



3GPP2 Drafting Rules

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1 **FOREWORD**

2 This foreword is not part of this document.

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

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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 specifications, reports, and industry notices. These policies are to be considered directives from the 3GPP2 OPs and typically deal with items that facilitate the transposition of these 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	3 rd 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/AlITSGs/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 **vy.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 for Publication

16 For the publication version of documents:

- 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 and report; it enhances the overall view of the document 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.

When 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 document".
- 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 a specification or the main body of text in a report.

4.1 Scope

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

4.2 Document Conventions

4.2.1 Use of Requirements Terminology

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, with the exception of TSG-S Stage 1s and System Requirements Documents (SRDs) are not intended to provide requirements and as such shall not include terminology that suggests requirements are being provided. Technical reports for TSG-S Stage 1s and SRDs may use requirements terminology and shall be identified as proposed to contain normative elements, when the 3GPP2 project is initiated. Non-technical reports that define procedures for the organization (e.g., SC.R1005-A v1.0) may use requirements terminology.

1 The text in section 4.2.2 shall be included in 3GPP2 technical specifications and reports
2 containing requirements terminology.

3 4.2.2 Requirements Language

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

12 4.3 References

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

16 4.3.1 Normative and Informative References

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

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

22 Normative references are required to be:

- 23 • Stable: A normative reference is stable if it has progressed beyond the draft stage (i.e., is
24 approved, see Section 4.3.4 for the exception).
- 25 • Publicly Available. A normative reference is publicly available if it is available to all
26 interested parties, devoid of any discrimination. Publicly available does not necessarily
27 mean "free".

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

29 Note:

- 30 • By definition, normative references cannot appear in 3GPP2 reports, which are non-
31 normative documents (with the exception of TSG-S Stage 1s and SRDs).
- 32 • Unless text from the documents being referenced either normatively or informatively is
33 being reproduced, no copyright issues exist when the document is merely being
34 referenced.
- 35 • The designation of a reference as either informative or normative shall be in keeping
36 with its application within the body of the document. For instance, a reference cannot
37 be cited as being informative when its appearance elsewhere in the document is of a
38 nature that makes it necessary for an implementation to comply with the reference
39 (“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 referenced in their standards, or may have devised methods to accommodate IPR issues internally. 3GPP2 should be aware of these policies and procedures.

4.3.2 Specific and Non-Specific References

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

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

- References are either specific (identified by date of publication, revision identifier, and version number) or non-specific.
- For a specific reference, subsequent revisions may not apply.
- For a non-specific reference, the latest revision applies.

4.3.3 Reference Format

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

4.3.4 Referencing Draft Documents in 3GPP2 Documents

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

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

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

- (b) When submitted to the 3GPP2 Secretariat, either for Verification & Validation (V&V) or for Steering Committee (SC) Approval, the submitting Technical Specification Group (TSG) will inform the Secretariat that the document submitted contains a reference to a draft document and that the reference complies with the Organizational Partners decision of November 2007.
- (c) When the draft being referenced is approved and published, the 3GPP2 document will require a modification to update the reference, remove the reference or otherwise revise the document per the consensus decision of the responsible TSG. If the referenced document, once published is to be referenced normatively, then this constitutes a

1 technical change and the 3GPP2 document will need to go through the normal V&V
 2 process after being updated. If the referenced document, once published, is to be
 3 referenced informatively, this does not constitute a technical change. If the update of
 4 the informative reference is the only change applied at the time, the document can be
 5 submitted for SC Approval as a new version without having to go through V&V.

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

8 **5 ANNEXES**

9 Annexes shall be clearly labeled as normative or informative in the title. For example,

10 Annex A: V&V Checklist (Informative)

11 **6 USE OF CDMA2000® TRADEMARK**

12 This section documents the 3GPP2 policies related to the usage of the cdma2000®¹ Trademark
 13 in 3GPP2 published documents.

14 By agreement of the 3GPP2 Organizational Partners, use of the term “cdma2000®” in 3GPP2
 15 documentation is subject to the following conditions:

- 16 • The FIRST TIME the term “cdma2000” is cited in the body of a 3GPP2 draft or
 17 published document, it shall be accompanied by the registered trademark symbol
 18 (superscript, circled R). Exempted from this first instance requirement are the title, the
 19 table of contents, any referenced document titles that do not itself contain the
 20 registration symbol, and any inserted software code.

