



European Standardization Organizations

Webinar for Standard Drafters

Drafting for XML

Normative references and in-text citations

*We start at
10:00 CEST*

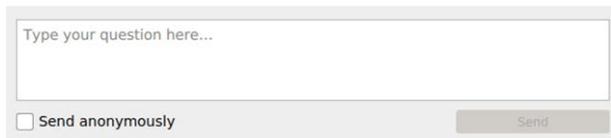
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Your speakers today



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To be discussed...

- ▶ References to other standards
 - ▶ Rules for drafting Normative references (dated v undated, IR3)
 - ▶ Styling and layout
 - ▶ Bibliography

- ▶ Clause referencing

- ▶ Figures, tables and annexes

- ▶ Tips and tricks

Normative References & Bibliography

Normative references in non-harmonised standards (1)

► Basic rule in IR3 – what is a normative reference ?

15.5.3 Referencing

Only references cited in the text in such a way that some or all of their content constitutes requirements of the document shall be listed in the Normative references clause.

EXAMPLE 1

In the following case, the citation is normative and the document shall be listed in the Normative references clause:

Connectors shall conform to the electrical characteristics specified by IEC 60603-7-1.

In the following case, the citation does not express a requirement so the document cited is not a normative reference. Instead, the document cited shall be listed in the Bibliography:

Wiring of these connectors should take into account the wire and cable diameter of the cables defined in IEC 61156.

Normative references in non-harmonised standards (2)

► When not to date :

10.4 Undated references

Undated references may be made:

- only to a complete document;
- if it will be possible to use all future changes of the referenced document for the purposes of the referring document;
- when it is understood that the reference will include all amendments to and revisions of the referenced document.

The date of publication or dash (see 10.5) shall not be given for undated references. When an undated reference is to all parts of a document, the standard identifier shall be followed by "(all parts)".

In the Normative references clause or Bibliography, use the following forms to list undated references.

► Example:

- 4.9.7-Access along the mast¶
- 4.9.7.1-General¶

All S/R machines with an overall height over 5 m shall be fitted with a ladder in accordance with EN ISO 14122-4 for access along the complete height of the mast.¶

Normative references in non-harmonised standards (3)



► When to date:

10.5 Dated references

Dated references are references to

- a specific edition, indicated by the date of publication or
- a specific enquiry or final draft, indicated by a dash.

Normative references to enquiry or final drafts are potentially risky, and are strongly discouraged, as the referenced document can change before publication.

For dated references, each shall be given with its year of publication, or, in the case of enquiry or final drafts, with a dash together with a footnote, such as "Under preparation".

► Example:

■ 4.9.3 Emergency control position¶

Where other provisions are not made to facilitate the finding and clearing of faults, emergency control positions shall be provided from which the movements of the machine can be observed directly and controlled safely. These positions may be fixed or mobile, permanent or temporary, and situated inside or outside of the machine operating area. The positions shall include:¶

- → means to prevent persons falling from positions raised above 1 m (e.g. handrails in accordance with EN ISO 14122-3:2016, Clause 7, anchor points for safety harness); emergency control positions on the lifting carriage shall have a platform with minimum dimensions of 0,35 m × 0,35 m;¶

Normative references in harmonised standards



- ▶ Both dated and undated references can be used in harmonized standards.
- ▶ Drafting Rules (IR 3) are an essential tool – abide by them.
- ▶ Up to TCs to decide (possible justification if undated).
Whenever the TC considers the use of non-dated references they shall check with the HAS.
- ▶ For more detailed information, please have a look at the Dedicated 10-10 Webinar on normative references:
- ▶ <https://www.cencenelec.eu/aboutus/ourservices/Training/webinars1010/Pages/2019.aspx>

► Clause 2 - mandatory, even if empty (IR3, Clause 15:

▲ 15 Normative references

15.1 Purpose or rationale

The normative references clause lists, for information, those documents which are cited normatively in the document.

