**European Standardization Organizations**

# Webinar for Standard Drafters

Drafting for XML: How to draft the perfect XML standard"

We start at 10:00 CEST

# Your webinar moderator



**Els Somers**

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# Get the most out of the webinar today

▶ Use the Q&A panel to submit your questions
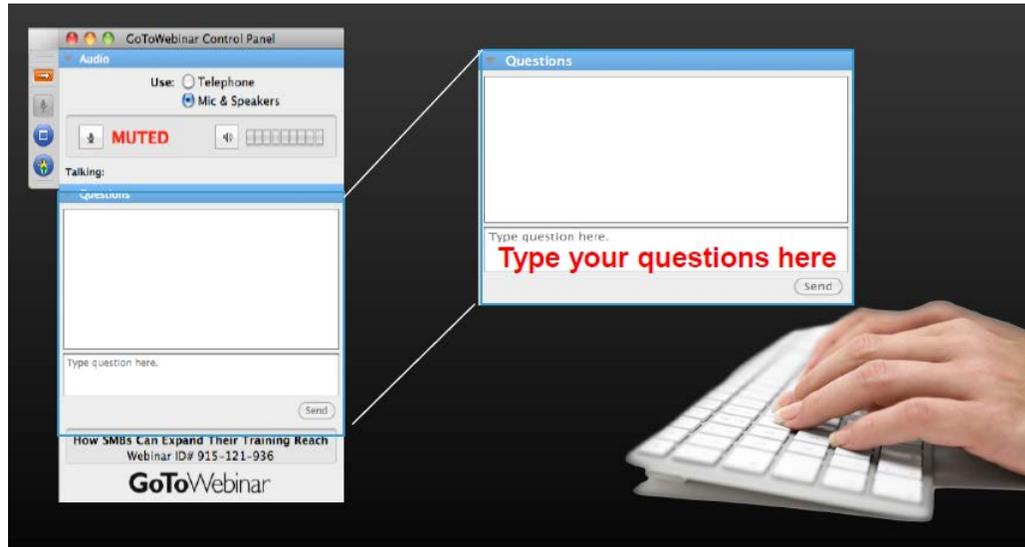


▶ Talk about us on Twitter #training4standards @Standards4EU

# Your speakers today

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*Project Managers*

*Editing & Production*

*Standardization & Digital Solutions*

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# To be discussed…

▶ Drafting Templates
  ▶ What they are + How to use them

▶ Styling

▶ Differences between CEN and CENELEC

▶ Drafting issues, tips and tricks

# Introduction

▶ TCs/Drafters **NOT** requested to provide XML

▶ Guidance given to help editors be more efficient when creating XML

▶ CCMC obliged to provide XML for 100% applicable deliverables

# Drafting Templates

# CEN & CENELEC Simple Templates

▶ Flat document to type or paste into

▶ Pre-styled, containing all obligatory/optional elements

▶ Gives correct layout of all elements (clauses, figures, notes...)

▶ Correct introductory wording

# Standard (STD) Template

▶ Appears as an Add-in in Word

▶ Uses macros to help structure and format the document

▶ CCMC still accepts drafts in STD template, but the template is no longer being maintained

# CEN & CENELEC Simple Templates

▶ The easiest way to ensure high-quality XML :

# CEN Simple Template



Everything included + fully pre-styled

# CENELEC Simple Template

Date: 20XX-XX

prEN XXXXX:XXXX

Secretariat: XXX

**European foreword** *(Foreword Title)*

*(Foreword Text)* This document [*CLC standard reference*] has been prepared by CLC/TC/SR/SC **XX** *"Title"*.

*(Foreword Text)* This document is currently submitted to the Enquiry/ Primary Questionnaire.

*(Foreword Text)* The following dates are proposed:

| | | |
|---|---|---|
| • latest date by which the existence of this document has to be announced at national level | (doa) | dor + 6 months |
| • latest date by which this document has to be implemented at national level by publication of an identical national standard or by endorsement | (dop) | dor + 12 months |
| • latest date by which the national standards conflicting with this document have to be withdrawn | (dow) | dor + 36 months (to be confirmed or modified when voting) |

*(Foreword Text)* This document will supersede ..... and all of its amendments and corrigenda (if any).

*(Foreword Text)* EN XXX:YYYY includes the following significant technical changes with respect to EN XXX:YYYY:

*(Foreword Text)* This document has been prepared under a mandate given to CENELEC by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

*(Foreword Text)* For the relationship with EU Directive(s) see informative Annex ZZ, which is an integral part of this document.

*(Foreword Text)* [NOTE to the drafter: Add information about related documents or other parts in a series as necessary. A list of all parts in a series can be found on the CENELEC website.]

