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3RD GENERATION
PARTNERSHIP
PROJECT 2
"3GPP2"

3GPP2 Drafting Rules

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The inclusion of Editor information is optional.

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Scope

The 3GPP2 Drafting Rules document is intended to codify and consolidate all 3GPP2 policies which must 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 will typically deal with items which will facilitate the transposition of 3GPP2 documents by the 3GPP2 OPs or will satisfy OP legal concerns but they may include any related OP directives.

These policies are explicitly not intended to enforce any type of style guide in that they will 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 shall 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.

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1 **1. FRONT MATTER**

2 Preliminary elements, commonly known as front matter, consists of the editor
3 and revision history information, the foreword, the table of contents and the
4 scope.

5 1.1 Foreword Content

6 The Foreword is an optional component of a 3GPP2 document. If included, it
7 shall appear in the preliminary section of a document (i.e., the part with roman
8 numbered pages). It shall include the following:

- 9 • A statement that it is an informative part of the document.
- 10 • The relation of this document to others, if applicable.

11 1.2 Scope

12 A scope shall be included in all 3GPP2 documents. Since the scope is
13 informative in nature, describing what the specification addresses, and is not
14 part of the specified requirements, it shall follow the foreword or be part of the
15 foreword, if a foreword is used. It shall not be mixed with the normative portion
16 of the document.

17 1.3 Revision History

18 The inclusion of the revision number in this table is optional.

19 **2. USE OF cdma2000® TRADEMARK¹**

20 This section documents the 3GPP2 policies related to the usage of the
21 cdma2000® Trademark in 3GPP2 published documents.

22 By agreement of the 3GPP2 Organizational Partners², use of the term
23 “cdma2000®” in 3GPP2 documentation is subject to the following conditions:

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.”

² The Organizational Partners approve the text proposed by ARIB/TTC in contribution **OP-20031007-004B** as the text to be applied to 3GPP2 documents to denote the trademark status of the term cdma2000.

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

7 Example: cdma2000®

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

11 “cdma2000® is the trademark for the technical nomenclature for certain
12 specifications and standards of the Organizational Partners (OPs) of
13 3GPP2. Geographically (and as of the date of publication), cdma2000® is
14 a registered trademark of the Telecommunications Industry Association
15 (TIA-USA) in the United States.”

16 **3. REFERENCES**

17 References included within 3GPP2 specifications and reports (i.e., citations to
18 other documents) are to be identified and collated in a references section at the
19 start of the document under development, typically in “Section 2”.

20 References are either normative or informative. The references should be
21 grouped into either normative or informative lists.

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

25 Normative references are required to be:

- 26 • Stable: A normative reference is stable if it has progressed beyond the
27 draft stage (i.e., is approved, see Section 4 for the exception).
- 28 • Publicly Available. A normative reference is publicly available if it is
29 available to all interested parties, devoid of any discrimination. Publicly
30 available does not necessarily mean "free".

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

32 Note:

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

- 1 • Unless text from the documents being referenced either normatively or
2 informatively is being reproduced, no copyright issues exist when the
3 document is merely being referenced.
- 4 • The designation of a reference as either informative or normative shall be
5 in keeping with its application within the body of the document. For
6 instance, a reference cannot be cited as being informative when its
7 appearance elsewhere in the document is of a nature that makes it
8 necessary for an implementation to comply with the reference (“shall”,
9 “shall not”) in order to claim conformity with the specification.
- 10 • 3GPP2 specifications and reports are created primarily so that the
11 Partner SDOs can transpose them into standards. Partner SDOs may
12 have prerequisites or policies governing the IPR policies of organizations
13 whose documents are being normatively referenced in their standards, or
14 may have devised methods to accommodate IPR issues internally. 3GPP2
15 should be aware of these policies and procedures.

16 **4. REFERENCING DRAFT DOCUMENTS IN 3GPP2 DOCUMENTS**

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

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

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

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

- 33 (c) When the draft being referenced is approved and published, the 3GPP2
34 document will require a modification to update the reference, remove the
35 reference or otherwise revise the document per the consensus decision of
36 the responsible TSG. If the referenced document, once published is to be
37 referenced normatively, then this constitutes a technical change and the
38 3GPP2 document will need to go through the normal V&V process after
39 being updated. If the referenced document, once published, is to be

1 referenced informatively, this does not constitute a technical change. If
2 the update of the informative reference is the only change applied at the
3 time, the document can be submitted for SC Approval as a new version
4 without having to go through V&V.

5 Please note that the referenced document must be publicly available, as stated
6 in Section 3, even though the document itself is a draft.

