



3GPP2 Drafting Rules

© 2012 3GPP2

3GPP2 and its Organizational Partners claim copyright in this document and individual Organizational Partners may copyright and issue documents or standards publications in individual Organizational Partner's name based on this document. Requests for reproduction of this document should be directed to the 3GPP2 Secretariat at secretariat@3gpp2.org. Requests to reproduce individual Organizational Partner's documents should be directed to that Organizational Partner. See www.3gpp2.org for more information.

Editor

Eileen McGrath Doohan (3GPP2 Secretariat), eileen.m.mcgrath@mac.com.

Revision History

Revision	Description of Changes	Date
Rev 0 v1.0	Publication	July 2008
Rev A v1.0	Publication version of Revision A, version 1.0	March 2010
Rev A v2.0	Publication version, incorporating updated Title Page template	April 2010
Rev B v1.0	Publication	June 2010
Rev B v2.0	Publication	September 2010
Rev C v1.0	Publication	March 2012

1	Table of Contents		
2	Foreword		iii
3	1 Introduction		1
4	1.1 Scope		1
5	1.2 Document Conventions.....		1
6	1.3 Terminology.....		1
7	1.3.1 Acronyms.....		1
8	2 Format of Document Page, Headers and Footers, Title Page.....		2
9	2.1 Format of Document Page.....		2
10	2.2 Headers and Footers.....		2
11	2.3 Title Page.....		2
12	2.3.1 Revision History Standardization		3
13	2.3.1.1 Revision History Table		3
14	2.4 Line Numbers		4
15	2.5 Use of Color.....		4
16	2.6 Blank Pages.....		4
17	2.7 Optional Formatting for the Placement of Sections in Published Documents.		4
18	3 Front Matter.....		4
19	3.1 Table of Contents, Figures and Tables		4
20	3.2 Foreword Content		4
21	4 Introductory Text		5
22	4.1 Scope		5
23	4.2 Document Conventions.....		5
24	4.2.1 Use of Requirements Terminology		5
25	4.2.2 Requirements Terminology		5
26	4.3 References.....		5
27	4.3.1 Normative and Informative References		6

1	4.3.2	Specific and Non-Specific References	6
2	4.3.3	Reference Format	7
3	4.3.4	Referencing Draft Documents in 3GPP2 Documents	7
4	5	Annexes	7
5	6	Use of cdma2000® Trademark.....	8
6	7	Use of 3rd Party Trademarks	8
7	7.1	Use of the Ultra Mobile Broadband™ (UMB) Trademark.....	8
8	7.2	Use of the WiMAX Forum Trademark	9
9	8	Use of Licensed Software	9
10	9	V&V and SC Review Submission Format.....	10
11	9.1	V&V Submission.....	10
12	9.2	SC Review Submission.....	10
13	9.3	Revision Marks vs. Clean Copy.....	11
14	10	Publication Date Processing.....	11
15	11	Re-Use of Text from Other Organizations	11
16	12	Conventions for Multi-Part Documents	12
17	13	Industry Notice.....	12
18	Annex A	V&V Submission Checklist (Informative)	13
19	Annex B	SC Review Submission Checklist (Informative).....	15
20			
21			

1 **FOREWORD**

2 This foreword is not part of this document.

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

4

5

1
2
3
4
5
6
7
8

This page intentionally left blank.

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. Additionally, they may include any related OP directives.

The 3GPP2 Drafting Rules are explicitly not intended to enforce any type of style guide. They specify 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, 3GPP2 Drafting Rules have precedence over 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 except as specified in Sections 2.3 and 2.3.1. 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 to identify Section 2, Page 1.

2.2 Headers and Footers

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.

Footers shall have a centered page number. The footer may also include the section title flush with the outside margin of odd- and even-numbered pages.

All headers shall be 3GPP2 specific and shall be in the form of: 3GPP2 SC.R1005-0 v1.0 or 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/AITSGs/3GPP2_Title_Page_Template-120209.doc). The 3GPP2 Secretariat shall verify compliance of the title page, providing comments on any needed modifications during the V&V period.

The title page shall contain the following (refer to 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 (see Section 2.3.1, Revision History Standardization).

The title page shall not contain any of the following:

- any contents in headers (except as defined in Section 2.3.1, Revision History Standardization);
- any contents in footers;
- line numbers.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

2.3.1 Revision History Standardization

The Revision History is part of and immediately follows the Title Page. The Revision History contains a header. The revision history does not contain line numbers or page numbers.

The revision history is an informative section of the document.

The inclusion of the editor's name with the revision history is useful, however, not required.

