SISO-ADM-005-2011

Policy for the Style and Format of SISO Documents

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Prepared by:
Simulation Interoperability Standards Organization
Standards Activity Committee (SAC)

Revision History

Version	Section	Date (MM/DD/YYYY)	Description
SISO-ADM-005-2004	all	10/18/2004	2004 Initial publication
SISO-ADM-005-2011	multiple	06/13/2011	2011 revised publication. Multiple sections including: cover page; revision history; 1.3; 2.1; 4; 5.1; 5.1.1; 5.1.2; 5.1.3; 5.1.4; 5.1.5; 5.1.6; 5.1.7; 5.2.1; 5.2.2; 5.2.4.1; 5.2.4.1.4; 5.2.4.1.5; 5.2.4.2.1; 5.2.4.3; 5.2.5; 5.3.1. For file configuration management purposes the draft filename from which the SAC finalized and EXCOM approved was SISO-ADM-005v003[2011].

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

1 INTRODUCTION

It is important that all SISO products reflect a consistent level of content and format. This SISO Administrative Document establishes guidelines for the overall outline and format required for the creation of SISO products.

The developers of this guiding principle for the style and format of SISO Documents received insight from the IEEE Standards Association Style Manual [4].

1.1 Purpose

This document identified as the "SISO Policy for the Style and Format of SISO Documents," also known as "The SISO Style Guide," provides style and format guidance for the development of SISO products.

1.2 Scope

The "SISO Style Guide" provides guidance and direction on the structure of SISO products as defined in SISO Policies and Procedures

For the purposes of this document SISO Documents are human readable SISO products including

- SISO Standards and Guidance products
- Reference products including all [any SISO] Group, committee or sub-committee reports, white papers, product nominations and terms of reference,
- Administrative products
- Templates for the above documents

This policy applies to versions of documents of the above product types that have not have not reached SISO committee review prior to this documents publish date. SISO products published prior to the release of this policy are not subject to revision for the sole purpose of bringing those products into compliance with this policy.

In the case of SISO Standards and Guidance documents, Product Development Groups (PDGs) are required to consult with the Standards Activity Committee (SAC) before deviating from this style guide. This guide is superseded by the IEEE Standards Association Style Manual for IEEE products.

The following are specifically excluded from the scope of this document

Document type	Alternate format reference
Workshop papers, presentations and compilations thereof	Author guidelines found on the workshop's website
Electronic forms	Online forms found on the SISO website such as the Product nomination form
Machine readable documents; e.g., xml and xsd formatted documents	*Currently under study by the Standards Activity Committee*

1.3   Objectives

The objectives for this document are to ensure:

- A professional and consistent structure of each SISO product
- Effective presentation of SISO product content
- Provide a template that is self compliant for the production of SISO documents
- Provide a style and format that is easily implemented with contemporary office document applications.

1.4   Intended Audience

This document is intended for those groups within SISO who are developing SISO products.

2   REFERENCES

2.1   SISO Documents

The following SISO reference documents shall be used, when applicable, in preparing SISO products. When the following documents are superseded by an approved revision, the revision shall apply. A complete list of approved SISO products that may be referenced are available by linking to "Products" through the SISO web site at **http://www.sisostds.org/**. Some of these SISO references include:

	Document Number	Title
1	SISO-ADM-001-2011	Policy for Numbering of SISO Products (formerly SISO Numbering Procedure)
2	SISO-ADM-002-2003	Policies and Procedures (P&P)
3	SISO-ADM-003-2011	Balloted Products Development and Support Process (BPDSP)

2.2   Other Documents

	Document Number	Title
4		IEEE Standards Style Manual Published by The Institute of Electrical and Electronics Engineers, Inc. 3 Park Avenue, New York, NY 10016-5997, USA Copyright (c) 2000 by the Institute of Electrical and Electronics Engineers, Inc. All rights reserved. Published 2000. Printed in the United States of America.
5	ANSI 260.1-1993	American National Standard Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units, and Certain Other Units).
6	IEEE Std 280-1985	IEEE Standard Letter Symbols for Quantities Used in Electrical Science and Electrical Engineering

3 DEFINITIONS

Definitions for this document are addressed by the list of acronyms and abbreviations in Section 4. Refer to Section 5.2.4.3 for more information and examples on the use of definitions in your document.

4 ACRONYMS AND ABBREVIATIONS

ANSI   American National Standards Institute. ANSI is the official representative of the United States in worldwide standards activities. They develop standards and coordinate the efforts of other US standards developers such as IEEE or SISO.

BPDSP   Balloted Products Development and Support Process

CC   Conference Committee. The element of SISO responsible for developing and presenting Simulation Interoperability Workshops throughout the year.

DIS   Distributed Interactive Simulation

DG   Drafting Group. The editorial team that develops and evolves the text and figures in the standard.

DoD   Department of Defense

EXCOM   Executive Committee. The element of SISO responsible for policy and control of the CC and the SAC.

HLA   High-Level Architecture

IEEE   Institute of Electrical and Electronics Engineers. The IEEE is a professional society that also has an affiliated standards organization that develops international standards in a manner similar to SISO's. IEEE's relationship to SISO includes that the SAC is also a Sponsor of IEEE standards under the Institute of Electrical and Electronics Engineers Computer Society Standards Activity Board (IEEE-CS SAB).

ISO   International Organisation for Standardisation. ISO is a worldwide federation of national standards bodies with a representative from each of its 130 member countries. The mission of ISO is to promote the development of standardization and related activities in the world with a view to facilitating the international exchange of goods and services. In addition, ISO seeks to develop cooperation in the spheres of intellectual, scientific, technological and economic activity.

IST   Institute for Simulation & Training, current SISO support contractor. SISO-HELP@itcenter.org.

M&S   Modeling and Simulation

P&P   Policies and Procedures (SISO documentation)

PDG   Product Development Group. The SAC-chartered group tasked to develop a standard. This group is composed of its Chair, and a Drafting Group for each standards product. The PDG provides a balanced representation of the community for a product nomination and development.

