



# OASIS Specification Document Template Usage

**Working Draft, October 18, 2004**

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**Subject/Keywords:**

[Comma-separated keyword listing]

**OASIS Conceptual Model topic area:**

[Topic Area]

**Related work:**

This specification replaces or supercedes:

- [specifications replaced by this standard]
- [specifications replaced by this standard]

This specification is related to:

- [related specifications]
- [related specifications]

**Abstract:**

This document was created using the Microsoft Word template (wd-spectools-word-template-1.0-draft-01.dot) and is intended to serve as documentation of its usage.

**Status:**

This document was last revised or approved by the [TC name | membership of OASIS] on the above date. The level of approval is also listed above. Check the current location noted above for possible later revisions of this document. This document is updated periodically on no particular schedule.

Technical Committee members should send comments on this specification to the Technical Committee's email list. Others should send comments to the Technical Committee by using the

“Send A Comment” button on the Technical Committee’s web page at [www.oasis-open.org/committees/\[TC short name\]](http://www.oasis-open.org/committees/[TC short name]) .

For information on whether any patents have been disclosed that may be essential to implementing this specification, and any offers of patent licensing terms, please refer to the Intellectual Property Rights section of the Technical Committee web page ([www.oasis-open.org/committees/\[TC short name\] /ipr.php](http://www.oasis-open.org/committees/[TC short name] /ipr.php)).

The non-normative errata page for this specification is located at [www.oasis-open.org/committees/\[TC short name\]](http://www.oasis-open.org/committees/[TC short name]) .

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# 1 Introduction

The Microsoft Word Specification template consists of page layouts, styles, boilerplate text and hints to assist specification editors in preparing documents conforming to the OASIS standard style. Similar templates are provided for use with Open Office as well as DocBook.

## 1.1 Terminology

The key words “MUST”, “MUST NOT”, “REQUIRED”, “SHALL”, “SHALL NOT”, “SHOULD”, “SHOULD NOT”, “RECOMMENDED”, “MAY”, and “OPTIONAL” in this document are to be interpreted as described in [RFC2119].

## 1.2 Normative References

- |             |   |
|-------------|---|
| [RFC2119]   | S. Bradner, <i>Key words for use in RFCs to Indicate Requirement Levels</i> ,<br><a href="http://www.ietf.org/rfc/rfc2119.txt">http://www.ietf.org/rfc/rfc2119.txt</a> , IETF RFC 2119, March 1997. |
| [Reference] | [Full reference citation]   |

## 1.3 Non-Normative References

- |             |                           |
|-------------|---------------------------|
| [Reference] | [Full reference citation] |
|-------------|---------------------------|

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## 2 Installing and Using the Word Template

In order to take advantage of the functionality built into the Microsoft Word template it must be installed in a location accessible to the application. It is then available each time the user chooses to create a new document.

### 2.1 Template Installation

By default, user templates are stored at C:\Documents and Settings\username\Application Data\Microsoft\Templates. Copy the template file (indicated by the .dot extension) to this directory.

### 2.2 Creating a New Document Based on the OASIS Template

To create a new document based on the OASIS Specification template, do one of the following:

#### 2.2.1 From Microsoft Word

Select File -> New (from template) from the menu bar. The Templates pop-up form will appear. Select the OASIS Specification template and click "OK".

#### 2.2.2 From Windows Explorer

Navigate to the template directory and double-click on the OASIS Specification template. Microsoft Word will be launched and a new document will be created based on the selected template.

### 2.3 Using the OASIS Template

There are three major components to the OASIS Specification template: placeholder text or hints, boilerplate text, and document styles.

#### 2.3.1 Placeholder Text

Much of the front matter makes use of placeholder text. These hints are shown in square brackets, and when the cursor is placed within those brackets, the entire contents will be highlighted. Typing will cause the placeholder text to be removed and the new information to be inserted in its place. Note that once the placeholder text has been deleted it will not reappear. It can be reinstated by using the undo function, reversing any actions taken following the deletion of the placeholder text.

#### 2.3.2 Boilerplate Text

Boilerplate text is automatically incorporated into the template and should not be modified, except as noted.