21 Example: cdma2000®

- 22 • On the SAME PAGE that the registered trademark symbol (®) is applied to the term
 23 “cdma2000”, the following footnote legend is to be added to the contribution, draft, or
 24 published document:

25 “cdma2000® is the trademark for the technical nomenclature for certain specifications
 26 and standards of the Organizational Partners (OPs) of 3GPP2. Geographically (and as of the date
 27 of publication), cdma2000® is a registered trademark of the
 28 Telecommunications Industry Association (TIA-USA) in the United States.”

- 29 • Subsequent use of the term “cdma2000” need not be accompanied by the registered
 30 trademark symbol.

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 **7 USE OF 3RD PARTY TRADEMARKS**

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

4 7.1 Use of the Ultra Mobile Broadband™ (UMB) Trademark

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

6 If the UMB² mark is used, all 3GPP2 members are asked to place the following footnote
7 at the bottom of the first page of any document containing the mark:

8 “Ultra Mobile Broadband™ (UMB™) are trade and service marks owned by the CDMA
9 Development Group (CDG).”

10 7.2 Use of the WiMAX Forum Trademark

11 By agreement of the WiMAX Forum³:

- 12 • “WiMAX Forum,” “WiMAX,” “Mobile WiMAX,” “WiMAX Forum Certified,” the WiMAX
13 Forum logo, and the WiMAX Forum Certified Logo. Use of the logos is subject to
14 specialized usage guidelines and licensing requirements. Please refer to these and to the
15 WiMAX Forum word mark usage guidelines for information regarding requirements,
16 restrictions and appropriate usage. Below are basic usage rules relating to the use of
17 “WiMAX.”
- 18 • “WiMAX” should always be used with a capital “W,” lower case “i” and uppercase “MAX.”
- 19 • The appropriate trademark notice symbol (“®” or “™”) should be used with the first and
20 most prominent usage of the mark and again in the first appearance in the body of the
21 copy. Wherever possible, the trademark notice symbol should be superscripted after
22 word marks. Once a mark is correctly attributed on a document or Web page, it is not
23 necessary to mark subsequent appearances of the trademark in the same piece. Use “®”
24 with WiMAX Forum, the WiMAX Forum Certified Logo, and the WiMAX Forum logo and
25 “™” with all other marks.
- 26 • In addition to providing proper notice on the mark, provide appropriate ownership
27 attribution of the marks through a footnote, such as the following:
28 “WiMAX” is a trademark of the WiMAX Forum. “WiMAX Forum,” the WiMAX Forum logo
29 and the WiMAX Forum Certified logo are registered trademarks of the WiMAX Forum.
30 “WiMAX,” “Mobile WiMAX,” “Fixed WiMAX,” “WiMAX Certified,” and “WiMAX Forum
31 Certified” are trademarks of the WiMAX Forum.

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.

1 **8 USE OF LICENSED SOFTWARE**

2 For documents that include software distribution, the following notice may be included
3 following the title page and preceding the foreword.

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

6 To the extent to which the Source(s) may legally and freely do so, the Source(s), upon
7 submission of a Contribution, grant(s) a free, irrevocable, non-exclusive, license to the Third
8 Generation Partnership Project 2 (3GPP2) and its Organizational Partners: ARIB, CCSA, TIA,
9 TTA, and TTC, under the Source's copyright or copyright license rights in the Contribution, to,
10 in whole or in part, copy, make derivative works, perform, display and distribute the
11 Contribution and derivative works thereof consistent with 3GPP2's and each Organizational
12 Partner's policies and procedures, with the right to (i) sublicense the foregoing rights consistent
13 with 3GPP2's and each Organizational Partner's policies and procedures and (ii) copyright and
14 sell, if applicable) in 3GPP2's name or each Organizational Partner's name any 3GPP2 or
15 transposed Publication even though this Publication may contain the Contribution or a
16 derivative work thereof. The Contribution shall disclose any known limitations on the Source's
17 rights to license as herein provided.

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

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

40 **9 SUBMISSION FORMAT (I.E., SUBMISSION OF DOCUMENT TO SECRETARIAT FOR V&V** 41 **AND/OR SC REVIEW)**

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

1 9.1 V&V Submission

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

5 A checklist is provided in Annex A to assist document editors preparing documents for V&V
6 submission.

7 9.2 SC Review Submission

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

10 The file properties of any pdf document submitted for publication should include only the file
11 name or the 3GPP2 document number in the “Title” field and the formulating TSG in the
12 “Author” field.

