

SAMPLE DOCUMENT FOR DIVISION X DRAFT STANDARD

ENGLISH TITLE

FRENCH TITLE

GERMAN TITLE

TC X-XX

DRAFT NO. X

DATE: 200X – XX - XX

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Read the Instructions on pages 5 through 9.

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CIE Central Bureau
Kegelgasse 27
A-1030 Vienna
Austria
Tel.: +43 1 714 3187 0
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FOREWORD

Standards produced by the Commission Internationale de l'Eclairage are concise documents on aspects of light and lighting that require a unique definition. They are a primary source of internationally accepted and agreed data which can be taken, essentially unaltered, into universal standard systems.

This CIE Standard has been prepared by Technical Committee TCx-xx*) of Division x ("Name of the division" of the Commission Internationale de l'Eclairage) and approved by the National Committees of the CIE.

In addition to the standard text, if appropriate, give:

- *indication of any other international organisation that has contributed to the preparation of the standard;*
- *a statement that the standard cancels and replaces other documents in whole or in part.*

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*) The chairperson of this TC was XY (country), members were: XY1 (country), XY2 (country), etc.

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etc.

ANNEX A

ANNEX B

etc.

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INSTRUCTIONS FOR THE PREPARATION OF A CIE DRAFT STANDARD

SCOPE

This element shall define without ambiguity the subject of the standard and the aspect(s) covered, thereby indicating the limits of applicability of the standard or particular parts of it. It shall not contain requirements.

The scope shall be succinct so that it can be used as a summary for bibliographic purposes.

This element shall be worded as a series of statements of fact. Forms of expression such as the following shall be used.

"This Standard

- | | |
|--------------------------------|-------------------------------------|
| | <i>(the dimensions of ...</i> |
| <i>- specifies</i> | <i>(a method of ..."</i> |
| | <i>(the characteristics of ...</i> |
| <i>- establishes</i> | <i>(a system for ..."</i> |
| | <i>(general principles for ...</i> |
| <i>- gives guidance on ...</i> | |
| <i>- defines terms ..."</i> | |

Statements of applicability of the standard shall be introduced by the following wording:

"This Standard is applicable to ..."

NORMATIVE REFERENCES

This element shall give a list of normative documents with their titles, publication dates and publishers, to which reference is made in the text in such a way as to make them indispensable for the application of the standard. The TR or Guide on which the standard is based should be one of the Normative References, together with other relevant Standards or publications.

The list shall be introduced by the following wording:

"The following standards contain provisions which, through reference in this text, constitute provisions of this Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of CIE, the International Electrotechnical Commission (IEC) and the International Organization for Standardization (ISO) maintain registers of currently valid international standards."

The list shall not include the following:

- documents that are not publicly available;
- documents to which only informative reference is made;
- documents which have merely served as references in the preparation of the standard.

Such documents may be listed in a bibliography.

DEFINITIONS, SYMBOLS AND ABBREVIATIONS

This is an optional element giving definitions necessary for the understanding of certain terms used in this standard. The definitions shall be introduced by the following wording:

"For the purposes of this Standard, the following definitions, symbols and abbreviations apply."

A definition shall not take the form of, or contain, a requirement. The form of a definition shall be such that it can replace the term in context.

REQUIREMENTS

This element includes the following:

- a) all characteristics relevant to the aspect(s) of the process(es) or service(s) covered by the standard, either explicitly or by reference;
- b) the required limiting values of quantifiable characteristics;
- c) for each requirement, either a reference to the test method for determining or verifying the values of the characteristic, or the test method itself.

The following verbal forms shall be used:

- for a requirement: shall/shall not;
- for a recommendation: should/should not;
- for a permission: may/need not;
- for a possibility: can/cannot.

A clear distinction shall be made between normative requirements and statements included only for information or guidance.

Standards listing characteristics for which suppliers are required to state values that are not specified by the standard itself shall specify how the values are to be measured and stated.

TEST METHODS

This element gives all the instructions concerning the procedure for determining the values of characteristics, or for checking compliance with stated requirements, and for ensuring the reproducibility of the results. Where appropriate, tests shall be identified to indicate whether they are type tests, routine tests, sampling tests and so on. References should be given to the definitions of these various types of test.

NORMATIVE ANNEXES

Normative annexes are integral parts of the standard which, for reasons of convenience, are placed after all other normative elements. The fact that an annex is normative (as opposed to informative) shall be made clear by the way in which it is referred to in the text, by a statement to this effect in the foreword and by an indication at the head of the annex itself.