Introductory element — Main element — Complementary element

Einführendes Element — Haupt-Element — Ergänzendes Element

Élément introductif — Élément central — Élément complémentaire

ICS:

*(ANNEXZ)* **Annex ZZ**
**(informative)**

**Relationship between this European Standard and the [essential] / [interoperability] / [...] requirements of [Directive] / [Regulation] / [Decision] / [...] [OJEU reference] aimed to be covered**

*(Body Text)* [NOTE to the drafter: This is the Generic Annex ZZ template. For some Directives/Regulations, specific templates need to be used and these can be found on the CENELEC BOSS: https://boss.cenelec.eu/reference%20material/FormsTemplates/Pages/default.aspx]

*(Body Text)* This European Standard has been prepared under a Commission's standardization request [*Full reference to the request "M/xxx" / "C(2015) xxxx final"*] to provide one voluntary means of conforming to [*essential*] / [*interoperability*] / [...] requirements of [*Directive*] / [*Regulation*] / [*Decision*] / [...] [*Full title*] [*OJEU reference*].

*(Body Text)* Once this standard is cited in the Official Journal of the European Union under that [*Directive*] / [*Regulation*] / [*Decision*] / [...], compliance with the normative clauses of this standard given in Table ZZ.1 confers, within the limits of the scope of this standard, a presumption of conformity with the corresponding [*essential*] / [*interoperability*] / [...] requirements of that [*Directive*] / [*Regulation*] / [*Decision*] / [...], and associated EFTA regulations.

## Everything included + fully pre-styled

# When submitting… Don't forget!

- Transmission notice
- Word file
- PDF of Word
- Figure files*
  - .eps (illustrator) or .tiff (Photoshop)
  - Compression LZW
  - 600dpi
  - Size 100%
  - Even for figures in tables, keys…

*Figure files not obligatory for CENELEC.

# Styling

# Styling

▶ Applies certain characteristics to the text

▶ Commonly used styles include:
  ▶ Headings 1, 2 and 3
  ▶ Body Text
  ▶ Note

▶ Incorrect styling/layout will cause problems!

▶ If in doubt, Body Text!

# Styling
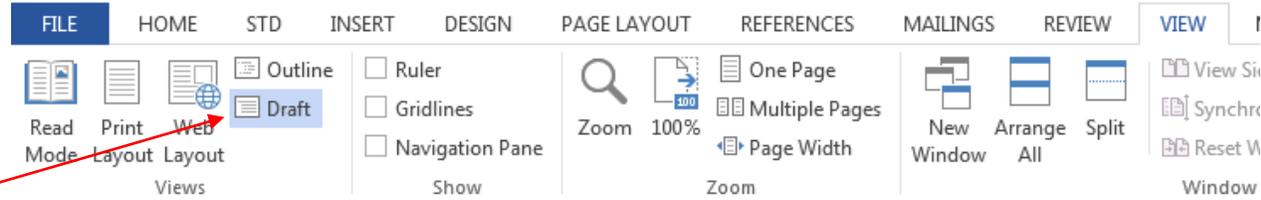
Draft view
shows
all styling
OR press
(Ctrl+alt+N)
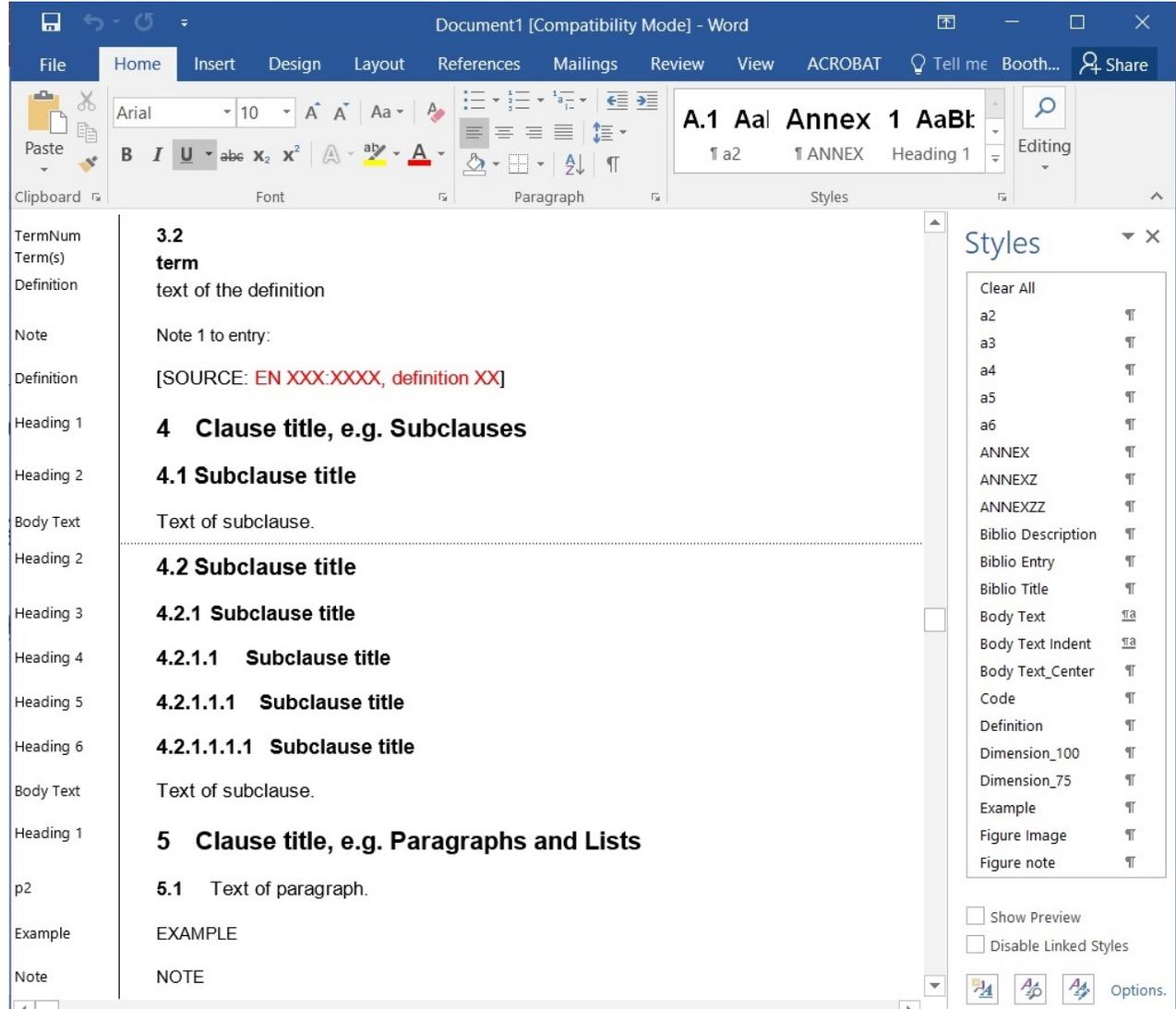
# Styling