13 The document submitted for publication shall begin with the 3GPP2 title page (refer to section
14 2.3).

15 For documents that use a parts structure, any part being recommended for SC Approval shall
16 be accompanied by the corresponding part 000 (see Section 12, Conventions for Multi Part
17 Documents).

18 A checklist is provided in Annex B to assist document editors preparing documents for SC
19 Review submission.

20 9.3 Revision Marks vs. Clean Copy

- 21 1. Published official documents shall be clean in principle.
- 22 2. There shall be only one official version of document for each specification/report, without
23 coexistence of clean and marked-up versions to avoid any confusion or uncertainty.
- 24 3. If marked-up method is applied for a certain document, it shall be applied only for point
25 releases and Delta Documents.
- 26 • Point releases are versions 2.0 or greater for any document revision.
 - 27 • Delta Documents are separate documents that specify enhancements to an existing
28 specification, written as changes (“deltas”) to that base document. New Delta
29 Documents shall be limited to X.S0011 and A.S0011 through A.S0017 base documents
30 unless specifically approved by the SC.
 - 31 • If marked-up documents are deemed really necessary for any other reason, such reason
32 shall be officially identified and approved at the SC level.

33 **10 PUBLICATION DATE PROCESSING**

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

11 RE-USE OF TEXT FROM OTHER ORGANIZATIONS

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

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

- Is the document(s) from which text is to be reproduced – henceforth referred to as the "source document" – approved or draft?
- What is the name of the organization that produced the source document(s)?
- What is/are the source document number(s) / reference(s)?
- What is/are the source document title(s)?

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 (with the exception of TSG-S Stage 1s and SRDs) 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.

1 **12 CONVENTIONS FOR MULTI-PART DOCUMENTS**

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

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

11 **13 INDUSTRY NOTICE**

12 An Industry Notice is a concise, informative document intended to notify the industry of an
13 issue pertaining to a 3GPP2 specification. An Industry Notice identifies the issue and may
14 identify steps being taken to address the issue. Industry Notices are not typically for SDO
15 transposition.

16 Industry Notices are not required to include: Revision History, Foreword, Table of Contents,
17 Scope.

18

1 **Annex A V&V SUBMISSION CHECKLIST (INFORMATIVE)**

2 The V&V Submission Checklist has been provided to assist Editors in the preparation of
3 documents for V&V submission. This checklist is not exhaustive.

4 Title Page

- 5 Does the Copyright information at the bottom show all the text?
- 6 Ensure the Title Page does not contain the word “Addendum”.
- 7 Is the Revision History present?
- 8 Verify the DRAFT watermark is throughout the document.
- 9 Ensure the only elements on the title page are those included in the template, for example
10 no additional headers or footers.

11 Foreword

- 12 Make sure the word “Foreword” is spelled correctly.
- 13 Ensure the text ”This foreword is not part of this document,” appears in the foreword.

14 References Section

- 15 If a specification/report references a draft document, the following note is to be included
16 with the reference::
17 Editor's Note: The above document is a work in progress and should not be referenced
18 unless and until it is approved and published. Until such time as this Editor’s Note is
19 removed, the inclusion of the above document is for informational purposes only.
- 20 ANSI Standards expire after 10 years. Anything older than 5 years old needs an updated
21 year.
- 22 TSBs should be Informative References – NOT Normative References
- 23 A contribution cannot be a Normative Reference.
- 24 If a 3GPP2 document reference has a TIA equivalent, please only use the 3GPP2 document
25 reference in order to stay as SDO-neutral as possible.
- 26 JEMs are not publicly available or stable and should not be in References section.
- 27 Reports generally should be Informative References. Stage 1 documents and SRDs may be
28 normative references.
- 29 Other Notes: CCITT is now ITU-T; CCIR is now ITU-R

30 Body Text

- 31 Are document Headers & Footers present?
- 32 Make sure section headers use consistent capitalization.
- 33 Ensure that line numbers are present.
- 34 Except for pre-existing proper names (e.g., message names) that contain “3G 1x” and
35 references to terms defined outside the scope of a TSG, any use of 3G 1x is required to be
36 changed to cdma2000 1x (September 2005 SC Decision).