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

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

12 5.1 V&V Submission (pdf vs. Source)

13 Documents approved for V&V by the TSG Plenary are submitted to the 3GPP2
14 Secretariat (secretariat@3gpp2.org) as a PDF file by the TSG Chair or designee.
15 The submission may also be accompanied by the source document to facilitate
16 comments by the recipient at the discretion of the TSG.

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

20 5.2 SC Review Submission (pdf vs. Source)

21 The TSG Chair or designee shall submit PDF files and source files for
22 documents approved for publication by the TSG to the 3GPP2 Secretariat
23 (secretariat@3gpp2.org).

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

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

29 5.3 Revision Marks vs. Clean Copy

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

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

- 1 3. If marked-up method is applied for a certain document, it shall be applied
2 only for point releases and Delta Documents.
- 3 • Point releases are versions 2.0 or greater for any document revision.
 - 4 • Delta Documents are separate documents that specify enhancements to
5 an existing specification, written as changes (“deltas”) to that base
6 document. New Delta Documents shall be limited to X.S0011 and
7 A.S0011 through A.S0017 base documents unless specifically approved
8 by the SC.
 - 9 • If marked-up documents are deemed really necessary for any other
10 reason, such reason shall be officially identified and approved at the SC
11 level.

12 **6. REVISION HISTORY STANDARDIZATION**

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

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

19 6.1 Document Version Numbers

20 The version number should be listed as **vy.x** where:

- 21 • y is the “point release” number of the document as defined in SC.R1002
22 Publication Numbering Guidelines.
- 23 • x is the internal edit level as defined in SC.R1002 Publication Numbering
24 Guidelines. A point release has, by definition, an edit level of ‘0’ (e.g.
25 v1.0).

26 6.2 Documents in Development

27 For documents still in development, the revision history should be used to
28 track editorial versions of the document. The internal edit level should be
29 assigned sequentially starting with x = 1. For documents where more than ten
30 (10) edits are expected, internal edit level should be a multiple digit number
31 (e.g., starting with x – 01 provides two (2) decimal places that will support up to
32 100 edits).

33 Example:

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

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6.3 Documents Approved for Publication

For documents that have been approved for publication:

- All references to editorial revisions of the document should be deleted from the Revision History.
- The identification of the next point release of the document should be added, with all associated information, to the Revision History list of the previous point release(s).

Example:

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

7. PUBLICATION DATE PROCESSING

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

8. DOCUMENTATION CONVENTIONS

Unless otherwise noted, the following text shall apply and be included in published documents.

“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.

9. FORMAT OF DOCUMENT PAGE, HEADERS AND FOOTERS, TITLE PAGE

9.1 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.

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

3 9.2 Headers and Footers

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

7 **Headers** shall include only the FULL document number (including revision
8 number and point release number) flush with the outside margin of odd- and
9 even-numbered pages. The headers that appear on an even numbered page will
10 be aligned on the left side of the page. The headers that appear on an odd
11 numbered page will be aligned on the right side of the page. Two blank lines
12 shall be provided below the header text within the header.

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

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

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

16 9.3 Title Page

17 Cover pages of specifications and reports will be prepared in a standard format
18 by editors using the cover page template available in the 3GPP2 Tool Kit
19 (http://www.3gpp2.org/Public_html/AllTSGs/Spec_Cover_Template.doc).

20 No additional headers or footers, or line numbers, are required on a title page,
21 other than the information that is already provided on the template at the URL
22 above (3GPP2 logo, document number, version number, publication date,
23 document title, and copyright/copyright date).

24 9.4 Line Numbers

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

26 9.5 Use of Color

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

28 9.6 Blank Pages

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

31 “This page intentionally left blank.”

1 **10. RE-USE OF TEXT FROM OTHER ORGANIZATIONS**

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

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

- 9 • Is the document(s) from which you are seeking to reproduce text –
10 henceforth referred to as the "source document" – approved or draft?
- 11 • What is the name of the organization that produced the source
12 document(s)?
- 13 • What is/are the source document number(s) / reference(s)?
- 14 • What is/are the source document title(s)?

15 Please note:

- 16 • If the text to be incorporated is copyrighted, the source document(s) may
17 or may not contain a statement of copyright. Caution: The source
18 document may still be copyrighted even if no statement of copyright
19 appears on the document itself.
- 20 • The Secretariat will seek permission (a license) from the copyright
21 owner(s) to reproduce and use portions of the source document(s) both in
22 3GPP2 deliverables and in standards transposed by the Partner SDOs.
23 The 3GPP2 specification / report and the SDO standard are two different
24 documents owned by different entities.
- 25 • No assumption is to be made on the part of the editor / TSG seeking to
26 reproduce and use portions of the source document(s) that permission
27 has been granted by the originator until such permission is conveyed in
28 writing. Consequently, the TSG is urged to consider "fall-back" positions
29 in case permission is not granted, e.g.: referencing the source document
30 as opposed to reproducing the text. For more information regarding
31 referencing documents, please see Section 3, References.
- 32 • Care is to be taken to prevent normative text from appearing in an
33 informative document. For example: If permission is granted to
34 reproduce and use normative text, this normative text cannot be inserted
35 into a 3GPP2 report (an informative document) without manipulation of
36 the text to remove all normative obligations ("shall"s, etc...)

