

Draft Review Checklist

The following items are derived from the *IEEE Standards Style Manual*. The complete *IEEE Standards Style Manual*, in viewable/downloadable format, can be found at:

<http://standards.ieee.org/guides/style/index.html>

- ___1) **Labeling:** Is the draft appropriately and clearly labeled as a draft, in accordance with IEEE requirements? Are requirements for draft standard designation (“IEEE P123”, not “IEEE Std 123”), most recent draft completion/preparation date, draft number (Example: “D1” for the first version of the draft, and so on), title (title must match that of the PAR), notices, copyright year, etc.? (See 4.2.3 and Annex B of the *IEEE Standards Style Manual*.)
- ___2) **Introduction:** Has an introduction been prepared, giving the history of the standard and a description of its purpose? Has a list of the working group members been included? (See 9.3 and Annex B of the *IEEE Standards Style Manual*.)
- ___3) **Extraneous information:** Has any material erroneously been included that belongs only in published standards, such as the IEEE-SA Standards Board member list, or the ISBN number from a previously published version of the draft standard being developed? If so, please delete the material.
- ___4) **Overall completeness and quality:** Is the draft complete and legible? Are all pages included, with art and tables? All pages should be numbered, preferably consecutively so there is no doubt that the draft is complete.
- ___5) **Artwork:** Is artwork clean, are fonts used consistent throughout, and is the artwork suitable for publication in both print and electronic formats? **Important:** Electronic files of artwork need to be submitted separately from the text in either TIFF or EPS format prior to submittal for RevCom approval— separate files are not a necessity during the balloting process. (See Clause 16 of the *IEEE Standards Style Manual*.)
- ___6) **Organization:** Is the draft properly structured, with clauses in order according to IEEE style requirements (e.g., Clause 1 is entitled Overview, Clause 2 is Normative references, and Clause 3 is Definitions.)? (See Clause 10 of the *IEEE Standards Style Manual*.)
- ___7) **Normative references:** Are the references handled appropriately? Are drafts or withdrawn standards included? Are non-standards documents included? Are the documents listed necessary to have on hand to implement the standard, and have those that are not been moved into an informative annex titled “Bibliography?” (See 10.4 of the *IEEE Standards Style Manual*.)
- ___8) **Cross-referencing:** Is the internal cross-referencing done according to the IEEE Standards Style Manual (e.g., cross-references to references are to the designation and date(if appropriate); cross-references to other main clauses of the standard are labeled “Clause,” not “Section” or “Part,” cross-references to figures and tables are labeled “Figure,” “Tables,” etc.)? Are all figures and tables called out in the text?
- ___9) **Definitions:** Do the definitions appear to be properly constructed and in alphabetical order? (See 10.5 of the *IEEE Standards Style Manual*.)
- ___10) **Standard verbs:** Are the verb choices (*shall*, *should*, or *may*) appropriate for the type of standard (standard, recommended practice, or guide)? (See the *IEEE Standards Style Manual*.)

__11) Permissions/copyright: What are the sources of the text, tables, and figures within this standard? If they have appeared in an earlier published source (other than an IEEE standard), the working group must identify the source and obtain written permission to use copyrighted materials. If it appears that any material from another source is used, working groups should be reminded that they must obtain written permission from the copyright owner of the source to use parts of published documents. All permission letters must be submitted to the IEEE prior to the start of ballot. A sample permission letter for working groups may be found in Annex D of the *IEEE Standards Style Manual*.

__12) Trademarks or service marks: Please review the use of trademarks in the draft. References to commercial equipment or products in a standard shall be generic and shall not include trademarks or other proprietary designations. Where a sole source exists for essential equipment or materials, it is permissible to supply the name of the trademark owner in a footnote. The proper use guidelines for trademarks shall be determined by the trademark owner. Trademark owners must grant written permission before their trademarks may be referenced in a standard. (See Clause 7 of the *IEEE Standards Style Manual*.)

__13) Registration objects: If the draft contains a registration of objects (for additional information, visit the IEEE Standards Web site <<http://standards.ieee.org/regauth/index.html>>), the working group shall submit the document to the IEEE Registration Authority (IEEE-RA) for mandatory coordination (submit to a.n.weaver@ieee.org for review). The text containing the registration information should be highlighted in the draft and the clause should be noted in the email. If the working group believes that the draft may potentially contain a registration of objects or if the working group would like information about setting up a registration, contact the IEEE-RA as early as possible to prevent a delay in approval by the IEEE-SA Standards Board.

__14) Units: Are metric units provided, in compliance with the IEEE metric policy? Metric units must be provided, and inch-pound data may be included parenthetically to the metric unit. Please be sure to consult an IEEE Program Manager or an IEEE Project Editor (If so, refer the working group to SCC14.)

__15) Equations: Have equations been checked and rechecked to make sure they are correct? Are variables in italics, while constants appear Roman type? Are all variables defined in a tabulation following each equation? Are equations correctly numbered? Are equations called out in text? (See Clause 17 of the *IEEE Standards Style Manual*.)

__16) Marking changes to draft standards: If changes to text are shown to indicate a difference from an earlier draft (usually by means of strikethroughs and underscores), the working group should be reminded to submit a clean final draft for publication (i.e., all stricken text deleted, all underscored text incorporated).

__17) Amendments or Corrigenda: If the draft is an amendment (new material/substantive corrections) or corrigendum (substantive corrections only) to an existing standard, are instructions on changes to the existing standard clearly shown and explained? Would a layperson be capable of following the editing instructions? If not, please simplify the instructions. (See Clause 21 of the *IEEE Standards Style Manual*.)