#### 2.3.3 Document Styles

There are two major categories of styles: paragraph and character. As the names imply, paragraph styles are applied to blocks of text, and character styles are applied to individual characters or words within paragraph blocks. It is important that the document styles be used rather than direct formatting to ensure that the OASIS specification style is followed and to facilitate transformation to other document formats, such as PDF and HTML.

To apply a paragraph style, place the cursor anywhere within the paragraph and either:

- Select Format -> Styles from the Menu Bar and select the desired style name;
- Select the desired style name from the style drop-down menu in the formatting tool bar; or

- 51 • Display the Styles and Formatting Task Pane (Office XP or 2003 only) and select the desired style  
52 name.  
53

---

## 3 Title Page(s)

The Title Page contains a significant amount of metadata that must be supplied by the document editor(s). Much of this information will be used to populate the OASIS Registry. The title page also contains an abstract as well as the status of the document itself.

### 3.1 Specification Title

Insert the title of the document, followed by the version number (ex., v1.0)

### 3.2 Stage and Publication Date

The document stage refers to one of the following document states: Committee Draft, Committee Specification, or OASIS Standard.

### 3.3 Document Metadata

#### 3.3.1 Document Identifier:

The Document Identifier MUST follow the guidelines as set forth in the OASIS Artifact Naming Guidelines. In general, this is *owner-product-version-part-artifacttype-stage-revision-language.form* ([http://docs.oasis-open.org/tab/OASIS-artifact\\_naming\\_guidelines-1.0-spec.pdf](http://docs.oasis-open.org/tab/OASIS-artifact_naming_guidelines-1.0-spec.pdf)). This information will automatically be entered into the document footer.

#### 3.3.2 OASIS Identifier

The OASIS identifier is assigned to an OASIS Standard by the OASIS TC Administrator upon approval by the OASIS membership. Documents that have not yet achieved OASIS Standard status will not have an OASIS Identifier associated with them.

#### 3.3.3 Location

In order to create persistent URLs for publicly-available documents, each committee will be assigned a specific URL in the form of [http://docs.oasis-open.org/docs/\[tc\\_short\\_name\]/\[spec\]/\[this\\_version\]](http://docs.oasis-open.org/docs/[tc_short_name]/[spec]/[this_version]). This tree will contain all relevant forms of the document as well as any related materials. Any document that has been voted upon by the technical committee and approved by its members will be posted to this URL.

##### 3.3.3.1 Persistent

The persistent location will be identified as [http://docs.oasis-open.org/docs/\[tc\\_short\\_name\]/\[spec\]](http://docs.oasis-open.org/docs/[tc_short_name]/[spec]). This will ensure access to the latest version of the specification.

##### 3.3.3.2 This Version

This version refers to the URL for this particular document instance, creating a publicly-available historical record of the specification. ([http://docs.oasis-open.org/docs/\[tc\\_short\\_name\]/\[spec\]/\[this\\_version\]](http://docs.oasis-open.org/docs/[tc_short_name]/[spec]/[this_version]))

##### 3.3.3.3 Previous Version

The previous version is meant to refer to the most recent previous version. ([http://docs.oasis-open.org/docs/\[tc\\_short\\_name\]/\[spec\]/\[previous\\_version\]](http://docs.oasis-open.org/docs/[tc_short_name]/[spec]/[previous_version]))

#### 3.3.4 Technical Committee:

The full name of the technical committee that produced the document.



### **3.3.5 Chair(s):**

The name or names of the committee chair or chairs.

### **3.3.6 Editor(s):**

The name or names of the specification editor or editors.

### **3.3.7 Subject/Keywords:**

There is no exhaustive list of possible subjects and/or keywords; instead, the editors should use their discretion in assigning relevant terms that may be used to locate documents in the OASIS Registry.

### **3.3.8 OASIS Conceptual Model Topic Area:**

The OASIS Technical Advisory Board (TAB) has identified a conceptual model relating to the work of OASIS technical committees. Please refer to [DOCUMENT NAME and LOCATION needed] to determine the appropriate category for this work.

### **3.3.9 Related Work:**

List any and all standards, whether created by an OASIS technical committee or other standards organization, that are replaced or superseded by this document. Also list any related work, whether created by an OASIS technical committee or other standards organization.