Information on how these references apply is found in the place where they are cited in the document, and not in the normative references clause.

15.2 Normative or informative?

The normative references clause is an informative element.

The list of references it contains is given for the convenience of the user, who can then consult the place where they are cited in the document to understand and assess how they apply.

15.3 Mandatory, conditional or optional?

The normative references clause is a mandatory element, even if it contains no normative references.

► Introductory wording:

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.

There are no normative references in this document.

Styling and Layout (2)

- ▶ Styling – use simple template styles (applicable for CEN and CENELEC)

Heading 1
Body Text
RefNorm
RefNorm

2 Normative references

The following documents are references which constitute requirements of this standard. Where no date is given, the latest edition applies. Where no edition is given, the latest edition applies.

EN ISO 5555, *Animal and vegetable*

EN ISO 3170, *Petroleum liquids - Me*

- ▶ Colour tagging is used by editors during processing
 - ▶ If you see this while we're editing, don't worry!

Styling and Layout (3)

▶ Referring to an undated standard:

All S/R machines with an overall height over 5 m shall be fitted with a ladder in accordance with EN ISO 14122-4 for access along the complete height of the mast. ¶

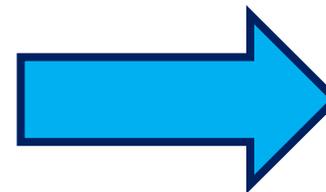
▶ Referring to a dated standard:

— → means to prevent persons falling from positions raised above 1 m (e.g. handrails in accordance with EN ISO 14122-3:2016, Clause 7, anchor points for safety harness); emergency control positions on the lifting carriage shall have a platform with minimum dimensions of 0,35 m × 0,35 m; ¶

▶ referring to a dated standard with an amendment:

EN 16179:2017+A1:2019 | *Sludge, treated biowaste*

EN 16179:2017 | *Sludge, treated biowaste*

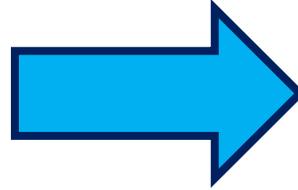


Impacted by EN 16179:2017/A1:2019 ¶

Styling and Layout (4)

- ▶ Referring to a dated standard with corrigendum:

EN 16179:2017  *Sludge, treated biowaste*



 Impacted by EN 16179:2017/AC:2019 

- ▶ This styling is important:
 - ▶ Enables our tools to process quickly and cleanly
 - ▶ Allows editors to quickly assess references to withdrawn standards
 - ▶ Allows editors to quickly identify any need for dated references

Styling and layout (5)

▶ Referring to a standard series:

...ory test within the frame of the
to the ISO 5725 series. The tes
certified with reference to

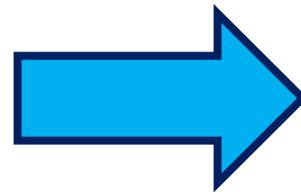
**Don't use 'series'
in a harmonised
standard!**

▶ Referring to an unpublished standard that is foreseen to be published soon:

EN 17394-2:—,¹ *Safety of children's clothing*

CEN/TS 17394-3:—,² *Safety of Children's clothing — Press fasteners — Test method*

CEN/TS 17394-4:—,³ *Safety of Children's clothing — Press fasteners and metal mechanically applied press fasteners*



¹ Under preparation. Stage at time of publication: prEN 17394:2020

² Under preparation. Stage at time of publication: FprCEN/TS 17394-3:2020

³ Under preparation. Stage at time of publication: FprCEN/TS 17394-4:2020

Bibliography (1)

► Basic rule in IR3 – what is a Bibliography?

21 Bibliography

21.1 Purpose or rationale

The Bibliography lists, for information, those documents which are cited informatively in the document, as well as other information resources and background material used for the preparation of the document.