PN   Product Nomination. The SISO form that defines the scope of a standards proposal, the community members available to develop it, and the need it satisfies.

PSF   Product Summary Form. The complete documentation package presented to the EXCOM for final disposition of a PN. It includes the PN, a summary of public comments on the PN, the SAC's recommendations for PDG Leader, and DG assignments.

SAC   Standards Activity Committee. The element of SISO responsible for developing the processes, procedures, and guidelines for standards development.

SDO   Standards Development Organization

SG   Study Group

SI   International System of Units

SISO   Simulation Interoperability Standards Organization. SISO is a public, charitable organization (IRS 503(c)) that encourages the development of interoperable simulations through discussion of technology standards. SISO has three elements:; the EXCOM, the CC, and the SAC.

SIW   Simulation Interoperability Workshop

STD   Standard

TAD   Technical Area Director. A member of the SAC assigned to each PDG to provide a communications channel for issues and resolutions. The TAD is responsible for guiding the PDG within the bounds of SISO policy and representing the PDG's progress and issues before the elements of SISO.

TOR   Terms of Reference

VR   Volunteer Reviewer. A participating member of a development team who has volunteered his/her time to develop and review the standards products. Volunteer Reviewer membership is unlimited in size and is open to the M&S community and all interested parties.

5 SISO STYLE GUIDE REQUIREMENTS

5.1 General Format Guidelines

The following sub-sections provide general format guidelines for developing a SISO product. Please refer to the table of contents to review the guidance in separate sections for document structure, word usage, units of measure, tables, figures, notes and footnotes and the bibliography. Please see Section 5.3 for specific formatting requirements.

5.1.1 Type, Font and Color

The document body shall be set in 10-point type, using black Arial font unless otherwise specified. The type may be slightly smaller for mathematical formulas, subscripts, and superscripts. The font size may be set to 8-point type for tables and figures in order to improve the readability (by allowing them to fit on one page), but the font size for all tables and figures within a single SISO product shall be the same. Color, bold, italics, and underlines may be used where appropriate for desired emphasis. See Section 5.1.3 for additional information about headings. See Section 5.2.1 for additional information about the cover page.

5.1.2 Sheet size and Margins

Documents shall conform to only one of either ANSI/ASME Y14.1 or ISO 216, and shall use the preferred sheet sizes ANSI A or ISO A4 respectively. Large figures and tables where detail would be lost due to shrinking the content to fit the preferred sheet size may be split across pages and, or, use the next larger format sheet size (ANSI B or ISO A3, rsptv.) with the left/right margins applied along the shorter edge of the sheet. ANSI sized sheets shall have 0.9 inch left and right margins and 1.0 inch top and bottom margin. ISO sized sheets shall have 2.0cm left and right margins and 2.3cm top and bottom margins. The preferred sheet size orientation and content shall be portrait unless a full-page figure is needed to be displayed in landscape mode, and then only that page's content (or pages) may be landscape; the margins shall not re-orient with the content.

5.1.3 Headings

Section and subsection headings of the document body text shall be printed flush left, using 11-point type, Arial font, and numbered as shown in this style guide. The first four levels shall use **boldface** while the remaining levels (if applicable) shall be in normal face. Headings for document meta data such as tables of contents, Revision History, and sidebar notations, including subsections thereof, shall be unnumbered, printed flush left, using 11-point type, using boldface or italics Arial font. Unnumbered headings may be used within the document body when it would increase readability. Unnumbered headings shall not be included in the tables of contents. Headings shall not be separated from the body text that follows.

5.1.4 Page Headers

On subsequent pages after the cover page the document page header shall include the SISO product identification (i.e. product number assigned per the SISO Product Numbering Policy and product title).

5.1.5 Page Footers

On subsequent pages after the cover page the document page footer shall include two lines of text. The first line shall contain a copyright statement centered and the '*<page number>* of *<number of pages>* on the left or outside margin. The SISO copyright statement shall read as follows:

"Copyright © *<current year>* SISO. All rights reserved",

where '*<current year>*' represents the year published. While the document is in draft form the second line of the footer shall read centered:

"This is an unapproved SISO *<product type>* Draft, subject to change",

where '*<product type>*' is replace with the product type of the document. Once the document has gained final approval and is ready to move to publishing, the document editor shall replace the second line with:

"This is an approved SISO *<product type>*",

5.1.6 Page Numbering

Pages shall be numbered consecutively starting with the cover page as page 1.

5.1.7 Watermarks

Draft documents may optionally include a large visible watermark with the text "DRAFT" in the center of the sheet which shall be removed when the product is approved. No other watermarks shall be used except as approved by SISO.

5.2 Document Structure

The following sub-sections represent the contents of this SISO product.

5.2.1 Cover Page

The cover page shall include: the SISO organization, the title of the document, the document number, the date the document is published, and which organization within SISO that prepared the document. "SISO" and the title of the document on the cover shall be set in 28 pt Arial, bold and centered. The document number, the published date, and the prepared by statement shall be set in 16 pt Arial, bold and centered.
If the product is developed under an approved Product Nomination (PN) or Terms of Reference (TOR), then the title shall be exactly as specified under the overarching terms. Titles of other documents shall reflect the scope of the product in as few words as possible. All titles shall be followed by one of the following:

- "Standard [for]" when the standard specifies mandatory requirements.
- "Guide [for]" when the standard furnishes information.
- "Final Report [for]" results of any individual SISO group's activities.
- "Policy [for]" when the document provides the definition of SISO and its procedures for operation.
- "Annual Report [for]" results of any individual SISO group's activities when the group's activities span multiple fiscal years.
- "Procedures [for[" when a group documents procedures it will follow extending the procedures under which it is obligated under SISO to follow
- "Reference [for]" when the document is a reference and not covered by one of the above categories.

