

Webinar of 2020-06-25

Webinar for Standard Drafters: "Drafting for XML: Normative references and in-text citations"

Questions & Answers

Questions asked by Attendees	Answers from the Presenter
<p>I would like to add, that under the Construction Product Regulation all normative references need to be dated otherwise the standards won't get cited.</p>	<p>There are differences within each sector relating to harmonised standards and their normative references. It is therefore more prudent to contact your CCMC contact point to verify any special rules. If there are no special rules, please refer to IR-3.</p>
<p>How do I get a copy of the most up-to-date template for drafting a technical specification?</p>	<p>The simple template is to be used when drafting any kind of deliverables (i.e. EN, TS and TR).</p> <p>It can be found on the BOSS sites:</p> <p>https://boss.cen.eu/reference%20material/FormsTemplates/Pages/default.aspx</p> <p>https://boss.cenelec.eu/reference%20material/FormsTemplates/Pages/default.aspx</p> <p>The only difference between these two templates is the type of foreword used (and the font). If one does not work, try the other – and any other problems, do get in touch.</p>

<p>Dated referenced standard with an amendment: How shall the reference in the text look like? (EN xxxx:date+A1:date or EN xxxx:date with footnote?)"</p>	<p>For a consolidated text it should look like this:</p> <p>EN xxx:2xxx+Ax:2xxx</p> <p>For a standalone amendment, it should look like this:</p> <p>EN xxx:2xxx/Ax:2xxx</p>
<p>I work in an ISO/TC with VA, ISO lead. Should I use the ISO simple template for the drafts or should I use the CEN simple template and follow the CEN writing rules?</p>	<p>The CEN simple template is to be used for homegrown standards only. It does not apply to parallel standards falling under the VA agreement.</p>
<p>In the case of multipart standards, it is sometimes not entirely clear that subsequent parts must be applied together with Part 1. An example is the EN ISO 14122 series. In a C-standard we refer to the subsequent parts of ISO 14122 several times. Is it possible to include a note in the scope which points out this conjunction? E.g. the following formulation: "Requirements in this document with reference to EN ISO 14122-2, EN ISO 14122-3 and EN ISO 14122-4 are applicable in conjunction with EN ISO 14122-1.</p>	<p>Any information describing the link to another part of a series shall be placed into the European foreword. It is better to contact the editor directly to see which wording is best to apply for your particular scenario.</p>
<p>Should the cross-references be in superscript or normal style?</p>	<p>All cross-references shall be in normal style.</p>
<p>In which order the references shall appear in 2 and biblio ? 1) en 2) en iso 3) cen/ts 4) cen/ tr 5) iso etc.</p>	<p>The best way to list the standards in Clause 2 and bibliography is the following:</p> <ul style="list-style-type: none"> - homegrowns (EN, CEN/TS, CEN/TR) - parallel standards (EN ISO and EN IEC) - ISO and IEC standards - any other references

<p>Did I understand correctly that the p styles (p2, p3) should be used if the text block contains a Clause number?</p>	<p>If the paragraph contains an in-text citation, the paragraph can be styled 'body-text'. However, if the paragraph is numbered (i.e. there is a clause number at the beginning to identify it, but no title as per a subclause), the 'p' styling is sufficient.</p>
<p>Please could you present more information for colour coding you use.</p>	<p>The colour coding is not intended to be used by the standards drafter but only by CCMC editors when generating an xml document. The colour tags shall disappear when the document is finalised.</p>
<p>Is there a way to uniquely label each clause/subclause/figure/table in order to cross-reference to a unique label rather than to a number (e.g. 5.2.1) which might change during drafting? This would avoid time-consuming editing and also mistakes.</p>	<p>Unfortunately, there isn't such a way. Each subclause, clause, figure and table shall respect the numbering set up in our Internal Regulations part 3.</p>
<p>Is it possible to list in bibliography informative background references that are not cited in the text of the document?</p>	<p>Yes, the bibliography can list references that haven't been mentioned in the standard as this is an informative element.</p>
<p>Template have only p6 style. What to do if I have 7th level or more subclause title, for example, ETSI EN 301 893?</p>	<p>Standards shall not have more than 6 levels of subclauses according to our Internal Regulations part 3.</p>
<p>eXtyles using some kind of API to check ISO and IEC standard references. Could NSB get access to this API?</p>	<p>This is outside the technical scope of the webinar. If you'd like further technical information on the tools we use, please contact production@cencenelec.eu and we can put you in touch with our eXtyles expert, who will be able to give you more information.</p>
<p>In English wording like standardization, harmonization... it is possible to write with s or z, it there a specific rule that define the right way to use in a standard depending on the word?</p>	<p>The specific rule is 'z' spellings for words like 'harmonization' and 'standardization', but the rest shall be British English.</p>

<p>I received multiple Word files of published ENs with colour codes, if I understand you correctly, this shouldn't be the case?</p>	<p>No indeed, the colour codes shall be removed once the standard is finalised.</p>
<p>Can we use the tools for cross-referencing given in Word while drafting a standard or would that lead to problems with XML?</p>	<p>It is not advised to use that Word tool. The editors will have to remove the automatic tagging as it will prevent the XML tool from working.</p>