- Select the style you want from the Style Palette each time, or click on Format Painter…
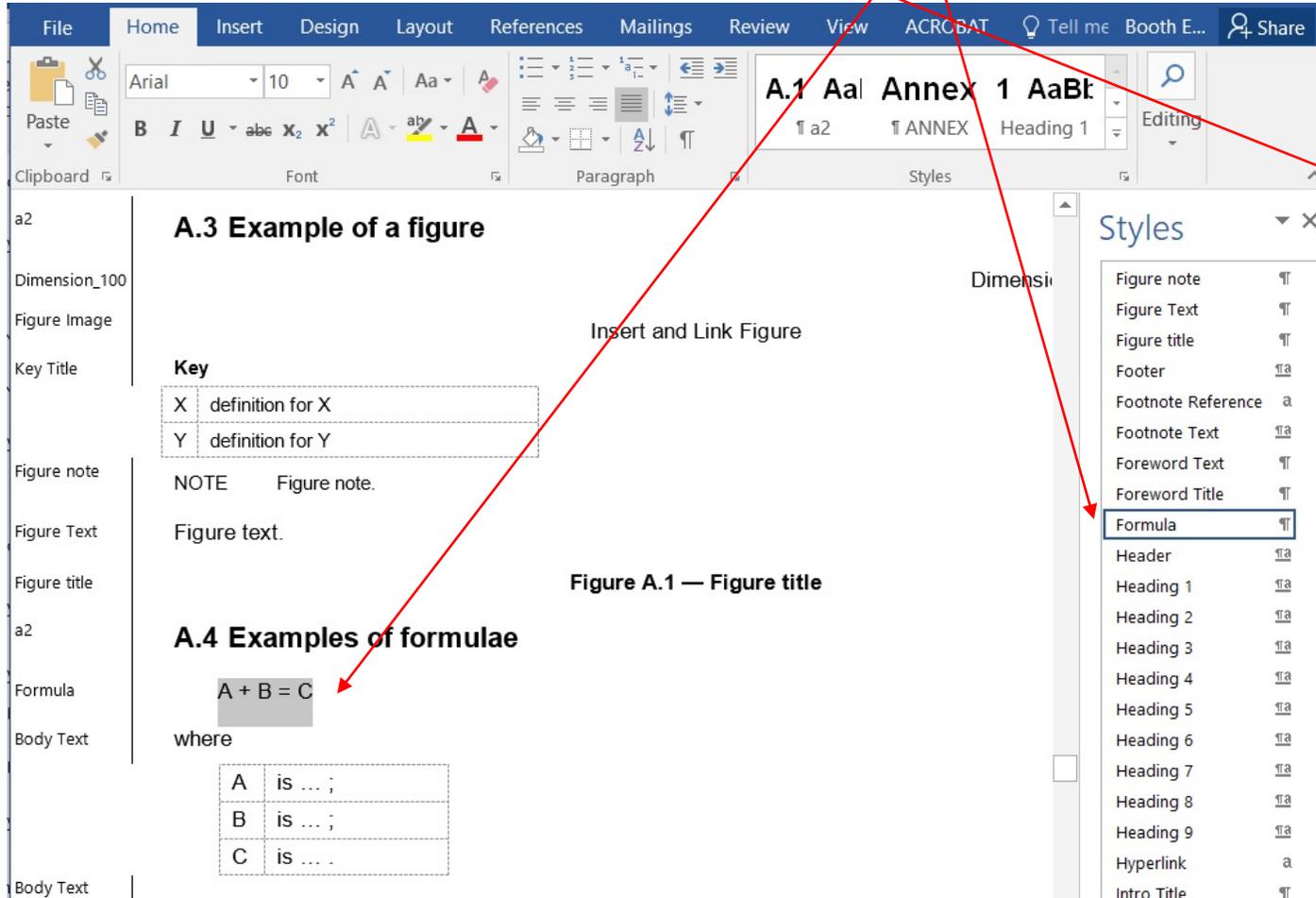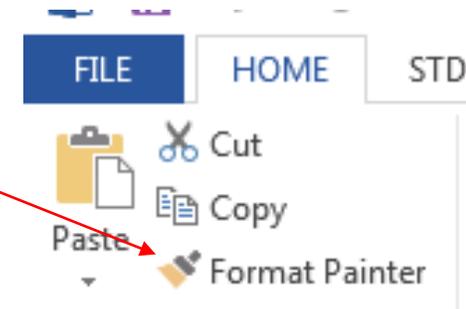
# Styling – Clauses 2 & 3