5.2.2 Revision History

A Revision History page prior to the Table of Contents shall be supplied. An example of the content format for each column is provided below.

Example:
Revision History

Version	Section	Date (MM/DD/YYYY)	Description
SISO-ADM-005.1-2004	5.2.2	11/05/2005	Insert new section regarding the addition of the Revision History page to style guide. (Previous section 5.2.2 is now 5.2.3 and so forth.)

5.2.3 Table of Contents

A table of contents listing the main section (identified by one digit) and the first series of subsections under each section (identified by two digits) shall be supplied. The next series of subsections (identified by three digits) may be included when deemed appropriate. Lists of tables and figures shall be included in the table of contents if more than one of each exists within the document, respectively. Appropriate sections, subsections and normative and/or informative annexes shall be listed. The table of contents and lists of tables and figures shall have leading tabs with periods and all page numbers shall be right-aligned.

5.2.4 Major Document Section Sequencing and Descriptions

Section 1 of a product shall always be an introduction that includes the purpose, scope and objectives. Section 2 shall contain the references. Section 3 shall contain the definitions. Section 4 shall contain the acronyms and abbreviations. The body of the document shall begin in Section 5. The remaining sections (including annexes) should be organized as required to support the scope of the document.

5.2.4.1 Introduction

The introduction is contained in Section 1 of the product and shall be a succinct description of the product and shall include purpose, scope and objectives in sequential subsections. Two additional subsections may be included: one to identify the intended audience and a second for acknowledgments.

5.2.4.1.1 Purpose

The purpose section shall identify the SISO document by title and describe the purpose the document serves in support of the development of SISO product documents.

5.2.4.1.2 Scope

The scope section shall explain *what is* covered in the product and, if necessary, *what is not* covered in the product. In other words, the technical boundaries of the document shall be discussed. For SISO Standards and Guidance documents and Study Group reports the scope shall be the same in context as the scope set forth in the current PN or TOR.

5.2.4.1.3 Objectives

The objectives section shall identify clear goals for the product.

5.2.4.1.4 Intended Audience (Optional)

The intended audience section shall explain *who is* affected by the guidance provided in the SISO document and described examples of potential users of this document.

5.2.4.1.5 Acknowledgments (Optional)

Any acknowledgments that the document preparer wishes to announce shall be provided in this section of the document.

5.2.4.2   References

References are contained in Section 2 of the product and are those normative documents that contain material that must be understood and used to implement the product. Thus, referenced documents are indispensable when applying the product. The role and relationship of each referenced document shall be explained in the body of the document.

SISO references as well as IEEE and other nationally or internationally recognized standards development organizations (SDOs) are to be preferred as the source of references. Specifications published by other organizations may be cited provided that:

- The document is judged by the drafting group (DG) to have wide acceptance and authoritative status.

- The document is publicly available at reasonable cost.

Specifications that are not standards present the problem that they might be revised without notice in a manner that might adversely affect any product that lists them as normative references. Specifications that are cited as normative references shall include the version or date of publication in the citation.

If the product is intended for international adoption, developing committees should take into consideration requirements for normative references by international organizations, such as the International Organisation for Standardization (ISO). These requirements may include procedures for justification of normative references that are not international standards.

Documents used only for background information or documents used only in preparing the SISO product are not normative references. Such documents may, however, be included in a bibliography. (See Section 5.12 for the format of bibliographic entries.)

Reference to withdrawn standards may be made; however, document editors are cautioned that withdrawn standards may contain obsolete or erroneous information and may be difficult to retrieve.

Developing committees are discouraged from using unpublished draft standards as references unless they are dated, readily available, and retrievable. Developing committees shall provide a copy of the cited draft to be placed in the SISO Document Library for reference. Contact SISO Support for submittal.

5.2.4.2.1   Structure of References Section

It shall be the responsibility of the developing committee to determine which edition of a reference is applicable, ensure that the document correctly identifies the referenced edition, and clearly states the scope of applicability or precedence, and identifies any exceptions to applicability.

The developing committee shall endeavor to supply complete and current information for references.

5.2.4.2.2   Style for Reference Entries

SISO references shall be numbered according to the SISO Policy for Numbering of SISO Products [1] and listed under the heading "SISO Documents." Non-SISO references shall be listed under the heading "Other Documents" in the References section. See Section 2 and below for examples.

Example:
SISO Documents

Document Number	Title
SISO-ADM-001-2011	Policy for Numbering of SISO Products
SISO-ADM-002-2001-V3.0	Policies and Procedures

Other Documents

Document Number	Title
ISBN: 0-7382-0370-6	Robert's Rules of Order, Newly Revised, Tenth Edition **www.robertsrules.com**
ISBN: 0877798095	Merriam-Webster's Collegiate Dictionary, 11th Edition
ISBN: 0-19-861186-2	The Oxford English Dictionary Second Edition **http://dictionary.oed.com/**

5.2.4.3   Definitions

The definitions are contained in Section 3 of the product and shall comply with the following guidelines:

5.2.4.3.1   General Terminology Usage

English words should be used in accordance with their definitions in the latest edition of *Webster's New Collegiate Dictionary* [B5] except when special SISO product related technical terms are required.

5.2.4.3.2   Construction of the Definitions Section

A definitions section is provided for those not already familiar with the terminology in question. Definitions shall appear in alphabetical order and the term defined shall be described completely. Acronyms shall be included in a separate section. Each definition shall be a brief, self-contained description of the term in question. The term should not be used in its own definition.

Terms defined in other standards may be used in SISO products as long as they are properly cited. After the definition, the source shall be cited in parentheses. It is the developing committee's responsibility to obtain the appropriate permissions if a product uses a term from another source.

The following is an example of a correctly styled definitions section. The definitions provided on the right should be spaced appropriately to increased the readability of the document.

