Specification Template Instructions

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Abstract:

This document lays out the recommended best practices for writing OASIS standards-track documents in DocBook, "Office" applications, and XHTML.

Status:

This is a *Working Draft*.

If you have comments about this document, please send them to Eve Maler <`Eve.Maler@Sun.COM`> and Norman Walsh <`Norman.Walsh@Sun.COM`>.

Table of Contents

Appendixes

1. Introduction

This document lays out the recommended best practices for writing OASIS standards-track documents in DocBook, "Office" applications, and XHTML.

This document is an instance of itself, that is to say, the XML source for this document is in DocBook and satisfies the recommendations specified herein.

2. Terminology

The key words must, must not, required, shall, shall not, should, should not, recommended, may, and optional in this document are to be interpreted as described in [RFC 2119].

Some specifications may choose to capitalize these words, or use other typographic conventions to make them stand out and to separate their use in a normative sense from their use in a natural-language sense. This document does not.

3. Standard Metadata

All standards-track documents must provide the following metadata:

Title
    The title of the document.

Editorial Status
    The editorial status of the document (Proposal, Working Draft, Committee Draft, Committee Specification, or OASIS Standard).

Publication Date
    The date of publication of this version of the document.

Document Identifier
    A unique identifier for the document. The recommended method for constructing a unique identifier is as follows:

    `{editorial status}-{committee name}-{short title}-{version}`

    The standard abbreviations for the editorial status are, "p", "wd", "cd", and "cs" for Proposal, Working Draft, Committee Draft, and Committee Specification, respectively.

    Proposals put forth by members of the committee should use some appropriate identifier based on the name(s) of the individual(s) instead of the committee name in the document identifier.

    The unique identifier for documents with an editorial status of "Standard" may omit the editorial status indicator. They may also omit the version if the document title includes some form of version identifier.

    Document identifiers provide a mechanism for distinguishing between multiple documents and multiple versions of the same document. Any given document may be available in several forms (XML, HTML, etc.) and related documents (versions with change bar markup, for example) may be also be available. Where appropriate, links should be provided to each of these parallel versions.

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Abstract
    A brief abstract of the document.

Status
    A statement of the status of the document. In addition to identifying the status, this section must include the email address to which comments should be sent. Documents published with an editorial status of "Committee Specification" or "Standard" must also include a link to the page where errata will be documented.

Copyright
    The OASIS copyright statement.

Notices
    The legal notices (intellectual property information, warranties, etc.) must be provided. In the interest of brevity on the title page, notices may be documented in an appendix.

4. DocBook Specifications

TBD

See the DocBook template for more information.

5. Office Specifications

TBD

See the Microsoft Word™ and Star Office™ templates for more information.

6. XHTML Specifications

TBD

7. Styling OASIS Standards

OASIS standards-track documents encoded in DocBook can be styled with an [XSLT] processor to produce HTML or [XSL] versions. The HTML versions are styled by the appropriate OASIS CSS stylesheet. The XSL versions can subsequently be styled with an XSL Formatter to produce [PDF] and other hardcopy formats.

OASIS standards-track documents encoded in "Office" applications are styled by the appropriate OASIS template.

OASIS standards-track documents encoded in XHTML are styled by the appropriate OASIS CSS stylesheet.

OASIS Specification Tools (Non-Normative)

The following individuals helped in the formulation of this document:

- Karl Best, OASIS

- Eve Maler, Sun Microsystems

- Norman Walsh, Sun Microsystems

Notices

References
Normative

[RFC 2119] IETF (Internet Engineering Task Force). *RFC 2119: Key words for use in RFCs to Indicate Requirement Levels [http://www.ietf.org/rfc/rfc2119.txt]*. S. Bradner. 1997.

[XSLT] James Clark, editor. *XSL Transformations (XSLT) Version 1.0 [http://www.w3.org/TR/xslt]*. World Wide Web Consortium, 1999.

[XSL] Sharon Adler, Anders Berglund, Jeff Caruso, et. al., editors. *Extensible Stylesheet Language (XSL) Version 1.0 [http://www.w3.org/TR/xsl]*. World Wide Web Consortium, 2001.

Non-Normative

[PDF]   Adobe   Systems,   Incorporated,   editor.   *PDF   Reference,   Third   Edition,   Version   1.4 [http://partners.adobe.com/asn/developer/acrosdk/docs/filefmtspecs/PDFReference.pdf]*.   Addison   Wesley. 0-201-75839-3. 2001.