Closing Chief Editor's Report
P802.3cr draft 2.2

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IEEE P802.3cr, Chief Editor

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Draft 2.2 Comment Review Summary

- 48 comments reviewed and responded to

- Move to instruct the Editor to generate draft 2.3 from draft 2.2 and the closed comments. (MOTION)

Timeline: Draft 2.3 15-day recirc WG Ballot

- Announcement of the electronic IEEE 802.3 Working Group second recirculation ballot on IEEE P802.3cr anticipated by Monday, May 4th

- Ballot anticipated to close no later than Tuesday, May 19th AOE

- Comment database with proposed resolutions ready for circulation by Friday, May 22nd

- Contingent telephonic interim meeting June 2nd at 7:00 AM to 9:00 AM (UTC-8)

Questions?

Thank you!

Jon Lewis

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The Comment Process

- Comment instructions will be provided by the Working Group Chair
- Be sure to use the most UP TO DATE comment tools
- Annexes at the end of this report contain reference information on:
  - What do the Editors do?
  - Submitting Baseline Proposals
  - The Comment Process
  - Submitting Comments – Task Force Review
  - Style Guidelines

Annex: What do the Editors do?

- Editors' responsibilities:
  - Consolidate all approved baselines into the draft
  - Ensure style and format of the draft is consistent with the official IEEE Style Manual (current version: 2014)
  - Make sure text is grammatically correct
- Editors DO NOT:
  - Create text of draft based on bullets from PowerPoint presentations
  - Fill in missing technical details from baselines (any TBDs from baselines will be included in the draft as well)
  - Rewrite or develop text based on proposals

Annex: Submitting Baseline Proposals

- Provide Editors with complete baseline materials
  - Editable files in Word or FrameMaker formats shall including all the necessary text, figures, drawings, code, etc.
  - Text formats: Word (.doc(x)), FrameMaker 10 (.fm or .mif)
  - Table data: Excel .xml(x))
  - Drawings / figures: FrameMaker 10 (.fm or .mif) or Visio (.vsd) for simple content copying
- Include all descriptive text
- Ensure that there are no missing technical features or technical conflicts between baselines

Annex: Comment Process

- Comments are the formal way to make corrections and changes to the draft

- "Chad's General Rules" to make comments easier to read (thus easier to resolve):
  - DO copy the text you are commenting against and paste into the comment. This helps immensely if you have a typo in the page or line number.
  - DO cover only one topic per comment. File multiple comments for multiple concepts in the same page/line.
  - DO NOT make a comment and leave the suggested remedy empty. If you know it is a problem, you have an idea of the answer. Share this with the group.
  - DO make crisp comments, minimize 'stream of consciousness' style of writing. Present the facts and the solution."

Annex: Comment Process, cont.

- Please don't give holf sentences or assume the editor knows what you mean in all but the simplest circumstances

  - For example, instead of saying "fix the typo above", you should say, "change 'holf sentences' to 'half sentences' on line x of page y".

- DO NOT use revision markings (e.g., strikethroughs and hyphens) to show changes when using the "comment entry spreadsheet" tool – these marks do not transfer to the Access database

Annex: Submitting Comments – TF Review

- Here is a useful helpful overview of the comment tool: http://www.ieee802.org/3/bt/public/nov14/diab_01_0512.pdf
    - Note that the "R" designation really doesn't have much meaning in task force review, only to underscore how important you think the comment is
- See "Chad's Rules for Making Comments" for some common sense tips: http://www.ieee802.org/3/bt/public/nov14/Rules%20for%20making%20comments.txt

Annex: Style Guidelines

- Clause 18.2 "Amendments and corrigenda" of the 2014 IEEE-SA Style Manual provides explicit instructions on how to change the text in an existing base standard or an existing amendment

- Refer to Maguire_3cg_02_0717.pdf for editing examples