Bibliography (2)

- ▶ Example of a bibliographical reference in a text:

Equivalent key-dependent systems, e.g. key transfer systems as described in ISO/TS 19837:2018, may be provided.¶

- ▶ Example of a list of bibliography:

[26] → ISO/TS 19837:2018, *Safety of machinery — Trapped key interlocking devices — Principles for design and selection*¶

- ▶ Example of a cross-reference to a bibliographic entry in the body of the standard:

NOTE¹ → Information available in 4.3.2 of the ORE^B136-RP¹11 report [1].¶

NOTE² → In order to ensure that the maximum stress is not at the intersection of the two radii, the minimum length C of the transition is calculated with the following formula (from European project EURAXLES²65706 [3]):¶

Clause referencing

► How to refer to a clause/subclause in the body of the text?

22.4 Referencing

Clauses and subclauses do not need to be specifically referred to in the text.

Use, for example, the following forms for references to clauses and subclauses:

- "in accordance with Clause 4";
- "details as given in 4.1.1";
- "the requirements given in Clause B.2";
- "the methods described in 5.3 provide further information on...".

- ▶ Examples of how it shall appear in the text (+ XML tagging):

Annex E
(normative)

Verification of safety requirements and/or measures

Safety requirements and/or measures given in Clause 4 shall be verified according to the table below. It includes the following types of verification:

4.9.6 Protection from operating machines (S/R machines and its transfer equipment)

If maintenance (including fault clearance, inventory tasks etc.) is performed in an area in which a S/R machine or its transfer equipment shall operate further on, a limitation between maintenance area and operational area is required.

To prevent the still operating machine from reaching that limitation measures following the requirements of 4.5.3 are necessary (e.g. with removeable buffers), to protect personnel against moving machines and prevent danger from the electrical power supply. As an alternative safe shut-down devices (e.g. limit switches, light barriers, laser scanners) with an additional brake system according to 4.5.1.3 can be fitted.

To safeguard maintenance and repair personnel at that limitation one of the following means shall be applied:

- means to prevent persons from trespassing that limitation and which comply with the requirements of 4.10.4.1 and 4.10.4.2;
- electrosensitive protective devices which stop the movement of the S/R machine or its transfer equipment triggered by a person trespassing that limitation

Hanging Paragraphs

► what is a hanging paragraph?

Incorrect	Correct
<p>5 Uncertainty of the certified value</p> <p>The combined expanded uncertainty of the measurement is calculated... } hanging paragraph</p> <p>5.1 Budget of uncertainty</p> <p>[...]</p>	<p>5 Uncertainty of the certified value</p> <p>5.1 General</p> <p>The combined expanded uncertainty of the measurement is calculated...</p> <p>5.2 Budget of uncertainty</p> <p>[...]</p>

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

- Impossible to refer to in the text
- Editor will change to 'General', or similar

- ▶ Causes issues
 - ▶ Extensive renumbering of clauses → time consuming
 - ▶ Incorrect clause references can be inserted

- ▶ Some exceptions exist:
 - ▶ Reagents
 - ▶ Lists of apparatus
 - ▶ Terms and definitions clauses

7 → Apparatus ¶

~~Usual laboratory apparatus. All glassware and plastics ware shall be adequately cleaned and stored in order to avoid any contamination. ¶~~

~~Depending on the concentration of the element of interest, particular caution shall be taken with respect to the cleaning of the vessels. ¶~~

7.1 → Method A: heating block digestion ¶

'P2', 'P3' and 'P4' styling

► For numbered paragraphs (usually apparatus clauses), use the 'P' styling:

p2	5.31-Immunoaffinity column (IAC)	p2	5.1→ Methanol (CH₃OH)
Body Text	The IAC contains antibodies raised against of not less than 100 ng of aflatoxin B ₁ .	p2	5.2→ Acetonitrile (CH₃CN)
Heading 1	6→ Apparatus and equipment	p2	5.3→ Potassium bromide (KBr)
Body Text	The use of non-acid washed glassware glassware coming into contact with aque	p2	5.4→ Sodium hydroxide (NaOH)
		p2	5.5→ Sodium hydroxide solution , substance concentration c(NaOH) = 2 mol/l
		Body Text	Dissolve 8,0 g of sodium hydroxide (5.4) in 100 ml of water.