### **3.3.10 Abstract:**

The abstract should include a brief problem statement, the scope of the solution, the intended audience, and a short overview of the specification. It should not be longer than a single paragraph.

### **3.3.11 Status:**

The Status section consists of boilerplate text that should not be changed, other than the reference in the first line to either the TC name or OASIS membership and the specific references to the TC website. The last paragraph pertaining to errata may be omitted if there is no such document; it is recommended that when a substantive change is required to be made to a specification that the document itself be updated rather than creating a normative errata document.

## **3.4 Footers**

Headers and Footers can be accessed by either of the following methods:

- Double-click on the grayed header or footer text; or
- Select View -> Header and Footer from the Menu Bar.

The contents of the footer should automatically be updated with the document approval date and document identifier are modified.

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## 120 4 Notices

121 The entire Notices section is boilerplate text and MUST NOT be modified.

---

## 5 Table of Contents

The Table of Contents section is auto-generated. To update the Table of Contents to accurately reflect the modified document, do one of the following.

### 5.1 Using the Index and Tables Dialog

- From the Menu Bar, select Insert -> Reference -> Index and Tables.
- Select the Table of Contents tab.
- Press "OK".
- You will then be asked if you wish to replace the Table of Contents – select "OK" to replace or "Cancel" to abort the update.

### 5.2 Using the Right-Button Pop-Up Menu

- Place the cursor anywhere within the Table of Contents.
- Right-click to display the pop-up menu.
- Select Update Field
- Choose to either update page references only or to update the entire table (will update all entries including titles and added or removed sections).

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## 6 Introduction

Provide an introductory chapter. Starting with this chapter all text is normative unless labeled otherwise. Non-normative text SHOULD be placed in Appendix C.

### 6.1 Terminology

This section is boilerplate and MUST NOT be omitted unless the entire document is non-normative.

### 6.2 Normative References

Normative references include a reference to RFC2119 (terminology) and any other standards that must also be adhered to in order for an implementation to be considered compliant.

### 6.3 Non-Normative References

Non-normative references are informational only; they may provide background or supplemental information.

---

## 7 Word Styles

Word styles are collections of raw formatting codes that facilitate consistent application of formatting characteristics throughout a document instance. Use of direct formatting should be avoided whenever possible.

### 7.1 Overall Style

The paper size is set to **Letter**, which is 8 ½ x 11. You may change this to **A4** or whatever other size suits your needs. Page margins are set to 1" left, 1" right, 1" top, and ½" bottom. The default font is 10 pt Arial and is controlled by the Normal style. Major sections begin a new page.

Line numbers are enabled by default for easy reference by those providing comments. Line numbers begin at the Introduction section; front matter material should not be numbered.

### 7.2 Title Page

The Title Page contains a significant amount of information about the Specification Document. This metadata serves to quickly identify key information about a specification and will be used to populate the OASIS Registry. Most of the information to be entered on the Title Page is done through the use of placeholder text.

Styles used on the Title Page include the following (in order of appearance):

- Title
- Subtitle
- Title page info
- Title page info description
- Contributor
- Related work
- Abstract

### 7.3 Headings

There are three sets of Heading styles: undesignated, Arabic designation, and alphabetic designation. **Title** and **Subtitle** are used on the cover and carry no designation. **Notices** is similar to the Title style, but also causes a new page to be started. **Heading1** through **Heading 9** are used throughout the body of the document and follow a legal style of numbering. **AppendixHeading1** through **AppendixHeading3** are similar to **Heading 1** through **Heading 3**, but use Alphabetic designations.

First-level headings (Title, Notices, Heading1, and AppendixHeading1) begin a new page and include a horizontal gray rule.

### 7.4 Paragraphs

The basic paragraph style for the body of the document is **Normal**. Pressing the enter key following the last character in any of the Heading styles will not only insert a new line but will also cause the style to be changed to Normal. The Normal style is set to 10 pt Arial, with 4pt of extra lead between paragraphs.

### 7.5 Lists

There are several styles associated with lists: **Definition**, **Ref**, **List Bullet**, and **List Continue**.

## 7.5.1 Definition Lists

The **Definition term** and **Definition** paragraph styles produce a definition list with a hanging indent. Pressing Return after one inserts the other directly after.

