Comment entry tutorial
Topics

• Draft review process
• Form of a comment
• Comment entry tools
  – Spreadsheet
  – Text form
• Comment resolution
Three phases of review

• Task Force review
• Working Group ballot
• Standards Association ballot

• A summary of open reviews/ballots is maintained at http://www.ieee802.org/3/ballots/index.html
Task Force review

- Typically follows the form used for Working Group ballot
- Typically includes multiple iterations of review
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• Draft review process
• Form of a comment
• Comment entry tools
  – Comment entry spreadsheet
  – Text (ASCII) form
• Comment resolution
Comment structure

- Contact information
- “Category” or “Comment Type”
- Comment location (subclause, page, line)
- Comment
- “Proposed change” or “Suggested Remedy”
- “Required” or “Must be satisfied”
Contact information

- It helps to know who the comment is from
- It helps to know how to contact you if the editor has questions
“Category” or “Comment Type”

• “Editorial” or “E”
  – Spelling, punctuation, grammar, and style
  – Rewording without altering the technical meaning of the text
  – No change to technical content
  – Example 1: Change spelling of “wavelngth” to “wavelength”
  – Example 2: Change resistance from “1 k±5%” to “1 kΩ ± 5%”

• “Technical” or “T”
  – Affect the technical content of the document
  – Changes to parameters, values, tables, or figures that alter their meaning or substance
  – Example 1: Changes to functions or variables in state diagrams
  – Example 2: Change from “1 kΩ ± 5%” to “2 kΩ ± 5%”
Comment location

• Provide clause, subclause, page, and line
  – Use Clause “00” for comments that apply to the entire draft
  – Use Clause “FM” for comments against the frontmatter
• Otherwise, the editor may not know what you are talking about
• Follow the instructions provided with the review/ballot announcement
  – E.g., comment on clean or compare document
Comment

- Be specific
- Provide enough text to fully describe why you feel the draft is wrong
  - Especially important if you will not be at the meeting where the comment will be considered
- Try to stay within 1 issue per comment
- If you submit a presentation to support a comment, note that in the comment
“Proposed change” or “Suggested remedy”

• Again, be specific
• Whenever possible, provide the exact textual changes that you would like to be made to the draft as if you were providing editing instructions
• If you feel there are several ways to remedy a comment, list the options
• If you identify an area that is lacking text, provide some
“Required” or “Must be satisfied”

• During a ballot
  – Associated with a “disapprove” vote
  – Commenter applies designation to indicate the comment must be satisfied in order to change the “disapprove” vote to “approve”

• During Task Force review
  – Not a ballot, no votes
  – Commenter may apply this designation to indicate he/she feels more strongly about the comment

• “ER” is “Editorial Required”
• “TR” is “Technical Required”
Additional information

- Comments may be submitted in “batches” up until the time the review/ballot period closes
- Early submission of comments is encouraged to allow the editor to get head start on processing
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Comment entry spreadsheet

- Platform independent
- Similar to method of “bulk comment entry” used during Standards Association ballot
## Use of comment entry spreadsheet

### Task Force Review and Working Group Ballot comment input form

<table>
<thead>
<tr>
<th>Category</th>
<th>Page</th>
<th>Sub-clause Line #</th>
<th>Comment</th>
<th>Proposed Change</th>
<th>Must Be Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Contact information**: Enter first name, surname, and affiliation.
- **One comment per row**: Each row represents a single comment entry.

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Text (ASCII) form

- Only when all else fails…
- Usually included with the review/ballot announcement
- 1 instance of the form for each comment
- Requires editor to transcribe the contents of the form to the comment database
  - Check the posted comment database for correct transcription
- Not an option for Standards Association ballot
Text (ASCII) form

CommentID: (Leave Blank)
CommenterName:
CommenterCompany:
Clause:
Subclause:
Page:
Line:
CommentType: (E, ER, T, or TR)
Comment:
CommentEnd:
SuggestedRemedy:
RemedyEnd:
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Comment resolution process

• Each comment is considered individually
  – Duplicate/similar comments are often grouped together and dealt with at the same time
• Comment database is usually published at various points within each review/ballot cycle
  – Comments received
  – Comments with proposed responses
  – Comments with final resolutions
  – Unsatisfied comments
Possible resolutions

• Accept
  – Agree with comment and proposed change is adopted without modification
  – Typically associated with a specific proposed change that the editor can use

• “Accept in Principle” or “Revised”
  – Agree with the comment but a different, amended, or expanded remedy is adopted

• Reject
  – Disagree with the comment and no change made to the draft

• Withdrawn
  – Commenter withdraws the comment and no change made to the draft
Commenter satisfaction

- During resolution of “must be satisfied” ballot comments, a pop-up window is displayed asking if the commenter is satisfied with the resolution
  - Comment may be satisfied or unsatisfied
  - If a commenter is not available at the moment the comment is resolved, the database includes a state that flags the comment for follow-up by the editor

- Unsatisfied comments are included with the draft at the next re-circulation ballot
Questions?