Example:
functional compatibility: RTIs are interchangeable if they are interchangeable regardless of variations in relative performance. The HLA 1.3 Interface Specification falls short of fully specifying an interface to achieve functional compatibility.

link compatibility: In the case of a statically linked RTI, compiler-supplied libraries must successfully resolve all compiler symbols. In the case of a dynamically linked RTI, the loading and binding operations at runtime must be successful. In both cases, the RTI libraries must be identically named, and all compatible symbols must have the same names. Note: These conditions do not guarantee correct federation or federate execution.

5.2.4.4   Acronyms and Abbreviations

The acronyms and abbreviations are contained in Section 4 of the product. Acronyms and abbreviations, followed by the full term, shall be listed in alphanumeric order in the format shown below and in Section 4. The full terms provided on the right should be spaced appropriately to increase the readability of the document.

Example:

DER   Distributed Emission Regeneration

DIS   Distributed Interactive Simulation

ISDN   Integrated Services Digital Network

ISO   International Organization for Standardization

LAN   Local Area Network

PDU   Protocol Data Unit

For information on the use of acronyms and abbreviations in text, see Section 5.5.6.

5.2.4.5   Body of Product

The body of each SISO product begins in Section 5 and shall be structured appropriately to support the subject.

5.2.4.6   Annexes

Normative and informative annexes shall be referred to as such in their titles and in the table of contents; e.g., Annex A (normative), Annex B (informative). Annexes shall be referenced in the text by the word *Annex* and their letter only (for example, "see Annex A"). Annexes shall appear in the order in which they are referenced in the body of the product. The bibliography shall be either the first or last annex of the product.

5.2.4.6.1   Normative

Normative annexes are official parts of the product that are placed after the body of the product for reasons of convenience or to create a hierarchical distinction. In many cases, normative annexes are used for conformance test procedures or tables. Some products place syntax definitions, lists of keywords, or printed source code in normative annexes. Normative annexes may also be used for context-specific applications of the product.

5.2.4.6.2   Informative

Informative annexes are included in a product for information only and are not an official part of the product itself. Editors should carefully consider the nature of the material placed in informative annexes. The drafting group should also understand that informative annex material is considered part of the balloted document and copyrighted by SISO.

An example of an informative annex is a bibliography.

5.2.5   Copyright Statements

All SISO Products under development and approved are obligated to carry one of the following copyright statements, respectively. The following information shall appear on a separate page directly after the cover page of every SISO Product under development (please note that *current year* shall be replaced with the current year of distribution):

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5.2.6 Permissions for Copyrighted Material from Other Organizations

When SISO product developers choose to use copyrighted text, tables or figures and possibly modify or adapt the material to suit their needs, permission to do so shall be requested from the copyright owner. It is preferred, however, that copyrighted material be referenced rather than reprinted. Developers are encouraged to request permission from copyright owners as soon as the decision is made to include copyrighted material in a final. As draft documents are made available to the public, it is important to acknowledge the ownership of any material that is not original. The following credit line shall be used in the event that specific language from the copyright holder is not available:

<Indicate material> reprinted from <copyright owner, title of publication>, year of publication.

Developers incorporating any previously copyrighted material into a SISO product shall obtain written permission from the copyright owner, which in most cases is the publisher, *prior* to submittal for approval. Copies of the letters requesting and granting permission shall be included in the submittal. Obtaining this permission is the responsibility of the developing committee; any delay in obtaining this will also delay approval of the product. Sample letters of request and permission appear in Annex B.

5.2.7 Patents

For procedures on using patents in SISO standards or guidance documents see the SISO BPDSP. An appropriate notice statement shall appear in any product that contains known patented technology. A different notice appears in all products that do not knowingly include patented technology at the time of approval of the product. These notices are listed below:

The following notice shall appear when the developer receives assurance from a known patent holder prior to the time of publication that a license will be made available to all applicants either without compensation or under reasonable rates, terms and conditions that are demonstrably free of any unfair discrimination.

> Attention is called to the possibility that implementation of this product may require use of subject matter covered by patent rights. By publication of this product, no position is taken with respect to the existence or validity of any patent rights in connection therewith. SISO shall not be responsible for identifying patents for which a license may be required by a SISO product or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention. A patent holder has filed a statement of assurance that it will grant licenses under these rights without compensation or under reasonable rates and nondiscriminatory, reasonable terms and conditions to all applicants desiring to obtain such licenses. SISO makes no representation as to the reasonableness of rates and/or terms and conditions of the license agreements offered by patent holders. Further information may be obtained from SISO EXCOM.

If SISO has not received letters of assurance prior to the time of publication, the following notice shall appear:

> Attention is called to the possibility that implementation of this product may require use of subject matter covered by patent rights. By publication of this product, no position is taken with respect to the existence or validity of any patent rights in connection therewith. SISO shall not be responsible for identifying patents for which a license may be required by a SISO product or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

5.2.8 Trademarks

Trademarks or other proprietary designations should be avoided in SISO products, and references to commercial equipment should be generic. If a sole source exists for essential equipment or materials, the trademarked name shall be identified in the product and marked as such (with either ® or ™), as appropriate,

upon first reference. The proper use guidelines for trademarks shall be determined by the trademark owner. Trademark owners must grant written permission before their trademarks may be referenced in a product.

All trademarks shall be credited to the trademark owner in the front matter of the product. The following text shall introduce any mention of specific trademark information:

> The following information is provided for the convenience of users of this product and does not constitute an endorsement by SISO of these products.

5.3 Specific Format Requirements

5.3.1 Format for Numbering in Text

The body of a product is divided into several major sections that are further divided into subsections. The SISO system for numbering sections uses Arabic numerals in sequence. A subsection shall be numbered by adding a decimal point and number to the section number (for example, see Section 5.1). Subsections may be divided into further subsections by adding a second decimal point and number. Five numbers separated by decimal points shall be the maximum acceptable subdivision. If necessary, the material should be reorganized to avoid subdivisions beyond this point. Unnumbered headings may also be used, but these should be limited to cases for improving readability and not to get around the five-level limit.

