



OASIS Specification Document Template Usage

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[Chair name]

[Chair name]

Editor(s):

Karl Best, OASIS

Eve Maler, Sun Microsystems

Mary McRae, OASIS

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[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

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1 Introduction

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

5 1.1 Terminology

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

9 1.2 Normative References

10 [RFC2119] S. Bradner, *Key words for use in RFCs to Indicate Requirement Levels*,
11 <http://www.ietf.org/rfc/rfc2119.txt>, IETF RFC 2119, March 1997.
12 [Reference] [Full reference citation]

13 1.3 Non-Normative References

14 [Reference] [Full reference citation]

2 Installing and Using the Word Template

15

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

2.1 Template Installation

19

20 By default, user templates are stored at C:\Documents and Settings*username*\Application
21 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

22

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

2.2.1 From Microsoft Word

24

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

2.2.2 From Windows Explorer

27

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

2.3 Using the OASIS Template

30

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

2.3.1 Placeholder Text

33

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

2.3.2 Boilerplate Text

39

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

2.3.3 Document Styles

42

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

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

- 49
- 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
- 50

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

54 **3 Title Page(s)**

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

58 **3.1 Specification Title**

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

60 **3.2 Stage and Publication Date**

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

63 **3.3 Document Metadata**

64 **3.3.1 Document Identifier:**

65 The Document Identifier MUST follow the guidelines as set forth in the OASIS Artifact Naming Guidelines.
66 In general, this is *owner-product-version-part-artifacttype-stage-revision-language.form* ([http://docs.oasis-
67 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
68 entered into the document footer.

69 **3.3.2 OASIS Identifier**

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

73 **3.3.3 Location**

74 In order to create persistent URLs for publicly-available documents, each committee will be assigned a
75 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
76 tree will contain all relevant forms of the document as well as any related materials. Any document that
77 has been voted upon by the technical committee and approved by its members will be posted to this URL.

78 **3.3.3.1 Persistent**

79 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
80 will ensure access to the latest version of the specification.

81 **3.3.3.2 This Version**

82 This version refers to the URL for this particular document instance, creating a publicly-available historical
83 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]))

84 **3.3.3.3 Previous Version**

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

87 **3.3.4 Technical Committee:**

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

89 **3.3.5 Chair(s):**

90 The name or names of the committee chair or chairs.

91 **3.3.6 Editor(s):**

92 The name or names of the specification editor or editors.

93 **3.3.7 Subject/Keywords:**

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

96 **3.3.8 OASIS Conceptual Model Topic Area:**

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

100 **3.3.9 Related Work:**

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

104 **3.3.10 Abstract:**

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

107 **3.3.11 Status:**

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

113 **3.4 Footers**

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

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

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

119

120 **4 Notices**

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

122 **5 Table of Contents**

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

125 **5.1 Using the Index and Tables Dialog**

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

131 **5.2 Using the Right-Button Pop-Up Menu**

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

137 **6 Introduction**

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

140 **6.1 Terminology**

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

142 **6.2 Normative References**

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

145 **6.3 Non-Normative References**

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

148 7 Word Styles

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

152 7.1 Overall Style

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

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

158 7.2 Title Page

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

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

- 164 • Title
- 165 • Subtitle
- 166 • Title page info
- 167 • Title page info description
- 168 • Contributor
- 169 • Related work
- 170 • Abstract

171 7.3 Headings

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

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

179 7.4 Paragraphs

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

183 7.5 Lists

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

185 7.5.1 Definition Lists

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

188 Definition term

189 Definition for the term.

190 7.5.2 Reference Lists

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

195 7.5.2.1 Creating Bookmarks

196 xx

197 7.5.3 Bulleted Lists

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

- 201 • List bullet
- 202 List continue.
- 203 – List bullet 2
- 204 List continue 2.

205 7.6 Tables

206 Xxx

207 7.7 Graphics / Figures

208 xx

209 7.8 Code Examples

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

211 For example:

```
212 12345678901234567890123456789012345678901234567890123456789012345678901  
213      1          2          3          4          5          6          7  
214 <simpleType name="DecisionType">  
215   <restriction base="string">  
216     <enumeration value="Permit"/>  
217     <enumeration value="Deny"/>  
218     <enumeration value="Indeterminate"/>  
219   </restriction>  
220 </simpleType>
```

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

```
222 1234567890123456789012345678901234567890123456789012345678901234567890  
223      1          2          3          4          5          6          7          8  
224 <simpleType name="DecisionType">  
225   <restriction base="string">  
226     <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

246 **8 Appendices**

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

248 **8.1 Appendix A – Acknowledgements**

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

252 **8.2 Appendix B – Revision History**

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

256 **8.3 Appendix C – Non-Normative Text**

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

259 **9 Creating HTML**

260 xxx

261 **10Creating PDF**

262 Xxx

263 **11 Updating an Existing Document**

264 xxx

265 **Appendix A. Acknowledgements**

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

268 **Participants:**

269 [Participant Name, Affiliation | Individual Member]

270 [Participant Name, Affiliation | Individual Member]

271

272

Appendix B. Revision History

273

[optional; should not be included in OASIS Standards]

274

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

275

276

Appendix C. Non-normative Text

277