2.3.1.1 Revision History Table

The revision history table shall include the following:

- revision and version number of the document throughout its history,
- description of changes for each revision and version number,
- 3GPP2 publication date of the revisions and versions of the document.

Generally, the revision history table is an update to the previously published revision history table, so that the history of the document can be easily determined.

2.3.1.1.1 Revision Numbers and Version Numbers

Any time a revision number or a version number is listed within a document (e.g. in the header, the title page, the revision history table), it shall comply with version numbering described in SC.R1002.

2.3.1.1.2 Documents in Development

For documents still in development, the revision history should be used to track editorial versions of the document. The internal edit level should be assigned sequentially.

Example:

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

2.3.1.1.3 Documents for Publication

For the publication version of documents:

- All references to editorial revisions of the document shall be deleted from the Revision History table.
- The identification of the next point release of the document shall be added, with all associated information, to the previously published Revision History table.

1 Example:

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

2
3 2.4 Line Numbers

4 All pages shall have line numbers, except as specified in Sections 2.3 and 2.3.1.

5 2.5 Use of Color

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

7 2.6 Blank Pages

8 There should be no blank pages in the document. A blank page, if used in the document, shall
9 have the following statement centered across the page:

10 "This page intentionally left blank."

11 Odd-numbered pages shall not be blank pages.

12 2.7 Optional Formatting for the Placement of Sections in Published Documents

13 Sections or subsections may begin on an odd page (i.e., on the right hand side of the document
14 when physically printed). To achieve this, page breaks may be inserted.

15 **3 FRONT MATTER**

16 Preliminary elements, commonly known as front matter, consist of the Table of Contents, Table
17 of Figures, Table of Tables and the Foreword. Front Matter is not normative.

18 3.1 Table of Contents, Figures and Tables

19 A Table of Contents shall appear in every specification and report; it enhances the overall view
20 of the document and facilitates its consultation. The Table of Contents shall list either section
21 headings only or both section and one or more subsection headings.

22 Inclusion of a Table of Figures is required if figures are present in the document.

23 Inclusion of a Table of Tables is required if tables are present.

24 When included, these tables shall be in the order of: Table of Contents, Table of Figures, Table
25 of Tables.

26 3.2 Foreword Content

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

- 30 • "This foreword is not part of this document".

- The relation of this document to others, if applicable.

4 INTRODUCTORY TEXT

The Introduction and related subsections (e.g., Overview, Scope, Document Conventions and References), are contained in the beginning of normative text in a specification or the main body of text in a report.

4.1 Scope

The Scope subsection shall be included in the Introduction section 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.

If a 3GPP2 technical specification or report contains requirements terminology, the text in Section 4.2.2 shall be included as part of the Introduction Section. However, if a 3GPP2 technical specification or report does not contain requirements terminology, the text in Section 4.2.2 is not required.

4.2.2 Requirements Terminology

“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.

1 4.3.1 Normative and Informative References

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

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

7 Normative references are required to be:

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

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

14 Note:

- 15 • By definition, normative references cannot appear in 3GPP2 reports, which are non-
16 normative documents (with the exception of TSG-S Stage 1s and SRDs).
- 17 • Unless text from the documents being referenced either normatively or informatively is
18 being reproduced, no copyright issues exist when the document is merely being
19 referenced.
- 20 • The designation of a reference as either informative or normative shall be in keeping
21 with its application within the body of the document. For instance, a reference cannot
22 be cited as being informative when its appearance elsewhere in the document is of a
23 nature that makes it necessary for an implementation to comply with the reference
24 ("shall", "shall not") in order to claim conformity with the specification.
- 25 • 3GPP2 specifications and reports are created primarily so that the Partner SDOs can
26 transpose them into standards. Partner SDOs may have prerequisites or policies
27 governing the IPR policies of organizations whose documents are being normatively
28 referenced in their standards, or may have devised methods to accommodate IPR issues
29 internally. 3GPP2 should be aware of these policies and procedures.

30 4.3.2 Specific and Non-Specific References

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

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

- 37 • References are either specific (identified by date of publication, revision identifier, and
38 version number) or non-specific.
- 39 • 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:

- 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.

- 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.

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

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

5 ANNEXES

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

Annex A: V&V Checklist (Informative)

6 USE OF CDMA2000® TRADEMARK

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

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

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

Example: cdma2000®

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

“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.”