Figures, tables and annexes

► Main issues when converting to XML :

- 1. Annexes not referred to in the text, error message:

Annex A
(informative)



eXtyle Citation Match Check
The appendix "Annex A" is not cited in the text.
Please add an in-text citation or delete the appendix.

Types of Trainborne and Trackside Equipment

- 2. Figures not referred to in the text, error message:

Figure A.2 — Examples of transfer equipment



eXtyle Citation Match Check
The figure "Figure A.2" is not cited in the text. Please add an in-text citation or delete the figure.

- 3. Tables not referred to in the text, error message:

Table D.1 — Coefficient of friction values

Friction coefficients μ



eXtyle Citation Match Check
The table "Table D.1" is not cited in the text. Please add an in-text citation or delete the table.

► How to make good reference (and good extyles tagging)

To annexes:

5.2.3 Storage stability¶

Each of the components of paint shall be tested separately in different containers. It shall be tested in accordance with Annex C.¶

To tables:

When measured according to 5.2.1, the results of the test for the luminance factor shall comply with Table 1.¶

To figures:

d) → Tamping apparatus in accordance with EN ISO 787-11 (see Figure C.1).¶

e) → Holder for the test vessel (see Figure C.1).¶

Tips and Tricks

Tips and tricks

- ▶ No directives, regulations, legal texts in clause 2

- ▶ No reference to conformity assessment standards, e.g.
 - ▶ EN ISO 9000 & EN ISO 9001
 - ▶ ISO/IEC 17025 & ISO/IEC 17000 (series)

- ▶ When referring to a non-EN/ISO/IEC standard, a TC decision is needed to confirm that there is no European equivalent

- ▶ If the dated reference is used in the text, use the dated reference in Clause 2

Tips and tricks

► Normative vs Informative

Verbal form	Equivalent phrases or expressions for use in certain cases
shall	is to is required to it is required that has to only ... is permitted it is necessary needs to
shall not	is not allowed [permitted] [acceptable] [permissible] is required to be not is required that ... be not is not to be need not do not
EXAMPLE 1 Connectors shall conform to the electrical characteristics specified by IEC 60603-7-1.	
Imperative mood: The imperative mood is frequently used in English to express requirements in procedures or test methods.	
EXAMPLE 2 Switch on the recorder.	
EXAMPLE 3 Do not activate the mechanism before...	
Do not use "must" as an alternative for "shall". (This will avoid any confusion between the requirements of a document and external constraints – see 7.6).	
Do not use "may not" instead of "shall not" to express a prohibition.	

► **NORMATIVE:**
 'shall be according to'

► **INFORMATIVE:**
 'should/may/can be according to'

Tips and tricks

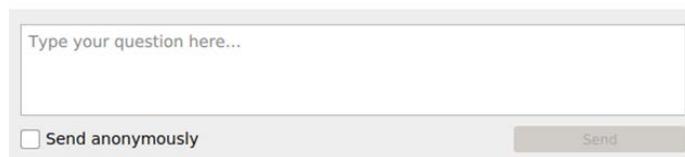
- ▶ Don't try to reinvent new ways of writing:
 - ▶ stick to our 'standardised' examples ;)
 - ▶ be consistent throughout the text

- ▶ Use the simple template to style references properly
 - ▶ See webinar on Templates:
 - ▶ <https://www.cencenelec.eu/aboutus/ourservices/Training/webinarstdrafters/Pages/default.aspx>

- ▶ If in doubt, get in touch! Production@cencenelec.eu

Question time

▶ Use the Q&A panel to submit your questions



Type your question here...

Send anonymously

Send



European Standardization Organizations

Thank you for your participation!

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

Next webinar on **17 September 2020**: Drafting for XML: How to draft XML-friendly tables