


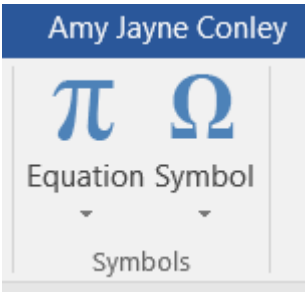
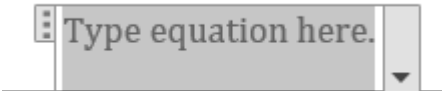
**Webinar for standard drafters of 2018-09-17
Questions & answers**

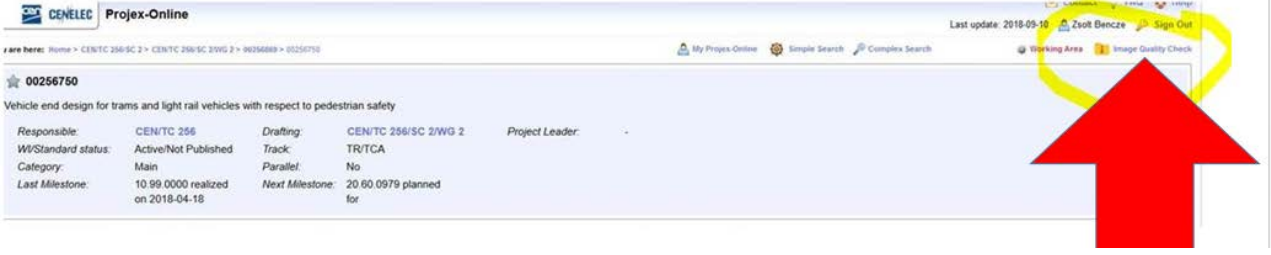
Checklist for writers and editors of documents

Questions asked by the Attendees	Answers from the Presenter
Are the rules the same at IEC level?	Yes – CEN/CENELEC Internal Regulations Part 3 is a document based on the ISO/IEC regulations. Note there are a few differences, but generally they are the same.
How do you deal with figures that contain text? Are they rejected? If not, in what format should we submit the figures for the translation?	Figures that contain text are generally rejected as they have to be language neutral (see IR3 , 28.5.3). You have to use letters or numbers in the figure itself, then explain their meaning in the related figure key.
Are there new requirements regarding the use of the STD template (such as highlights in colour etc.)?	There are no new requirements in that respect, but the text should be clean (i.e. no tracked changes, no highlights, no comment balloons) by the time the text is submitted. If it is clear that the text is unfinished, we will have to reject it.
For the Scope text, the example on the slide shows “This European Standard states ...”. Is this correct?	Fair enough – it is stipulated in the IR – Part 3 that an individual document shall be referred to as 'this document...' (see IR3 , 3.1.1 and 10.6), so the expression "This European Standard" may apply to a whole standard subdivided into parts.
Is there an obligation to provide editable file for figures? What about UML diagrams which generally include text?	<p>Regarding CEN deliverables, it is not allowed to provide editable figure versions as only .tif and .eps, formats are allowed, hence the need for figures to be language neutral. As for flowcharts should be prepared as a table.</p> <p>Please be aware that these rules are contained in the CEN Guidance Document Drafting of European Standards - Electronic preparation on the CEN BOSS and that they are derived from ITSIG guide from ISO.</p> <p>On the CENELEC side, it is not obligatory to provide figure files next to the document, but it is highly recommended (as it makes our lives easier!).</p>
In the case of a multipart standard, how do I cross-reference a clause/sub-clause of another part?	<p>You may do so by following this pattern: "(pr)EN XXXX-X:YYYY, 4.5".</p> <p>In the case that the series is not yet published, you may follow this pattern:</p>