▶ **Clause 2 styling**

  ▶ Body text – introductory wording

  ▶ RefNorm – Each reference, including non-EN/ISO/IEC references

| Heading 1 | ▪ 2→ **Normative references**¶ |
| Body Text | The· following· documents· are· referred· to· in· the· text· in· such· a· way· that· some· or· all· of· their· content· constitutes· requirements· of· this· document.· For· dated· references,· only· the· edition· cited· applies.· For· undated·references,·the·latest·edition·of·the·referenced·document·(including·any·amendments)·applies.¶ |
| RefNorm | &lt;std&gt;prEN°15947-1:2020,· *Pyrotechnic· articles°—· Fireworks,· Categories· F1,· F2· and· F3°—· Part°1:· Terminology*&lt;/std&gt;¶ |

▶Clause 3 styling

  ▶Body text

  ▶TermNum

  ▶Term

  ▶Definition

| Heading 1 | ▪ 3→ **Terms·and·definitions**¶ |
| Body Text | For· the· purposes· of· this· document,· the· terms· and· definition following·apply.¶ |
| Body Text | ISO·and·IEC·maintain·terminological·databases·for·use·in·standar |
| List Continue 1 | •→ IEC·Electropedia:·available·at·http://www.electropedia.org/ |
| List Continue 1 | •→ ISO·Online·browsing·platform:·available·at·http://www.iso.c |
| TermNum | ▪ 3.1¶ |
| Term(s) | ▪ **commercial·butane**¶ |
| Definition | hydrocarbon·product·composed·predominantly·of·butanes·and/o |
| Note | Note·1·to·entry: → The·remaining·part·can·consist·mainly·of·propane/pro |
| Definition | [SOURCE:·ISO°9162]¶ |

# Styling – Clause 2 & 3

▶ **Incorrect styling is time consuming and prevents editors from generating XML**

## 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Incorrect:

| EN 825:2013 | Thermal insulating products for building applications — Determination of flatness |
|---|---|
| EN 1604:2013 | Thermal insulating products for building applications — Determination of dimensional stability under specified temperature and humidity conditions |

Correct:

EN 825:2013, *Thermal insulating products for building applications — Determination of flatness*

EN 1604:2013, *Thermal insulating products for building applications — Determination of dimensional stability under specified temperature and humidity conditions*

Incorrect: EN 60529:1991+A1:2000+A2:2013, *Degrees of protection provided by enclosures (IP Code) (IEC 60529)*

What is meant: EN 60529:1991 as amended by EN 60529:1991/A1:2000 and EN 60529:1991/A2:2013

Correct: EN 60529:1991[1]), *Degrees of protection provided by enclosures (IP Code) (IEC 60529)*

1) As amended by EN 60529:1991/A1:2000 and EN 60529:1991/A1:2013.

---

| | 3 Terms and definitions |
|---|---|
| Heading 1 | **3   Terms and definitions** |
| Body Text | For the purposes of this document, the following terms and definitions apply. |
| Body Text | ISO and IEC maintain terminological databases for use in standardization at the following addresses: |
| List Bullet | — ISO Online browsing platform: available at https://www.iso.org/obp |
| List Bullet | — IEC Electropedia: available at http://www.electropedia.org/ |
| List Bullet | Incorrect: |
| Heading 2 | **3.1      term** |
| Definition | text of the definition |
| Heading 2 | **3.2      term** |
| Definition | text of the definition |
| Definition | Correct: |
| TermNum | **3.1** |
| Term(s) | **term** |
| Definition | text of the definition |

▶ **Note X to entry and not NOTE!**

# Styling – Main text

▶ Headings 1, 2 and 3
   ▶ ONLY for clause titles/subtitles, NOT terms and definitions
   ▶ NOT for numbered paragraphs (e.g. list of apparatus)
   ▶ NOT for Annex headings/sub-headings

| Heading 2 | **4.2 Subclause title** |
| Heading 3 | **4.2.1 Subclause title** |
| Heading 4 | **4.2.1.1    Subclause title** |
| Heading 5 | **4.2.1.1.1    Subclause title** |
| Heading 6 | **4.2.1.1.1.1  Subclause title** |

▶Body text
   ▶ For plain text, paragraphs...