Annexes shall be designated by the capital letters of the alphabet, beginning with A but omitting I and O.

OPTIONAL ELEMENTS:

INFORMATIVE ANNEXES

Informative annexes give additional information, and are placed after the normative elements of a standard. They shall not contain requirements. The fact that an annex is informative (as opposed to normative) shall be made clear by the way in which it is referred to in the text, by a statement to this effect in the foreword and by an indication at the head of the annex itself.

FOOTNOTES

Footnotes give additional information, but their use shall be kept to a minimum. They shall not contain requirements.

Footnotes shall be placed at the foot of the relevant page and be separated from the text by a short thin horizontal line on the left of the page.

Footnotes shall normally be distinguished by Arabic numerals followed by one parenthesis: 1), 2), 3), etc., forming a continuous numerical sequence throughout the document. The footnotes shall be referred to in the text by inserting the same numerals, as superscripts, after the word or sentence in question: 1)²⁾³⁾ etc.

NOTES INTEGRATED IN THE TEXT

Notes integrated in the text of a standard may be used only for giving information which is essential to the understanding of the document. They shall not contain requirements.

Notes should normally be placed after the clause, subclause or paragraph to which they refer.

All notes integrated in the text shall be numbered in a continuous sequence throughout the document. All lines of a note shall be inset from the margin of the main text by at least five characters, so that the extent of the note can be correctly understood for printing purposes.

NOTES TO TABLES AND FIGURES

Notes to tables and to figures shall be treated independently from footnotes and notes integrated in the text. They shall be located within the frame of the relevant table or immediately above the title of the relevant figure. A separate numbering sequence shall be used for each table and each figure. Such notes may contain requirements.

BIBLIOGRAPHY

The bibliography is an optional element; it is not an annex. When present, it shall be placed after the last annex.

In the bibliography, the references may be given in numerical order of the references, or in the order in which they are cited in the text.

DISCLAIMER

If any commercial product is mentioned in the text insert in a footnote:

“Type, name and manufacturer” is an example of a suitable product available commercially. This information is given for the convenience of users of this CIE Standard and does not constitute an endorsement by CIE of this product.

HOW TO USE THE TEMPLATE

Make a safety copy of this sample file.

Copy DS.dot to C:\\Program Files\\Microsoft Office\\Templates\\ if you installed your Office the default way, otherwise find the Microsoft Office\\Templates\\ library and copy there.

If you start your document now:

- Clear pages 5 through 9 from this file and write your text into this document then rename it.
- Do the formatting of every paragraph by selecting the appropriate style.

If you have an already prepared draft, either you can attach the DS.dot file:

- open your file.
- select Templates and Add-Ins in the Tools menu
- click Attach and select the DS.dot template
- check the Automatically update document styles
- click OK.
- copy the header/footer and watermark from the sample file by opening header/footer.
- do the formatting of every paragraph by selecting the appropriate style.

or copy your file into this sample file. If you have more than one section copy section by section without copying the section breaks. Instead of the section breaks use page breaks. Never insert your file, it would mean inserting the setting of your original template.

Use the underlying styles of the DS.dot template, shown on the next page.

The cover pages, containing CIE logo and standard text, will be attached to the file right before the DX and BA ballot.

Prepare the TC specific texts of pages 1 through 3. If there is no native german or french member of the TC, the translations will be handled by the CB.

Start writing the section "introduction" on page 4.

General rules:

- Use A4 size page setting with margins left and right 1,25", top and bottom 1".
- Use header/footer position 0,5".
- Mark the different odd and even header/footer on the layout tab.
- Use equation editor even for the simplest equations, this preserves the formatting even if later cut and paste technique is applied.
- The decimal sign is always comma (,) even in figures and graphs.
- For captions use the style "1st par".
- Use the normal style in figures and graphs.
- Do not use more than four levels of headings.
- If you prepare table of contents include only three levels.
- Use either bracketed numerals or author and year in parentheses for citations. Do not mix the two methods in the same document.
- If you insert a new style do not use automatic update, it makes later reformatting harder.
- If tables are prepared, use the table facility of Word.
- Start a new section only if absolutely necessary.
- Insert figures always in the text without using frames, turn the float over option off.
- If possible use black and white figures, otherwise greyscale.
- If possible use figures editable by Word.

Any version of Microsoft Word published after 1997 (Word'97 and later versions) can open both the sample and the template files.