Subsections shall be used only when there is to be more than one. In other words, sections and subsections should not be broken down into further subsections if another subsection of the same level does not exist. For example, Section 1 shall not have a subsection 1.1 unless there is also a subsection 1.2.

All section and subsection headings shall consist of a number and a title. The text shall follow immediately after the subsection title on a new line. The terms *section* or *subsection* shall not be used in headings or references except when referring to major section headings (for example, "see Section 5"). All other cross-references shall be made by simply referring to the number (for example, "see 5.1").

Only draft SISO Products shall apply the use of line numbers. Final SISO Products shall not be published with line numbers.

5.3.2 Format for Annexes

Consecutive capital English letters (starting with A) and a title shall be used to identify each annex. Text shall be organized and numbered as described in this section, with the following exception: section and subsection numbers shall be prefaced with the identifying letter of the annex, followed by a period (see the example annex in Annex B). For products containing only one annex, the letter A shall appear in its title and shall preface the section and subsection numbers in the text. Figures and tables included in these sections shall also carry the identifying letter of the annex in which they appear, followed by a period. For example, the first figure in Annex A shall be identified as Figure A.1.

5.3.3 Format for Lists

Lists in a subsection may be ordered or unordered with bullets. If an ordered list is used the list of items within a subsection shall be presented in outline form, with items lettered a), b), c), etc. If a further subdivision of the items is necessary, 1), 2), 3); i), ii), iii); etc., shall be used to form a tiered list. Only one ordered list may be presented in any subsection to avoid confusing cross-references. Closing punctuation shall be omitted in lists of short items or phrases. Punctuation shall be used for complete sentences. Similar to subsections, all lists must contain at least two items at each level. Figure 1 provides examples of the different levels of these lists. Note that in this example, Item a is broken up into at least two subitems and Subitem 2 is broken up itself into at least two subitems.

```
a) Item a
    1) Subitem 1
    2) Subitem 2
        i) Subitem i
        ii) Subitem ii
b) Item b
```

Figure 1: Example of tiered list

5.4   Homogeneity

Uniformity of structure, style, and terminology shall be maintained not only within each product, but also within a series of associated standards. The structure of associated products and the numbering of their sections shall be identical, as far as possible. Analogous wording shall be used to express analogous provisions; identical wording shall be used to express identical provisions.

The same term shall be used throughout each product or series of products to designate a given concept. The use of an alternative term (synonym) for a concept already defined shall be avoided. As far as possible, only one meaning shall be attributed to each term used.

5.5   Word Usage

The preferred dictionary for SISO Documents is the Merriam-Webster's Collegiate Dictionary, 11th Edition, 2003.

5.5.1   Shall, Should, May and Can

The word *shall* is used to indicate mandatory requirements strictly to be followed in order to conform to the product and from which no deviation is permitted *(shall* equals *is required to)*. The use of the word *must* is deprecated and shall not be used when stating mandatory requirements; *must* is used only to describe unavoidable situations. The use of the word *will* is deprecated and shall not be used when stating mandatory requirements; *will* is only used in statements of fact.

The word *should* is used to indicate that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required; or that (in the negative form) a certain course of action is deprecated but not prohibited *(should* equals *is recommended that)*.

The word *may* is used to indicate a course of action permissible within the limits of the product *(may* equals *is permitted)*.

The word *can* is used for statements of possibility and capability, whether material, physical or causal *(can* equals *is able to)*.

5.5.2   That and Which

The words *that* and *which* are commonly misused; they are not interchangeable. *That* is best reserved in essential (or restrictive) sections, *which* is appropriate in nonessential (or nonrestrictive), parenthetical sections. Simply stated, if a comma can be inserted before the word *that* or *which*, the word should be *which*. If a comma would not be used, the word to use is *that*.

Example:
    a. Defining the inputs and outputs provides a better understanding of the steps *that* are necessary to complete the process.
    b. Defining the inputs and outputs provides a better understanding of these steps, *which* are explained in Sections 5.1 through 5.9.

5.5.3   Gender-Neutral Language

In order to reflect the changing practices in language usage, in as many cases as possible, generic titles (such as *chair* rather than *chairman*) should be used in the body of the product. The following practices shall apply:

- When writing in the third person, the phrase *he or she* shall be used. The male or female pronoun alone or the variations *he/she* or *s/he* shall not be used. Also, the pronoun *they* shall not be used as a singular pronoun.
- If a particular sentence becomes cumbersome when *he or she* is used, the sentence should be rewritten in the plural or completely rewritten to avoid using pronouns. The indefinite pronoun *one* should be avoided. In references to a company, the pronoun *it*, not *we* or *they*, should be used.

5.5.4   Use of the Terms Safe or Safety

Generally, it is preferable to avoid the use of the word *safe* in a product unless the condition or practice referenced by the word safe has been tested under all cases as being, in fact, safe. Typically, this is not the case. Thus, unless it can be demonstrated that such condition or practice is safe, it should not be used. Words such as *safer* or *safest* can be used in a relative context if it can be demonstrated to be the case. For example, it is proper to say that one set of conditions or practices is safer than another, if in fact true, or that it is safer to employ a certain practice than not in a given situation. However, the term *safest* implies an absolute condition, which, in certain contexts, has the same implication as *safe* and, thus, should not be used. For example, *this is the safest set of conditions for using waveguide* is an improper usage.

The word *safety* should be avoided if it is being used to address a set of conditions or practices that have not been established for the purpose of promoting safety under all situations in which such conditions or practices will be employed. For example, *the following 10 safety considerations should be reviewed before implementing this practice* should not be used.