Note: Body text is equivalent to "Normal" text in the STD template

# Styling – Main text

▶ **p3, p4...**

    ▶ like body text, but used for numbered paragraphs in the main text and annexes:

| | |
|---|---|
| p3 | **5.1.1**   Text of paragraph. |
| p4 | **5.1.1.1**   Text of paragraph. |
| p5 | **5.1.1.1.1**   Text of paragraph. |
| p6 | **5.1.1.1.1.1**   Text of paragraph. |

▶ **Lists**

    ▶ For bulleted/numbered lists:

| | |
|---|---|
| p2 | **5.2**   Text of paragraph: |
| List Bullet | — List item |
| List Bullet 2 |     — List item |
| List Bullet 3 |       — List item |

| | |
|---|---|
| Heading 6 | **4.2.1.1.1.1  Subclause title** |
| Body Text | Text of subclause. |
| List Number | a)  List item |
| List Number 2 |    1)  List item |
| List Number 2 |    2)  List item |
| List Number | b)  List item |

# Styling – Main text

► **NOTES and EXAMPLES**
  ► Styles the text slightly smaller than the rest



► **Dashes – long v short**
  ► Table and figure titles – long 'em' dash obligatory (no colon)
  ► For references, short or long dash is accepted but be consistent in Clause 2 and Bibliography

# Styling – Main text

▶ Hanging paragraphs
  ▶ WILL be removed!
  ▶ Exception – Clause 3 introductory wording; reagents/apparatus clauses



**Figure 4 – Example of a hanging paragraph (left) and one way to avoid it (right)**

▶ Simple to avoid

# Styling – Tables and table-arrays

▶ Tables – a normal table designed to lay out information in a clear manner. Titled, numbered.

Table Title

Table Header
(First row only)

Table body
Table body (-)

**Table°1°—·Classification·of·tubings·and·hoses¶**

| Class¤ | Maximum·working·pressure¶ bar¤ | Minimum·ambient·temperature¶ °C¤ |
|---|---|---|
| 1·(tubing)¤ | 0,2¤ | -20¤ |
| 2·(hose)¤ | 10¤ | -30¤ |
| 3·(hose)¤ | 30¤ | |

Hidden border
(not split/merged cell)

# Styling – Tables and table-arrays

▶ Notes and footnotes in tables
  ▶ Styled differently
  ▶ Have to be in different cells

Table footer note

If the callout in the table is superscript, the corresponding footnote callout has to be superscript too

**Table 1 — Classification of tubings and hoses**

| Class | Maximum working pressure bar | Minimum ambient temperature °C |
|---|---|---|
| 1 (tubing) [a] | 0,2 | -20 |
| 2 (hose) | 10 | -30 |
| 3 (hose) | 30 | |

NOTE — Hoses can be used inside or outside.

[a] tubing is any length.

Table footer

# Styling – Tables and table-arrays

▶ Sometimes tables are used for layout purposes, with borders hidden
   ▶ Subfigures/figures with text
   ▶ Formulae explanations

Table body

a) option 1

b) option 2

where

| | |
|---|---|
| $m_0$ | is the mass of each test pieces prior to immersion in n-pentane, in g; |
| $m_1$ | is the mass of each test pieces following 72 h immersion and 5 min conditioning, in g; |
| $m_2$ | is the mass of each test pieces following immersion and temperature conditionings, in g. |
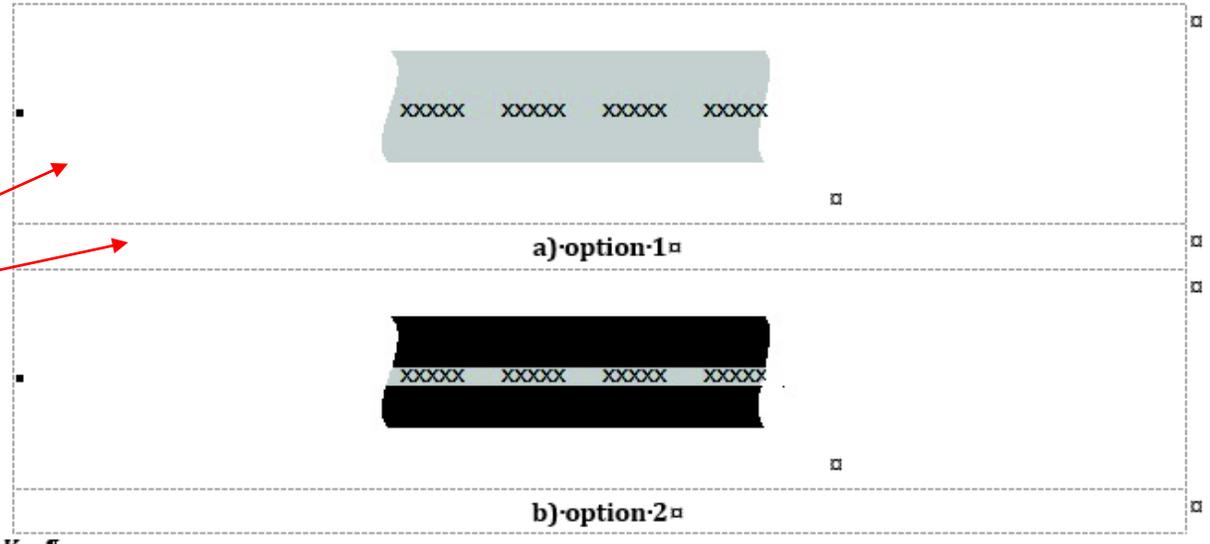
Table header is not needed.

