



# Editors

Care & Feeding

# The Editors Job is to:

- Ensure IEEE style is followed
- Consolidate baselines into the draft using FrameMaker
- Coordinate within and between Clauses
- Take care of draft structural details like numbering, format, etc.
- Check grammar, spelling, etc.

# The Editors Job is NOT:

- Invent text to describe your ideas
  - Think like you
  - Complete technical details you left out
  - Convert you bullets into sentences and paragraphs
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- The Editors do not wish to presume to do your job of writing the specification

# Baseline process

- TF Reviews technical proposals
  - Typically several on each topic
- Build consensus towards one proposal
  - Can be one, a hybrid ...
  - Details are filled in, issues resolved etc.
- Task Force approves one proposal with  $\geq 75\%$  vote
- Detailed text and figures are added to the draft describing the topic

# What is a Good “Baseline”

- Technically complete
  - Not to many “TBD”s
  - Few options (802.3 prides itself in “single solutions”)
- A baseline proposal must contain sufficient detail so that an editor can include it in the draft without having to invent technical details
- Widely accepted – must have 75% approval

# What is a Good “Baseline”

- Should come in two parts
  - Presentation: that explains the concepts at a high level, used to build consensus
  - A textual contribution to delight the Editor
- Example: Motion #7 802.3av May 2007
  - 3av\_0701\_effenberger\_1.pdf,  
3av\_0701\_kramer\_1.pdf,  
3av\_0701\_lynskey\_1.pdf

# Initial Draft

- Once a set of baseline proposals has been adopted, the editorial team goes to work assembling the first draft
  - Number of baselines required for first version of draft differs from project to project.
  - Since EPoC reuses much of EPON Editors may borrow extensively from the existing specification

# Preferred file formats

- For text:
  - FrameMaker (v10), MS Word, or plain text (in that order)
  - PDF only as a very last resort (and then for text only)
- For drawings / figures
  - FrameMaker (v10), MS Word, Power Point, or Visio
  - Reproducing drawings from non-editable formats (jpg, bmp etc.) is time consuming and error prone
- Avoid all other formats



# Editor Assignments

- Saifur: PMD
- Marek: RS/PCS/PMA
- Duane: MPCP
  
- legacy clause modifications (30, 45, 56, etc.) TBD – may depend on work-load and availability

# Balloting process

- Task Force ballot
  - Draft is incomplete
  - Flesh out detail, fill gaps, correct errors, etc.
  - typically 3 iterations
  - Will use commenting tool
- Working Group ballot
  - Cannot start until draft is technically complete
  - typically 3 iterations
- Sponsor Ballot
  - Open to all of IEEE sponsor pool
  - Mostly minor changes but ...

**The well fed Editor**



**The ill fed Editor**



**Which Editor do you want?**

# WG Balloting

From: Operating Rules of IEEE Project 802 Working Group 802.3, CSMA/CD LANs

## 2.8.2 Draft Standard Balloting Requirements

Before a draft is submitted to WG letter ballot it shall in addition have met the following requirements:

- a) It **must be complete** with no open technical issues.
- b) It must be made **available** for pre-view by the membership by the **Monday prior to the plenary week**. If any changes are made to the draft after the draft was made available for pre-view the **textual changes shall be presented** for review **during the closing plenary** immediately prior to the vote for approval to go to WG ballot.
- c) It must be formatted according to the IEEE style selected by the WG Chair. This style will be selected to minimize the editorial work required for publication of the draft.
- d) It **must be approved** for submittal to WG ballot at the **WG closing plenary**.

The following additional condition shall be met for a WG letter ballot to be considered valid:

- a) Of the returned ballots the abstention rate must be less than 30%.

(emphasis added)