- 1 Look for Tables and Figures that break over to multiple pages ; the column titles should
- 2 repeat on each page.
- 3 Any software code should have proper permission/disclaimer from the owner
- 4 Look for linking errors throughout the body text. (e.g., ERROR!)
- 5 Verify Annexes are labeled as Normative or Informative.
- 6 Visually review all figures and graphics. Is there any missing information?
- 7 Note if any Tables or Figures bleed off the page; alert the editor to fix the issue.
- 8 Avoid using company names, CAPEX/OPEX terms and actual pricing.
- 9 Well known trademarks such as Windows® need to look like that. Superscript ® or TM.
- 10 And proper attribution needs to be used. For example, Windows® is a registered trademark
- 11 of Microsoft, Inc.
- 12 Safety Claims. A 3GPP2 document shall never claim that a feature, product or service is
- 13 “safe”. Compliance with safety regulations can be mentioned, but the regulation to which
- 14 safety is claimed shall be referenced and cited.

1 **Annex B SC REVIEW SUBMISSION CHECKLIST (INFORMATIVE)**

2 This Annex is informative.

3 The SC Review Submission Checklist has been provided to assist Editors in the preparation of
4 documents for SC Review submission. This checklist is not exhaustive.

5 Title Page

- 6 Does the Title Page have the final document number on it, e.g., X.Sxxxx-Rev vy.z?
- 7 Ensure the Copyright information at the bottom is complete and has the correct year.
- 8 Ensure the Title Page does not contain the word “Addendum.”
- 9 Is the Revision History present and populated appropriately?
- 10 Ensure there is no DRAFT mark in the document?
- 11 Ensure the only elements on the title page are those included in the template, for example
12 no additional headers or footers.

13 Foreword

- 14 Make sure the word “Foreword” is spelled correctly.
- 15 Ensure the text, “This foreword is not part of this document,” appears in the foreword.
- 16 References Section
- 17 If a specification/report references a draft document the following note is to be included
18 with the reference:
- 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
23 year.
- 24 TSBs should be Informative References, NOT Normative References.
- 25 A contribution cannot be a Normative Reference.
- 26 If a 3GPP2 document reference has a TIA equivalent, only use the 3GPP2 document
27 reference to stay as SDO-neutral as possible.
- 28 JEMs are not publicly available or stable and should not be in the References section.
- 29 Reports generally should be Informative References. Stage 1 documents and System
30 requirements documents may be normative references.
- 31 Other Notes: CCITT is now ITU-T; CCIR is now ITU-R.

32 Body Text

- 33 Are the document Headers & Footers in place?
- 34 Do the document headers contain the FULL final document number, e.g., 3GPP2 X.Sxxxx-
35 Rev vy.0?
- 36 Make sure section headers use consistent capitalization.

- 1 Ensure that line numbers are present.
- 2 Except for pre-existing proper names (e.g., message names) that contain “3G 1x” and
3 references to terms defined outside the scope of a TSG, any use of 3G 1x is required to be
4 changed to cdma2000 1x (September 2005 SC Decision).
- 5 Look for Tables and Figures that break over multiple pages, the column titles should repeat
6 on each page.
- 7 Have all editor’s notes are addressed?
- 8 Any software code should have proper permission/disclaimer from the owner.
- 9 Look for linking errors throughout the body text, e.g., ERROR!
- 10 Verify Annexes are labeled as Normative or Informative.
- 11 Visually review all figures and graphics. Is there any missing information?
- 12 Note if any Tables or Figures bleed off the page, alert the editor to fix the issue.
- 13 If there are any blank pages, ensure that following text appears, “This page intentionally left
14 blank.”
- 15 Avoid using company names, CAPEX/OPEX, and actual pricing.
- 16 Well known trademarks such as Windows® need to look like that. Superscript ® or TM.
17 And proper attribution needs to be used. For example, Windows® is a registered trademark
18 of Microsoft, Inc.
- 19 Web URLs can be listed. The full name of organization and document is also required in
20 case a web link is broken in the future.
- 21 Safety Claims. A 3GPP2 document shall never claim that a feature, product or service is
22 “safe”. Compliance with safety regulations can be mentioned, but the regulation to which
23 safety is claimed shall be referenced and cited.