5.5.5   Use of the Second-person Form of Address

The second-person form of address (*you*) shall not be used or implied in standards, e.g., *"You should avoid working on lines from which a shock or slip will tend to bring your body toward exposed wires."* This should be rewritten to identify the addressee, as follows: *"Employees should avoid working on lines from which a shock or slip will tend to bring their bodies toward exposed wires."*

5.5.6   Abbreviations and Acronyms

Technical abbreviations and acronyms should be used to save time and space, but only if their meaning is unquestionably clear to the reader. The first use shall be spelled out, followed by the abbreviation or acronym itself in parentheses. Exceptions to this are approved International System of Units (SI) units. A list of abbreviations and acronyms shall be included (See Section 5.2.4.4 for more details).

Abbreviations and acronyms should be avoided in titles of standards. However, if such use is warranted, the procedure stated in the previous paragraph shall be followed.

5.5.7   Hyphenation

In most cases, compound adjectives (such as *fiber-optic* cable, *lead-acid* batteries, *power-operated* valve assemblies) should be hyphenated. Document editors should check documents for consistency of hyphenation; when the developing committee has a decided preference (such as *life cycle* process), that preference will be enforced. The use of hyphenated multiple adjectives (such as *compressed-air-actuated* power tools) should be limited to cases where such use is necessary to ensure comprehension.

5.5.8   Capitalization

Except in instances where the word in question represents a machine readable token that is case dependent, the initial letter of the first word shall be capitalized in:

- Section, subsection, and Annex headings,
- Specific cross-references in text [example: Table 1, Figure 12, Note 2, Equation (3), Section 4],
- Captions for figures,
- Captions for tables,
- Column and line headings in tables (example: Table 1) and
- Lettered and numbered list entries.

5.6   Use of Units

5.6.1   Numbers

The following rules shall be observed:

- Decimal points shall be used to indicate fractions in numbers rather than commas.
- To facilitate the reading of decimals, a zero shall be placed in front of the decimal point.
- Arabic numerals shall be used for all units of measure, time, and quantity. In general text, isolated numbers of less than 10 shall be spelled out. Arabic numerals shall always be used before a unit of measurement. If a quantity of a unit is being represented by an Arabic number, that number shall always be followed by the unit symbol. Numbers applicable to the same category should be treated alike throughout a paragraph; numerals should not be used in some cases and words in others.
- If tolerances are provided, the unit shall be given with both the basic value and the tolerance (150 m 5 mm). Ranges may be written with a dash and without repeating the unit (115-125 V). Text and dashed representations of ranges shall not be combined ("from 25 V-50 V").

5.6.2   Letter Symbols

For expressing the units in which quantities are measured, letter symbols are preferred to abbreviations. A symbol represents a unit or quantity independent of a particular language. Abbreviations, on the other hand, are shortened words or names in a particular language and may be different in other languages; for example, for electromotive force, the letter symbol is E, whereas the abbreviation is emf in English, fem in French, and EMK in German.

5.6.2.1   Letter Symbols for Units

Letter symbols for units are written in lowercase letters, except for those that are formed from proper names and a very few that are not formed from Roman letters. Even if the symbols appear where the other lettering is all uppercase, such as in titles and figures, lowercase letter symbols shall remain lowercase. Unit symbols are the same for both singular and plural and are not followed by a period. Hyphens should be avoided between a quantity and a letter symbol. However, a hyphen can be added if an ambiguity might arise.

Letter symbols for units are listed in ANSI 260.1-1993, the American National Standard Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units, and Certain Other Units) [5].

5.6.2.2   Letter Symbols for Quantities

Letter symbols for quantities shall comply with Std 280-1985, the IEEE Standard Letter Symbols for Quantities Used in Electrical Science and Electrical Engineering [6]. When standards for letter symbols in particular fields have been established, they should be used. Deprecated units shall be avoided.

The same letter symbols should be used for the same quantity throughout a particular product regardless of the units employed or of the special values assigned.

5.7 Use of Tables

Tables provide a clear and concise way of presenting large amounts of data in a small space. Table 1 shows the nomenclature used for the parts of a table, and Table 2 provides a substantive example that can be used as a model.

Table 1: Nomenclature for the parts of a table

Column Heading	Column Heading	Column Heading	
		Column Subheading	Column Subheading
Line Heading Subheading Subheading	Tabulated data (Individual positions within the body of the table are called cells.)		
Line Heading			

Table 2: Example table

Parameter Name	DIS			Default Value (if optional)	Definition
	PDU	Field	IEEE 1278 Reference		
CraterSize	Point Object State	Object Appearance	1998:5.3.11.3.j	**(Not Optional)**	Describes the diameter of the crater.

5.7.1 Labeling and Presentation of Tables

Except for informal tables, each table shall be given a number and a title and shall be cited in the text with the word *Table* followed by the number. See Section 5.7.2 for information on the numbering of tables. Tables should be boxed and ruled, as shown in Table 1 and Table 2. Whenever possible, tables should be organized to fit on a single page. To support these, the font size requirements allow tables to use 8-point fonts. When a table must carry over for more than one page, complete column headings should be repeated at the top of successive pages. The row or columns headings for tables shall use the same font size as the remainder of the table, but may be emphasized as necessary (e.g. bold, italics, underlined, or given color). Background color may be used in tables, but it should not affect the readability of the printed document and care should be taken for contrast and color blindness issues.

5.7.2 Numbering and Capitalization

Tables shall be numbered consecutively in a separate series and in the order of their reference in the text (for example, Table 1, Table 2, and Table 3). Hyphenated numbers shall not be used except in standards of considerable length. In the latter case, it is appropriate to label the first table in a section with the number 1, preceded by the section number (for example, Table 6-1, Table 6-2, etc.).

Tables included in annexes shall also carry the identifying letter of the annex in which they appear, followed by a period. For example, the first table in Annex A shall be identified as Table A-1.

Tables shall be referenced in the text by the word Table and their number only (for example, "see Table 1"). If referring to two or more tables in the same sentence, each should be named separately. For example, use "see Table 1, Table 2, and Table 3," instead of "see Tables 1 through 3."