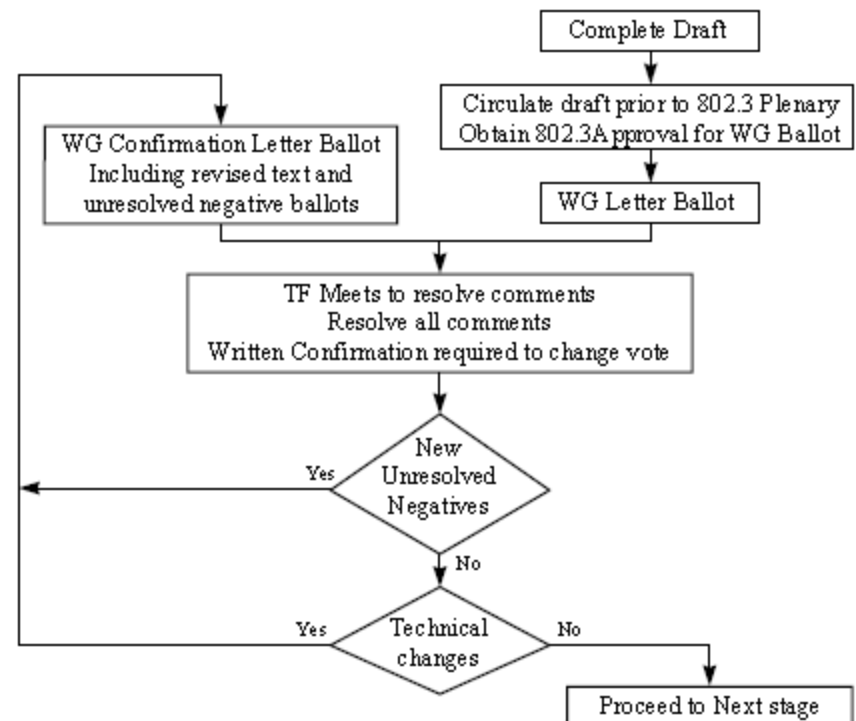
# WG Ballot

**From: Operating Rules of IEEE Project 802 Working Group 802.3, CSMA/CD LANs**

Working Group ballots are covered in subclause 2.8 and the IEEE project 802 LAN MAN Standards Committee (LMSC) policies and procedures (see ref [1], 7.2.4.2.2). Steps in this stage include:

- WG pre-view of document.
- Conduct WG ballot.
- Resolve comments from WG ballot.
- Re-circulate for approval including any unresolved negatives and revised areas in ballot package.
- Iterate to closure.

This process is illustrated in Figure 5.



**Figure 5 — Working Group ballot process**

# Sponsor Ballot

From: Operating Rules of IEEE Project 802 Working Group 802.3, CSMA/CD LANs

## 7.1.5 Sponsor ballot

Sponsor ballots are covered in detail in the IEEE Standards Companion (see ref [2]). Steps in this stage include:

- Obtain approval for Sponsor ballot from the WG and LMSC EC.
- Form ballot pool using the IEEE staff.
- Submit draft to IEEE for Sponsor ballot.
- Resolve comments from Sponsor ballot.
- Re-circulate for approval including any unresolved negatives and revised areas in ballot package.
- Iterate to closure.

This process is illustrated in Figure 6.

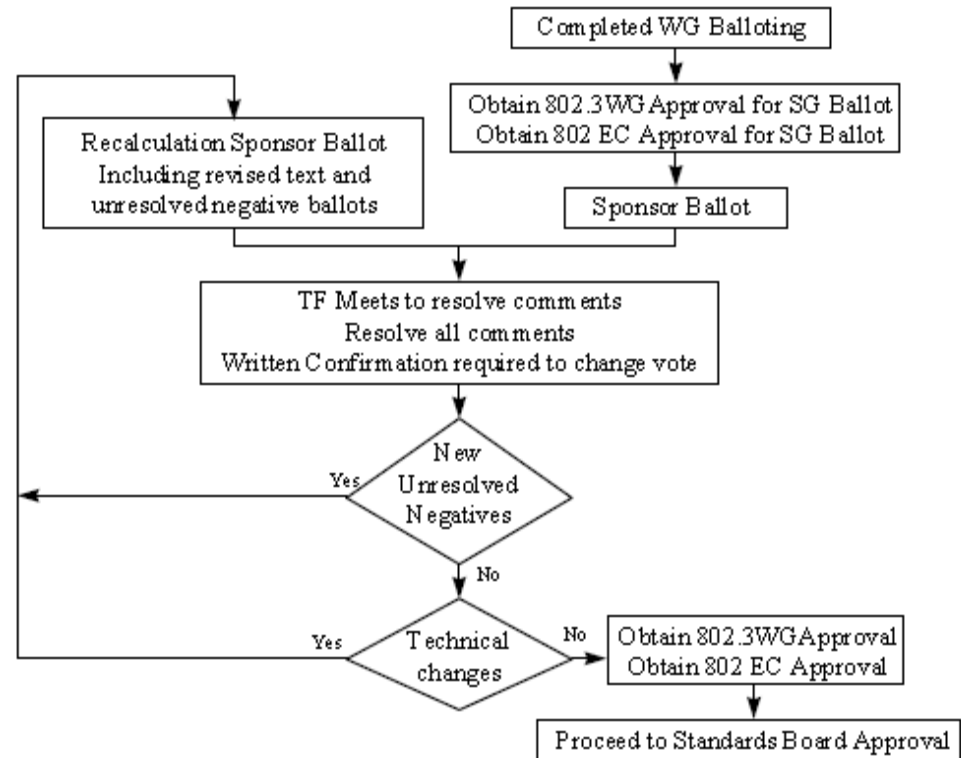


Figure 6 — Sponsor Group ballot process