Use the justification buttons to justify the text, NOT tabs!

Paragraph
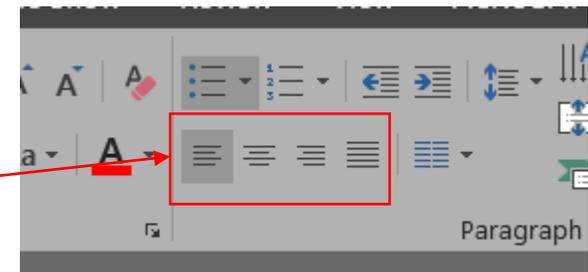
# Styling – Tables and table-arrays

## 3.2 Symbols and abbreviated terms

For the purposes of this document, the following symbols, units and abbreviated terms apply.

| | | |
|---|---|---|
| $A$ | the surface area of the VIP | $m^2$ |
| $A_m$ | the metering area of the GHP or HFM apparatus used for the measurement | $m^2$ |
| $b_c$ | the core width | m |
| $b_w$ | the working width | m |
| CS(Y) | compressive stress/strength(Y=yield) | kPa |
| $d$ | the thickness | m |
| $d_{ambient}$ | the thickness of the ventilated VIP | m |
| $d_N$ | the nominal thickness of the product | m |
| $f_{air}$ | the acceleration factor for dry air of the VIP envelope | – |

Table body
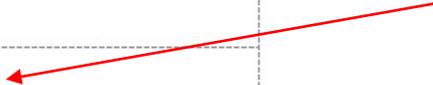
# Styling - Figures

▶ Mandatory to provide files in CEN, optional for CLC (but very useful to the editor)

▶ Basic styles needed:
  ▶ Figure image + Figure title
  ▶ Key title
  ▶ Key text

▶ Additional styles:
  ▶ Figure text
  ▶ Figure note
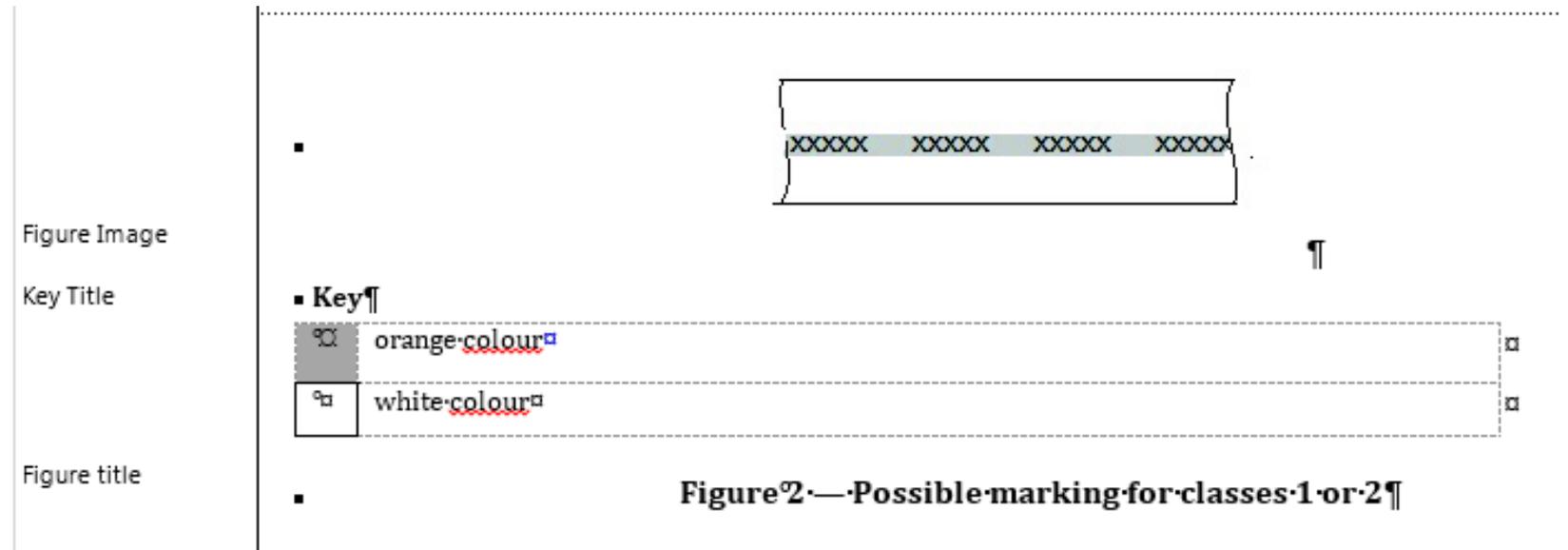
# Styling – Formulae