5.7.3 Presentation of Data and Table Format

5.7.3.1 Units of Measure

Units of measure shall always be provided either in the title, in parentheses in the column headings, or in a note. The same units of measure shall be used throughout each column; ohms shall not be combined with megohms, millimeters with centimeters, or seconds with minutes. To save space, abbreviations and letter symbols shall be used in column and row headings wherever possible. See ANSI 260.1-1993 [5] and other standards in Section 2 for the appropriate abbreviations and symbols for use in standards.

5.7.3.2 Numerical Values

To facilitate the comprehension of numbers, digits shall be separated into groups of three, counting from the decimal point toward the left and right. The groups shall be separated by a space, rather than by a comma, period, or dash. If the magnitude of the number is less than one, a zero shall precede the decimal point. In numbers of four digits, the space is not necessary, unless four-digit numbers are grouped in a column with numbers of five digits or more.

Examples:

73 722   7372   0.133 47

All numbers shall be aligned at the decimal point. The width of the columns may vary to accommodate the length of the longest entry in each column. Only as many significant digits should be used as the precision of data justifies. Decimals shall be used in tabulations unless fractions are commonly used in the field. Fractions and decimals shall not be combined in the same table. A dash shall be used to indicate the lack of data for a particular cell in a table.

5.7.3.3 Notes and Footnotes to Tables

A note to a table is not an official part of the product and shall immediately follow the table to which it belongs. If the text is mandatory, it shall appear in the body of the product or in a footnote to the table. Notes to a table shall appear before any table footnotes in the following order:

- *General notes.* A general note applies to the table as a whole and should be introduced by the word NOTE- set in upright capital letters.
- *Crediting source.* Use either of the following credit lines:
    a. Reprinted with permission from- (Use when data is derived from another source from which permission to reproduce has been obtained.)
    b. Source: (Use when data is derived from another Product.)

Footnotes to tables may contain mandatory information. They shall be marked with lowercase letters starting with "a" for each table.

5.7.3.4 Informal Tables

Simple tabulations that are not referred to outside of the subsection in which they appear may be organized into informal tables that do not exceed five or six lines in depth; no table number or title is required. However, it is recommended that all tables be numbered and titled if possible.

Example

| Parameter Name	DIS PDU	DIS Field	IEEE 1278 Reference	Default Value (if optional)	Definition
CraterSize	Point Object State	Object Appearance	1998:5.3.11.3.j	**(Not Optional)**	Describes the diameter of the crater.

5.8 Use of Figures

5.8.1 Creating Figures

Figures appropriate for use in SISO products may be graphs, charts, schematic drawings, or photographs. Most developing committees prepare figures in electronic form by using a drawing program or scanner to capture printed material. Black and white figures are recommended for consistent depiction of graphics without dependence on color print out.

The following guidelines should be followed when preparing electronic art:

- Consistent typographical specifications for text notations ("callouts") used in artwork shall be used. All capital letters or mixed uppercase and lowercase letters may be used, depending on the amount of text, as long as the presentation is consistent throughout the document. Letter symbols not normally capitalized shall always be lowercased (see Figure **3**).
- Developing committees shall obtain permission to use any figure taken from another source, including from a manufacturer, preferably prior to using it in a draft product (see Section 5.2.6).
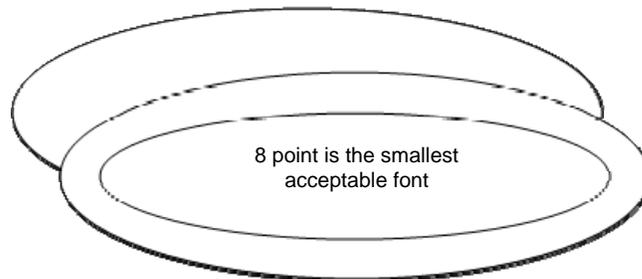
Figure 2: Typographical specifications for figure callouts

A figure shall be labeled by the word *Figure* followed by a number, a dash and a title as exemplified in Figure 2 above.

5.8.2 Numbering and Capitalization for Figures

Figures shall be numbered consecutively in a separate series and in the order of their reference in the text (for example, Figure 1, Figure 2, and Figure 3). Hyphenated numbers shall not be used except in documents of considerable length. In the latter case, it is appropriate to label the first figure in a section with the number 1, preceded by the section number (for example, Figure 6-1, Figure 6-2, etc.).

Figures included in annexes shall carry the identifying letter of the annex in which they appear, followed by a period. For example, the first figure in Annex A shall be identified as Figure A-1.

A figure shall be referenced in the text by the word *Figure* and its number only (for example, "see Figure 1"). If referring to two or more figures in the same sentence, each should be named separately. For example, use "see Figure 1, Figure 2, and Figure 3," instead of "see Figures 1 through 3."

Only the initial letter of the first word and proper nouns shall be capitalized in figure titles.

5.8.3 Notes to Figures

A note to a figure is not an official part of the product and shall immediately follow the figure to which it belongs. If the text is mandatory, it shall appear in the body of the product. Notes to a figure shall appear in the following order:

- *General notes.* A general note applies to the figure as a whole and should be introduced by the word NOTE- set in upright capital letters.
- *Crediting source.* Use either of the following credit lines.
  a. Reprinted with permission from- (Use when figure is derived from another source from which permission to reproduce has been obtained.)
  b. Source: (Use when figure is derived from another Product.)

5.9 Use of Mathematical Expressions

Letter symbols from applicable SISO products should be used in preparing mathematical expressions. All terms shall be defined, including both quantities and units, in a tabulation following the equation [see Equation Example (1)]. The list should be preceded by the word *where*, followed by the list of variables and corresponding definitions.

5.9.1 Numbering of Equations

If the product contains more than one equation, then equations of key importance shall be numbered consecutively in parentheses at the right margin. Derivations of equations or examples where values are substituted for variables need not be numbered. An equation shall be referenced in the text by the word *Equation* and its number only [for example, "see Equation (1)"]. If referring to two or more equations in the same sentence, each should be named separately. For example, use "see Equation (1), Equation (2), and Equation (3)," instead of "see Equations (1) through (3)."