	<p>"prEN XXXX-X:YYYY, 4.5".</p> <p>If the series is published, or bound to be published, please follow this pattern:</p> <p>"EN XXXX-X:YYYY, 4.5".</p>
<p>Who do I contact to get a first review of a text?</p>	<p>If the text has not yet been submitted to CEN/CENELEC, contact the Technical Secretary.</p> <p>If the text has been submitted to CEN/CENELEC, then take a look on Projex-Online and contact the CCMC contact point given (this should be the editor in charge).</p> <p>If there is no contact point given, this means the text has not yet been allocated – in this instance, contact production@cencenelec.eu OR ask your Technical Secretary for the name of the programme manager in charge of the project. They can put you in contact with the responsible editor.</p>
<p>Normative vs Informative: is "shall or should conform" a correct description in the sense that EN standards are all voluntary standards?</p>	<p>Standards are all voluntary contrary to legislation, directives and regulations which are compulsory. But within the terms of a standard, certain elements within the text are required for their being correctly implemented, so that you may have requirements or recommendations within a standard.</p>
<p>If there are no direct contact details of an editor, is there a general e-mail address available?</p>	<p>Yes, you can contact the generic CEN-CENELEC email address, production@cencenelec.eu.</p>
<p>It would be good to get the data for a contact person that is responsible for my specific standardisation area, in case of this webinar for example the responsible editor.</p>	<p>If your text is already allocated, you can find the name of an editor in Projex-Online (see below). If not yet allocated, please contact production@cencenelec.eu OR the programme manager in charge of the project.</p> 
<p>Has an updated version of the template for drafting standard been made available?</p>	<p>The templates shown on the CEN and CENELEC BOSS sites are currently up-to-date with the new Internal Regulation Part 3 drafting rules. They are available to download freely online.</p>

<p>Could you explain why the latest version of a standard always requested, whereas dated references are used?</p>	<p>It is requested to refer to the latest version as previous versions usually withdrawn, closed and/or no longer publicly available. However, if it is still available and if you cannot avoid this, please refer to a previous edition.</p>
<p>In the Bibliography, do you have to add where to locate a document if it is not universally available?</p>	<p>This is recommended practice so that the final users of a standard may find where a document is.</p>
<p>Will the requirement to be editable be applicable to the flow schemes, too?</p>	<p>Yes, please provide them in a word-editable table format and simply hide borders:</p> <p>https://boss.cen.eu/reference%20material/Guidancedoc/Pages/ENElecPrep.aspx (3.1.6)</p> <p>Note that we can train you on how to do this if you are unsure how to do it. Just get in touch!</p>
<p>Does the text in tables have to be fully justified, or can it be centred or left-aligned as appropriate? Justified text can leave large spaces between words.</p>	<p>There are no specific rules on this, however it does look best to avoid large spaces. You may choose any justification you like for the text – editors tend to fix this if there is an obvious problem.</p>
<p>On the use of "can" and "is": Can they be used in the main text or should they only be used in notes for additional information?</p>	<p>You can use these words everywhere!</p>
<p>What about standards to be drafted jointly by CEN/CLC and ISO (under Vienna Agreement)? Should the CEN/CLC Internal Regulations Part 3 be superior to ISO 704 or somehow treated equally?</p>	<p>This webinar concerned only Homegrown texts. With regards to parallel work, the ISO/IEC text is not edited by the CEN/CLC editor.</p> <p>For further information on this topic or for more precise queries, please contact us directly and we will be happy to inform you better.</p>
<p>Can you give an overview on the timeframe for drafting? i.e. starting at the registration of the work item, what is the deadline for submitting the text?</p>	<p>After registering the WI, the standard timeframe is 32 weeks to prepare and submit draft, but if needed the TC can request up to 52 weeks extension for this timeframe.</p>
<p>So we cannot use "shall" when referencing directives? Only "should"?</p>	<p>No, don't use 'shall', or any variation of shall. The editor will remove all requirements to directives and it can block the text and cause lengthy delays.</p>
<p>Do keys to formulae need to be formatted as tables, like they are in figures? Or should the content of formula be explained within the text?</p>	<p>Keys to formulae have to be presented in tables, using the following layout:</p> $E = MC^2 + Y^3$