▶ The Simple templates have a Formula style that allows use of a tab between formula and number

▶ No need to put formulae in tables for layout purposes!

▶ For variables in the text, use the keyboard

**A.4 Examples of formulae**

a2

Formula
$$A + B = C \qquad (1)$$

Body Text
where

| A | is … ; |
| B | is … ; |
| C | is … . |

- The·trueness·of·the·method·shall·be·evaluated·to·investigate·the·potential·for·bias·in·the·method.¶

The·method·bias·b·can·be·estimated·by·comparing·the·mean·of·analytical·results·$\bar{x}$·(with·uncertainty·$u_{\bar{x}}$ )·with·the·assigned·value·$x_{av}$ (uncertainty·$u_{av}$)¶

Body Text

Body Text
[NOTE to the drafter: For simple formulae, the keyboard can be used. For more complex formulae, it is recommended to use a Word equation tool, such as MathType.]

Formula
$$D_1 = 5{,}77 \times 10^{-13} \frac{C_1 \rho_1}{4\pi} \sum \gamma_i \left( \frac{\mu_{en}}{\rho} \right) E_i \int B_i (1) \frac{e^{-\mu_i(1)s_1}}{\ell^2} \, dV \qquad (2)$$

# Styling – in-text references+citations

▶ When citing sections of a standard reference, add clause/table/etc. after the standard:

    EN 505:2018, 4.3 and <span style="color:red">NOT</span> 4.3 of EN 505:2018

▶ Ensure space between "EN" and number

    EN 505 and <span style="color:red">NOT</span> EN505

▶ Double-check cross references!

▶ All figures, tables and Annexes have to be cited in the text

# Styling – Autonumbering

▶ Okay to use when drafting, but remove before submitting draft to CCMC!

▶ Clause numbering and in-text citations and auto numbering of p3/p4/etc. interfere with the links in XML, time consuming to correct

To·cover·most·eventualities,·two·distinct·(and·hierarchical)·levels·of·method·validation,·V1·(**Error!·Reference·source·not·found.,**·**Error!·Reference·source·not·found.**),·resp.·V2·(**Error!·Reference·source·not·found.**),·are·described·in·this·document.·The·validation·levels·are·organized·as·shown·in·**Error!·Reference·source·not·found.**·¶

# Styling – Annex ZA/ZZ

▶ Generic Annex ZA/ZZ provided in templates

▶ Other specialized Annex Z templates can be found on the CEN BOSS

| | |
|---|---|
| ANNEXZ | **Annex ZA**<br>(informative) |
| | **Relationship between this European Standard and the [essential]/[interoperability]/[...] requirements of [Directive]/[Regulation]/[Decision]/[...][Reference numbers of the legal act] aimed to be covered** |
| Body Text | [NOTE to the drafter:   This is the Generic Annex ZA template. For some Directives/Regulations, specific templates need to be used and these can be found on the CEN BOSS: https://boss.cen.eu/reference%20material/FormsTemplates/Pages/default.aspx] |
| Body Text | This European Standard has been prepared under a Commission's standardization request [Full reference to the request "M/xxx"/"C(2015) xxxx final"] to provide one voluntary means of conforming to [essential] / [interoperability] / [...] requirements of [Directive] / [Regulation] / [Decision] / [...] [Reference numbers of the legal act] [Full title]. |
| Body Text | Once this standard is cited in the Official Journal of the European Union under that [Directive] / [Regulation] / [Decision] / [...], compliance with the normative clauses of this standard given in Table [...] |

| | |
|---|---|
| ANNEXZ | **Annex ZZ**<br>(informative) |
| | **Relationship between this European Standard and the [essential] / [interoperability] / […] requirements of [Directive] / [Regulation] / [Decision] / […] [OJEU reference] aimed to be covered** |
| Body Text | [NOTE to the drafter:    This is the Generic Annex ZZ template. For some Directives/Regulations, specific templates need to be used and these can be found on the CENELEC BOSS: https://boss.cenelec.eu/reference%20material/FormsTemplates/Pages/default.aspx] |
| Body Text | This European Standard has been prepared under a Commission's standardization request [Full reference to the request "M/xxx" / "C(2015) xxxx final"] to provide one voluntary means of conforming to [essential] / [interoperability] / […] requirements of [Directive] / [Regulation] / [Decision] / […] [Full title] [OJEU reference]. |
| Body Text | Once this standard is cited in the Official Journal of the European Union under that [Directive] / [Regulation] / [Decision] / […], compliance with the normative clauses of this standard given in Table ZZ.1 confers, within |

