



Word Specification Sample

Working Draft 03, 12 June 2002

Document identifier:

wd-spectools-word-sample-03

Location:

<http://www.oasis-open.org/spectools/docs/>

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Abstract:

[Supply your own summary of the technical purpose of the document.] This document provides a working MS Word 2000 sample from which you can start editing your own OASIS-published document. Instructions are provided as italic text in brackets, which should be deleted before publication. Full instructions are provided in the body of the document.

Status:

[Describe the status and stability of the specification and where to send comments.] This document is updated periodically on no particular schedule. Send comments to the editor.

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53 **Introduction**

54 *[Provide an introductory chapter, indicating if any parts of it are non-normative.]*

55 **1.1 Terminology**

56 *[The following is boilerplate. Most specifications will need this and the corresponding bibliography*
57 *entry.]* The key words *must*, *must not*, *required*, *shall*, *shall not*, *should*, *should not*,
58 *recommended*, *may*, and *optional* in this document are to be interpreted as described in
59 **[RFC2119]**.

60 2 Word Styles

61 *[This section is provided to explain and demonstrate the styles available in the Word template*
62 *attached to this sample document. It is important to use the styles provided in the template*
63 *consistently and to avoid defining new styles or using raw formatting.*

64 *Delete this entire section when using this sample document to begin writing a new specification.]*

65 2.1 Overall Style

66 The paper size is set to **Letter**, which is 8 ½ x 11. You may change this to **A4** or whatever other
67 size suits your needs.

68 The document identifier and publication date information in the footer needs to be updated every
69 time you publish.

70 Line numbers are enabled by default for easy reference by specification commenters. You may
71 turn line numbering off.

72 2.2 Title Page

73 The title page is designed to fit a lot of metadata compactly. If you wish to create a “true” title
74 page, you may insert a page break after the subtitle.

75 2.3 Headings

76 **Heading 1** through **Heading 9** and **AppendixHeading** have been defined with a special
77 appearance. Headings are numbered and appear in the Table of Contents. Pressing Return after
78 a heading inserts a **Normal** paragraph style directly after.

79 This template sets **Heading 1** and **AppendixHeading** to start on a new page. You may set the
80 **Heading 1** style not to start on a new page if you wish. Major headings have a horizontal rule
81 above them.

82 2.4 Paragraphs

83 The font in the **Normal** paragraph style is 10-pt Arial. You may change this to 11-pt **Times New**
84 **Roman** if you prefer a serif font; changing these two settings should change all the other relevant
85 styles.

86 2.5 Lists

87 The **Definition term** and **Definition** paragraph styles are defined specially for this template. They
88 produce a definition list with a hanging appearance. Pressing Return after one inserts the other
89 directly after.

90 Definition term

91 Definition for the term.

92 Use **List bullet** for first-level bulleted lists. Use **List bullet 2** for second-level bulleted lists. Use
93 **List continue** for continued paragraphs in list items.

94 • List bullet

95 List continue.

96 – List bullet 2

97 List continue 2.

98 For bibliography lists, use the **Ref** paragraph style. Use the **Ref term** character style for the
99 bracketed text that serves as the bibliography entry key, and make each reference term into a
100 bookmark for use as references from the text. For example, **[RFC2119]** is a generated cross-
101 reference to the IETF RFC 2119 bibliography entry in Section 3.1 of this sample.

102 2.6 Tables

103 Use the following style for most tables: *[To be supplied; suggestions welcome!]*

104 2.7 Code Examples

105 For schema code and other normative code, use the **Code** paragraph style. It fits 71 characters.
106 For example:

```
107 12345678901234567890123456789012345678901234567890123456789012345678901
108      1           2           3           4           5           6           7
109 <simpleType name="DecisionType">
110   <restriction base="string">
111     <enumeration value="Permit"/>
112     <enumeration value="Deny"/>
113     <enumeration value="Indeterminate"/>
114   </restriction>
115 </simpleType>
```

116 Use the **Code small** style if the code has very long lines. It fits 80 characters. For example:

```
117 1234567890123456789012345678901234567890123456789012345678901234567890
118      1           2           3           4           5           6           7           8
119 <simpleType name="DecisionType">
120   <restriction base="string">
121     <enumeration value="Permit"/>
122     <enumeration value="Deny"/>
123     <enumeration value="Indeterminate"/>
124   </restriction>
125 </simpleType>
```

126 For non-normative examples, use the **Example** paragraph style. For example:

```
127 GET http://<host name and path>?TARGET=<Target>...<HTTP-Version>
128 <other HTTP 1.0 or 1.1 components>
```

129 Use the **Example small** style if the example has very long lines. For example:

```
130 GET http://<host name and path>?TARGET=<Target>...<HTTP-Version>
131 <other HTTP 1.0 or 1.1 components>
```

132 2.8 Character Styles

133 This template defines several character styles for general text use:

- 134 • **Element** style (shortcut Ctrl-Shift-E) for <NativeElement> names and
135 <ns:ForeignElement> names; add the angle brackets yourself
- 136 • **Attribute** style (shortcut Ctrl-Shift-A) for attributeNames
- 137 • **Datatype** style (shortcut Ctrl-Shift-Alt-D) for DataType names
- 138 • **Keyword** style (shortcut Ctrl-Shift-K) for OtherKeyword names
- 139 • **Variable** style (shortcut Ctrl-Shift-Alt-V) for *variable* names

140 **3 References**

141 **3.1 Normative**

142 **[RFC2119]** S. Bradner, *Key words for use in RFCs to Indicate Requirement Levels*,
143 <http://www.ietf.org/rfc/rfc2119.txt>, IETF RFC 2119, March 1997.

144 **Appendix A. Acknowledgments**

145 The following individuals were members of the committee during the development of this
146 specification:

- 147 • Jane Doe, Example Corp.
- 148 • A. Nonymous (chair), Example Corp.
- 149 • John Smith, Example Corp.
- 150 • Karl Best, OASIS
- 151 • John Doe, Other Examples, Inc.
- 152 • Eve Maler, Sun Microsystems
- 153 • Norman Walsh, Sun Microsystems

154 In addition, the following people made contributions to this specification:

- 155 • Joe Blow, Example Corp.

156

Appendix B. Revision History

157

[This appendix is optional, but helpful. It should be removed for specifications that are at OASIS Standard level.]

158

Rev	Date	By Whom	What
wd-00	2002-04-26	Eve Maler	Initial version
wd-03	2002-06-12	Eve Maler	Incorporates decision to put IPR boilerplate in the Status section and comments from Drummond Group.

159

160

Appendix C. Notices

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