external organization until all copyright licenses have been settled.

- Note that draft documents may or may not yet be copyrighted by the organization balloting and approving the document. For instance, TIA copyrights the published standard. Copyright on the draft is retained by the company/organization or companies/organizations that submitted the individual material. In the case of TIA, the "Important Notice for Participation" that all TIA committee participants adhere to gives TIA permission (license) to reproduce the text for the purposes of distributing to committee members (electronically and/or on paper) and issuing ballots. Once approved, TIA copyrights the published standard.

11 CONVENTIONS FOR MULTI-PART DOCUMENTS

Large, complex documents may be published as several parts. Each part is a separate specification, with its own revision level and can be downloaded as a separate item. Each part shall have its own cover sheet. By convention, part 000 contains the list of parts, as well as other introductory or overview materials, and shall therefore be updated whenever one or more other parts are published. Part 000 shall accompany any other parts being presented for V&V and SC Approval.

Documents may also be divided into other divisions, such as chapters, volumes and sections. These are defined at the discretion of the TSG. They cannot be published separately. Documents divided in this way shall have only a single cover sheet for the entire document.

Annex A   V&V CHECKLIST

2 This Annex is informative. This V&V Checklist has been provided by the 3GPP2 Secretariat to
3 assist Editors in the preparation of documents for V&V. This checklist is not exhaustive.

4 In the pdf file, select "File Properties" and set the "Title" to the 3GPP2 specification number and
5   the "Author" to the formulating TSG. All other fields should be blank.

6 <u>Title Page</u>

7 Does the Title Page have the final document number on it? (e.g., X.Sxxxx-Rev vy.z)

8 Does the Copyright information at the bottom show all the text?

9 Please Ensure the Title Page does not contain the word "Addendum"

10 Is the Revision History present and populated appropriately?

11 Remove DRAFT watermark throughout the document

12 Document header is not required on the title page

13 Does the document footer contain a copyright of the current year of publication?

14 <u>Foreword</u>

15 Make sure the word "Foreword" is spelled correctly.

16 <u>References Section</u>

17 Make sure all 3GPP2 Specs listed are already published. If a specification/report references a
18   draft document, the reference shall be accompanied by the following note:

19   Editor's Note: The above document is a work in progress and should not be referenced
20   unless and until it is approved and published. Until such time as this Editor's Note is
21   removed, the inclusion of the above document is for informational purposes only.

22 ANSI Standards expire after 10 years. Anything older than 5 years old needs an updated year.

23 TSBs should be considered Informative References – NOT Normative References

24 No Project Numbers allowed mention in published specs. Stable Documents Only. If a draft
25   spec is used as a reference, the draft reference disclaimer shall be included, as approved by
26   the Steering Committee (see link in first bullet)

27 A contribution cannot be a Normative Reference.

28 If a 3GPP2 document reference has a TIA equivalent, please only use the 3GPP2 document
29   reference in order to stay as SDO-neutral as possible.

30 JEMs are not publicly available or stable and should not be in References section

31 Reports generally should be Informative References

32 Other Notes: CCITT is now ITU-T; CCIR is now ITU-R

33 <u>Body Text</u>

34 Document Headers & Footers

35 Do the document headers contain the FULL final document number on it?

1. Make sure section headers use consistent capitalization.

2. Except for pre-existing proper names (e.g., message names) that contain "3G 1x" and references to terms defined outside the scope of a TSG, any use of 3G 1x is required to be changed to cdma2000 1x (September 2005 SC Decision).

3. Look for Tables and Figures that might carry over to multiple pages – we might want to carry the column titles over too

4. Make sure all editor's notes are addressed

5. Any software code should have proper permission/disclaimer from the owner

6. Look for linking errors throughout the body text. (ex. ERROR!)

7. Annexes shall be labeled as Normative or Informative (This is not a 3GPP2 requirement, but TIA does)

8. Visually review all figures and graphics. Is there any missing information?

9. Note if any Tables or Figures bleed off the page. If they do, we need to alert the editor to fix.

10. Avoid using company names, as well as avoid using CAPEX/OPEX terms as well as actual pricing

11. Well known trademarks such as Windows® need to look like that. Superscript ® or TM. And proper attribution needs to be used. Ex. Windows® is a registered trademark of Microsoft, Inc.

12. Web URL without full name of organization and document. Web URLs can be listed, but the additional information noted above is also required in case a web link is broken in the future.

13. Safety Claims. A 3GPP2 document shall never claim that a feature, product or service is "safe". Compliance with safety regulations can be mentioned, but the regulation to which safety is claimed shall be referenced and cited.