# CEN vs CENELEC – key differences

▶ Font – CEN = Cambria, CENELEC = Arial (TNR for variables ONLY)

▶ Forewords



▶ CENELEC – Line-numbering for ENQ & FV (although no issue with XML for line numbers)

# Tips and tricks

For happy drafting

# Tips and tricks

▶ **Provide ALL elements when submitting to CCMC**

  ▶ Word and PDF

  ▶ Figure files, appropriately named, which follow technical requirements

  ▶ Transmission notice

▶ **Use the templates provided**

  ▶ When starting new work

  ▶ When revising a standard (especially very old standards)

▶ **If in doubt on how to style, use Body Text**

▶ **Get in touch!**

  ▶ Webinars, drafting guidance available online (archives are here)

  ▶ Free editorial help via videoconferencing/telephone

# Question time

► Use the Q&A panel to submit your questions
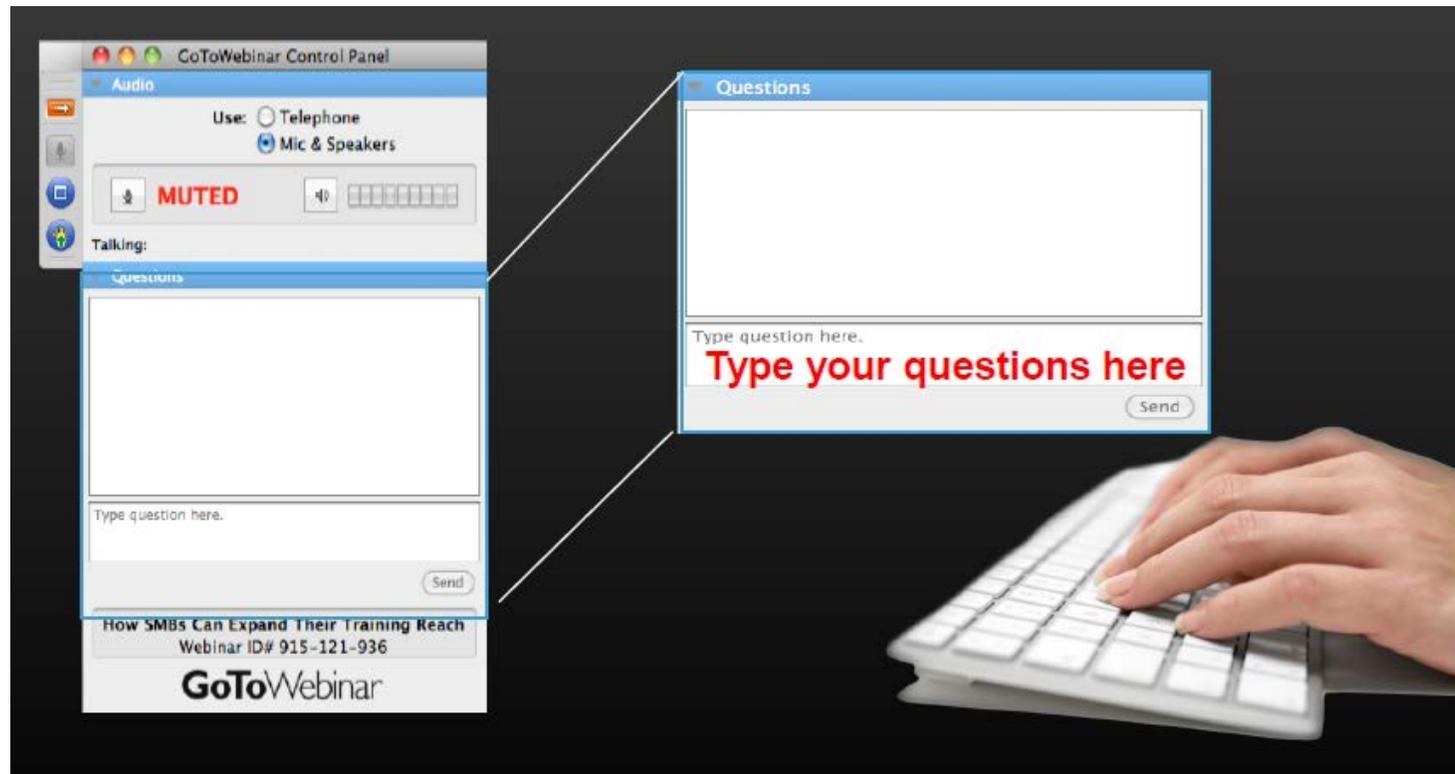
**European Standardization Organizations**

# Thank you for your participation!

Series of webinars for standards drafters 2020: Register [here](here).

Next webinar on **28 May 2020**: Drafting for XML: Technical requirements for figures