	<p>Where</p> <p>MC is the equivalent mass</p> <p>Y^3 is the length of time</p>
<p>Do you prefer delivered documents in .doc, .docx or .pdf? And why that preference?</p>	<p>You have to provide word and pdf. Either .doc or .docx are fine, we can use both.</p>
<p>How can we make reference to a prEN as this draft will not be available as soon as the ratified EN will be published?</p>	<p>prEN is still available by the time the former draft reaches Publication stage.</p> <p>Editors check the status of any external prEN references in any Homegrown text bound to be published and update these accordingly.</p>
<p>Could you please explain further about Formulae, with an example?</p>	<p>In the presentation, we explained that it is advisable to download MathType in the event that you have a lot of standards with a lot of equations on a regular basis. It's very easy to use, and reduces the possibility for errors with formulae during the editing procedure.</p> <p>However, we appreciate that you may only have one or two equations every so often, and if this is the case then we recommend using the 'Equation builder tool' found in word, under the 'insert' tab:</p>  <p>From here, create your equation:</p>  <p>And when the editor takes the text, s/he will convert the formulae to MathType. It looks the same as the text in Equation builder.</p> <p>Please do be aware, however, that this can be incredibly time consuming if there are a lot of formulae in the document. In addition, the conversion process doesn't always work 100%, and there is more room for the editor to make an unknown mistake. While we do</p>

	<p>try to be very vigilant with formulae conversion, it is always possible that we miss something important – do therefore check the formulae before publication stage to ensure that they are correct. Let us know if something is wrong, because after the vote we cannot make changes to formulae.</p>
<p>Could you please present how to check the quality of the Figures via Projex-Online?</p>	<p>Please see just below.</p>
	
<p>Where is the best way to put a chapter on "Symbols and Abbreviations". Within chapter 3, as let's say 3.2 after 3.1 terms and definitions? Or as a separate Clause 4?</p>	<p>Both possibilities are fine according to the IR – Part 3 – so... as you wish!</p>
<p>Scope: is it allowed to write: The method described in this Standard can be used in other fields e.g..... (seems to be a permission)</p>	<p>Please change the word 'standard' into 'document' and it will be perfect. According to the IR – Part 3, the verb 'can' does not express the idea of a permission (unlike 'may'), but of a possibility, which is allowed in a Scope.</p>
<p>Figures: what means language neutral?</p>	<p>No language or text is to appear on the figure itself, i.e. no full words or text parts. This rule exists so as to ensure that translation services do not have to process the figures so as to make language versions of these.</p>
<p>Will you be having editing workshops/training for drafters and editors? (Including use of the STD template)</p>	<p>There will be another “Webinar for standard drafters” on Tuesday 6th November. This webinar will guide you through “Conformity Assessment”. More information is on our website: https://www.cencenelec.eu/aboutus/ourservices/Training/webinarstdrafters/Pages/default.aspx</p> <p>Via this page, you can also consult the webinars previously held in 2016 and 2017.</p>
<p>Will the CEN Internal Regulations Part 3 be updated? If yes, when? And can you</p>	<p>The CEN/CENELEC Internal Regulations part 3 is currently going through a short revision, although at this time we are unable to confirm what will be</p>

<p>say anything about what will be revised?</p>	<p>changed, or when the revision will be available. Do keep an eye on the website and on your emails for further information in the future.</p>
<p>Could there be a reference in the Normative References without appearing anywhere else in the standard's text? What if the reference defines overarching principles relevant for the whole standard?</p>	<p>No, this is not possible.</p> <p>If we are talking of 'overarching principles' that <i>have to</i> be abided, this means the reference will have to be normatively used at a certain point in the normative part of the text, anyway.</p>
<p>Is it necessary that a normative annex is placed before an informative annex?</p>	<p>There is no rule which states the order of your annexes. Feel free to place the information as you wish!</p>
<p>Why do pictures need to be submitted at 600 dpi? From experience, usually for printing 300 dpi is enough.</p>	<p>CEN rules are derived from the ISO rules. For more in-depth information please contact ISO.</p>
<p>What about hyphenation? Is that allowed?</p>	<p>Hyphenation is acceptable throughout the text, for words and for bullet point lists. For lists, table titles and figure titles, please use the long dash. For words in-text, please use the short dash.</p>
<p>Is it still allowed to use undated references? CCMC is requiring all references to be dated.</p>	<p>Yes, undated references are allowed (as long as there is no precise reference to a clause, subclause, etc. from the other references) and we at CCMC do not automatically require all references to be dated.</p>
<p>What are graphical symbols?</p>	<p>If we follow the definition by ISO, a graphical symbol is a visually perceptible figure with a particular meaning used to transmit information independently of language (definition from ISO 17724:2003).</p> <p>The meaning assigned to each graphical symbol is expressed by its title, which may be supplemented by an application note.</p>