### Definition term

Definition for the term.

## 7.5.2 Reference Lists

For bibliography lists, use the **Ref** paragraph style. Use the **Ref term** character style for the bracketed text that serves as the bibliography entry key, and make each reference term into a bookmark for use as references from the text. For example, **[RFC2119]** is a generated cross-reference to the IETF RFC 2119 bibliography entry in Section 1.2 of this sample.

### 7.5.2.1 Creating Bookmarks

xx

## 7.5.3 Bulleted Lists

There are two levels of unordered lists: **List Bullet** and **List Bullet 2**. Use **List bullet** for first-level bulleted lists. Use **List bullet 2** for second-level bulleted lists. Use **List continue** for multiple paragraphs in list items.

- List bullet  
List continue.
- List bullet 2  
List continue 2.

## 7.6 Tables

Xxx

## 7.7 Graphics / Figures

xx

## 7.8 Code Examples

For schema code and other normative code, use the **Code** paragraph style. It fits 71 characters.

For example:

```
12345678901234567890123456789012345678901234567890123456789012345678901
      1           2           3           4           5           6           7
<simpleType name="DecisionType">
  <restriction base="string">
    <enumeration value="Permit"/>
    <enumeration value="Deny"/>
    <enumeration value="Indeterminate"/>
  </restriction>
</simpleType>
```

Use the **Code small** style if the code has very long lines. It fits 80 characters. For example:

```
1234567890123456789012345678901234567890123456789012345678901234567890
      1           2           3           4           5           6           7           8
<simpleType name="DecisionType">
  <restriction base="string">
    <enumeration value="Permit"/>
```

```
227     <enumeration value="Deny"/>
228     <enumeration value="Indeterminate"/>
229   </restriction>
230 </simpleType>
```

231 See Appendix C for non-normative code examples.

## 232 7.9 Character Styles

233 This template defines several character styles for general text use:

- 234 • **Attribute** style (shortcut Ctrl-Shift-A) for `attributeNames`
- 235 • **Code temp** style (shortcut Ctrl-Shift-Alt-
- 236 • **Datatype** style (shortcut Ctrl-Shift-Alt-D) for `DataType` names
- 237 • **Element** style (shortcut Ctrl-Shift-E) for `<NativeElement>` names and `<ns:ForeignElement>`
- 238 names; add the angle brackets yourself
- 239 • **Emphasis** style (shortcut Ctrl-Shift-Alt-
- 240 • **HTML Typewriter** style (shortcut Ctrl-Shift-Alt-
- 241 • **Hyperlink** style (shortcut Ctrl-Shift-Alt-
- 242 • **Keyword** style (shortcut Ctrl-Shift-K) for `OtherKeyword` names
- 243 • **Ref term** style (shortcut Ctrl-Shift-Alt-
- 244 • **Variable** style (shortcut Ctrl-Shift-Alt-V) for *variable* names

245

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## 8 Appendices

Templates for the following appendices have been included. Their use is optional.

### 8.1 Appendix A – Acknowledgements

The acknowledgements section MAY contain a list of all TC members or some subset of members who have been recognized for their contributions to the work of the committee. The actual list of participants is at the chair's discretion.

### 8.2 Appendix B – Revision History

A revision history is useful to provide a summary of the changes to the document throughout its life cycle. The revision history SHOULD NOT be included in a document that has reached the stage of OASIS Standard.

### 8.3 Appendix C – Non-Normative Text

Appendix C (and any other additional appendices) is considered to be Non-Normative; that is, informational only. All normative text MUST be part of the main body of the document.



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259 **9 Creating HTML**

260 xxx

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261 **10Creating PDF**

262 Xxx

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263 **11 Updating an Existing Document**

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## Appendix A. Acknowledgements

The following individuals have participated in the creation of this specification and are gratefully acknowledged:

### Participants:

[Participant Name, Affiliation | Individual Member]

[Participant Name, Affiliation | Individual Member]

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# Appendix B. Revision History

[optional; should not be included in OASIS Standards]

Revision	Date	Editor	Changes Made
[Rev number]	[Rev Date]	[Modified By]	[Summary of Changes]

276

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## Appendix C. Non-normative Text

277