- 1 • The Secretariat will not knowingly process for publication any 3GPP2
2 document containing text belonging to an external organization until all
3 copyright licenses have been settled.
- 4 • Note that draft documents may or may not yet be copyrighted by the
5 organization balloting and approving the document. For instance, TIA
6 copyrights the published standard. Copyright on the draft is retained by
7 the company/organization or companies/organizations that submitted
8 the individual material. In the case of TIA, the "Important Notice for
9 Participation" that all TIA committee participants adhere to gives TIA
10 permission (license) to reproduce the text for the purposes of distributing
11 to committee members (electronically and/or on paper) and issuing
12 ballots. Once approved, TIA copyrights the published standard.

13 **11. CONVENTIONS FOR MULTI-PART DOCUMENTS**

14 Large, complex documents may be published as several parts. Each part is a
15 separate specification, with its own revision level and can be downloaded as a
16 separate item. Each part shall have its own cover sheet. By convention, part
17 000 contains the list of parts, as well as other introductory or overview
18 materials, and shall therefore be updated whenever one or more other parts is
19 published. Part 000 shall accompany any other parts being presented for V&V
20 and SC Approval.

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

25

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1 Annex A - V&V Checklist

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

5 Title Page

- 6 Does the Title Page have the final document number on it? (e.g.,
7 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 Remove DRAFT watermark throughout the document
- 11 Document header is not required on the title page
- 12 Document Headers & Footers
- 13 Do the document headers contain the FULL final document number
14 on it?
- 15 Does the document footer contain a copyright of the current year of
16 publication?

17 Foreword

- 18 Make sure the word “Foreword” is spelled correctly.

19 References Section

- 20 Make sure all 3GPP2 Specs listed are already published – Otherwise,
21 disclaimer information is required – see
22 [http://www.3gpp2.org/Public_html/Misc/SC-20071112-](http://www.3gpp2.org/Public_html/Misc/SC-20071112-022r1_Referencing_Draft_Documents.pdf)
23 [022r1_Referencing_Draft_Documents.pdf](http://www.3gpp2.org/Public_html/Misc/SC-20071112-022r1_Referencing_Draft_Documents.pdf)
- 24 ANSI Standards expire after 10 years. Anything older than 5 years
25 old needs an updated year.
- 26 TSBs should be considered Informative References – NOT Normative
27 References
- 28 No Project Numbers allowed mention in published specs. Stable
29 Documents Only. If you use a draft spec as a reference, you must
30 provide the draft reference disclaimer as approved by the Steering
31 Committee (see link in first bullet)
- 32 No Contribution Numbers Allowed

- 1 If a 3GPP2 document reference has a TIA equivalent, please only use
- 2 the 3GPP2 document reference in order to stay as SDO-neutral as
- 3 possible.
- 4 JEMs are not publicly available or stable and should not be in
- 5 References section
- 6 Reports generally should be Informative References
- 7 Other Notes: CCITT is now ITU-T; CCIR is now ITU-R

8 Body Text

- 9 Make sure section headers use consistent capitalization.
- 10 Any use of 3G 1x MUST be changed to cdma2000 1x – September
- 11 2005 SC Decision
- 12 Look for Tables and Figures that might carry over to multiple pages –
- 13 we might want to carry the column titles over too
- 14 Make sure all editor’s notes are addressed
- 15 Any software code should have proper permission/disclaimer from the
- 16 owner
- 17 Look for linking errors throughout the body text. (ex. ERROR!)
- 18 Annexes must be labeled as Normative or Informative (This is not a
- 19 3GPP2 requirement, but TIA does)
- 20 Visually review all figures and graphics. Is there any missing
- 21 information?
- 22 Note if any Tables or Figures bleed off the page. If they do, we need to
- 23 alert the editor to fix.
- 24 Avoid using company names, as well as avoid using CAPEX/OPEX
- 25 terms as well as actual pricing
- 26 Well known trademarks such as Windows® need to look like that.
- 27 Superscript ® or TM. And proper attribution needs to be used.
- 28 Ex. Windows® is a registered trademark of Microsoft, Inc.