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

7 USE OF 3RD PARTY TRADEMARKS

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

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

By agreement of the CDMA Development Group (CDG):

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

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

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

1 7.2 Use of the WiMAX Forum Trademark

2 By agreement of the WiMAX Forum³:

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

23 **8 USE OF LICENSED SOFTWARE**

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

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

28 To the extent to which the Source(s) may legally and freely do so, the Source(s), upon
29 submission of a Contribution, grant(s) a free, irrevocable, non-exclusive, license to the Third
30 Generation Partnership Project 2 (3GPP2) and its Organizational Partners: ARIB, CCSA, TIA,
31 TTA, and TTC, under the Source's copyright or copyright license rights in the Contribution, to,
32 in whole or in part, copy, make derivative works, perform, display and distribute the
33 Contribution and derivative works thereof consistent with 3GPP2's and each Organizational
34 Partner's policies and procedures, with the right to (i) sublicense the foregoing rights consistent
35 with 3GPP2's and each Organizational Partner's policies and procedures and (ii) copyright and
36 sell, if applicable) in 3GPP2's name or each Organizational Partner's name any 3GPP2 or

3 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 transposed Publication even though this Publication may contain the Contribution or a
2 derivative work thereof. The Contribution shall disclose any known limitations on the Source's
3 rights to license as herein provided.

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

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

26 **9 V&V AND SC REVIEW SUBMISSION FORMAT**

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

29 9.1 V&V Submission

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

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

35 9.2 SC Review Submission

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

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

41 The document submitted for publication shall begin with the 3GPP2 title page (refer to Section
42 2.3).

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

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

6 9.3 Revision Marks vs. Clean Copy

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

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

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

- 12 • Point releases are versions 2.0 or greater for any document revision.
- 13 • Delta Documents are separate documents that specify enhancements to an existing
 14 specification, written as changes (“deltas”) to that base document. New Delta
 15 Documents shall be limited to X.S0011 and A.S0011 through A.S0017 base documents
 16 unless specifically approved by the SC.
- 17 • If marked-up documents are deemed really necessary for any other reason, such reason
 18 shall be officially identified and approved at the SC level.

19 **10 PUBLICATION DATE PROCESSING**

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

22 **11 RE-USE OF TEXT FROM OTHER ORGANIZATIONS**

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

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

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

34 Please note:

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

- 1 • The Secretariat will seek permission (a license) from the copyright owner(s) to reproduce
2 and use portions of the source document(s) both in 3GPP2 deliverables and in
3 standards transposed by the Partner SDOs. The 3GPP2 specification / report and the
4 SDO standard are two different documents owned by different entities.
- 5 • No assumption is to be made on the part of the editor / TSG seeking to reproduce and
6 use portions of the source document(s) that permission has been granted by the
7 originator until such permission is conveyed in writing. Consequently, the TSG is urged
8 to consider "fall-back" positions in case permission is not granted, e.g.: referencing the
9 source document as opposed to reproducing the text. For more information regarding
10 referencing documents, please see Section 4.3, References.
- 11 • Care is to be taken to prevent normative text from appearing in an informative
12 document. For example: If permission is granted to reproduce and use normative text,
13 this normative text cannot be inserted into a 3GPP2 report (with the exception of TSG-S
14 Stage 1s and SRDs) without manipulation of the text to remove all normative
15 obligations ("shall"s, etc..)
- 16 • The Secretariat will not knowingly process for publication any 3GPP2 document
17 containing text belonging to an external organization until all copyright licenses have
18 been settled.
- 19 • Note that draft documents may or may not yet be copyrighted by the organization
20 balloting and approving the document. For instance, TIA copyrights the published
21 standard. Copyright on the draft is retained by the company/organization or
22 companies/organizations that submitted the individual material. In the case of TIA, the
23 "Important Notice for Participation" that all TIA committee participants adhere to gives
24 TIA permission (license) to reproduce the text for the purposes of distributing to
25 committee members (electronically and/or on paper) and issuing ballots. Once
26 approved, TIA copyrights the published standard.

27 **12 CONVENTIONS FOR MULTI-PART DOCUMENTS**

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

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

37 **13 INDUSTRY NOTICE**

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

42 Industry Notices are not required to include: Revision History, Foreword, Table of Contents,
43 Scope, or Requirements Terminology.

44

45

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 The title should not include “Revision” or other components of the document number.
- 8 Is the Revision History present, and does it have a header?
- 9 Ensure the only elements on the title page are those included in the template.

10 Foreword

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

13 References Section

- 14 If a specification/report references a draft document, the following note is to be included
15 with the reference:

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

- 19 ANSI Standards expire after 10 years. Anything older than 5 years old needs an updated
20 year.
- 21 TSBs should be Informative References – NOT Normative References.
- 22 A contribution cannot be a Normative Reference.
- 23 The Reference Section is a part of the Introduction Section.
- 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 (October 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.

15

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? Header?
- 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.