5.9.2 Presentation of Equations

A multiplication sign (x), rather than a multidot (·), shall be used to indicate multiplication of numbers and numerical values, in those cases where an operator is required.

Although the stacked style of fractions is preferred, exceptions shall be made in text to avoid printing more than two lines of type. For example, in text a/b is preferable to $\frac{a}{b}$

The general rules regarding the use of upright and italic text in equations are as follows:

- Quantity symbols (including the symbols for physical constants), subscripts or superscripts representing symbols for quantities, mathematical variables, and indexes are set in italic text.
- Unit symbols, mathematical constants, mathematical functions, abbreviations, and numerals are set in upright text.

Equation Example (1):

$$\chi = \Gamma \sin\theta \cos\phi$$
where

χ is the x-coordinate on a Cartesian plane,

Γ is the length of the position vector,

θ is the angle between the position vector and a coordinate axis,

ϕ is the angle from the plane in which both the axis and the position vector lie to either of the coordinate planes including that axis.

Table 3 lists a number of functions and operators that are commonly set in upright text.

Table 3: Functions and operators commonly set in upright text

arg (argument)	hom (homology)	min (minimum)
cos (cosine)	Im (Imaginary)	mod (modulus)
cot (cotangent)	inf (inferior)	Re (Real)
det (determinant)	ker (kernal)	sin (sine)
diag (diagonal)	lim (limit)	sup (superior)
dim (dimension)	log (logarithm)	tan (tangent)
exp (exponential)	max (maximum)	var (variance)

Further examples of the presentation of equations are given in Equation (2) and Equation (3). Equation (2) illustrates the use of italics and exponential function in an equation. Equation (3) shows the alternative use of exponential function to avoid double superscripts.

Equation Example (2):

$$C_{d_3} = \frac{\lambda T_5}{1 - e^{-\lambda T_5}}$$

where

C_{d_3} is the correction factor for decay during sample collection,

λ is the radionuclide decay constant,

T_5 is the sampling duration,

e is the base of the natural logarithm.

Equation Example (3):

$$Y(\chi) = Y_o \exp[-(\chi - \chi_o)^2 / (2f^2)]$$

where

$Y(\chi)$ is the amplitude of the Gaussian function at channel χ,

Y_o is the height of the Gaussian at the centroid channel,

χ is the channel number,

χ_o is the centroid of the Gaussian,

f is the width of the Gaussian (FWHM = 2.355f)

5.10   Use of Notes and Footnotes

5.10.1   Notes

Explanatory statements may be used in the text for emphasis or to offer informative suggestions about the technical content of the product. These notes provide additional information to assist the reader with a particular passage. A note in the text is *not* an official part of the approved product and should follow that paragraph to which it belongs. Such statements shall be set apart from the text by introducing them with the capitalized word "NOTE-". Within each subsection, multiple notes in sequence should be numbered.

5.10.2   Footnotes

Footnotes may be included in a product only for information, clarification and aid in the use of the product. Mandatory requirements shall not be included in footnotes because footnotes are not officially a part of the product, but they shall be included in the draft submitted to the approving body.

Footnotes in the front matter shall be indicated separately. Front-matter footnotes should be indicated with lowercase letters.

Footnotes in the body and annexes shall be numbered consecutively using Arabic numerals. When there are footnotes within tables and figures, they shall be lettered. If a footnote is cited more than once, each additional citation shall refer back to its first mention as follows:

[2] See Footnote 1.

5.11   Use of Warnings and Cautions

Warnings call attention to the use of materials, processes, methods, procedures, or limits that have to be followed precisely to avoid injury or death. Cautions call attention to methods and procedures that have to be followed to avoid damage to equipment. A warning is more important than a caution. If both are to be written for the same related section or subsection, the warning shall precede the caution.

Warnings and cautions should start with a clear instruction, followed with a short explanation (if necessary). If the warning or caution is of a general nature (and is applicable throughout the text), it should be placed at the start of the text. This avoids the necessity of repeating the same warning or caution frequently throughout the text.

Example:

Warning
Serious injury may result if the following parameters are not followed exactly.

5.12   Bibliography

Complete and current information for bibliographic entries shall be supplied by the developing committee. The bibliography always shall be an informative numbered annex that appears as either the first or last annex of the product (see Annex A for an example bibliography).

Bibliographic items shall be cited in the text, in tables, in figures, or in notes at the point where reference is made to them. If the item is a product, the designation (e.g., IEEE Std 1226.6-1996) and bibliographical reference number (e.g., [B4]) shall be cited. If the reference is to an article, book, or other type of publication included in the bibliography, the title or author of the publication and the bibliographical reference number shall be cited.

5.12.1   References to Standards

Standards shall be listed alphanumerically by designation and title.

Example:
[B1]   IEEE Standard No.: 1516.1-2000, IEEE Standard for Modeling and Simulation (M&S) High Level
        Architecture (HLA) - Federate Interface Specification
[B2]   SISO-ADM-001-2001 SISO Numbering Procedure
[B3]   SISO-STD-001.1-1999, Real-time Platform Reference Federation Object Model

5.12.2   Articles in Periodicals

Articles in periodicals shall be listed in alphabetical sequence and shall include the following information in the order shown:

   Last name of author or authors and first name or initials, or name of organization

   Title of article in quotation marks

   Title of periodical in full and set in italics

   Volume, number, and, if available, part

   First and last pages of article

   Date of issue

Example:
[B1]   Layman Ph.D., G., "Integrating Simulations into DII COE Compliant C4I Systems", *Simulation
        Technology Magazine*, Volume 6, Issue 1, March 13, 2003.

5.12.3   Books

Books shall be listed in alphabetical sequence and shall include the following information in the order shown:

Last name of author or authors and first name or initials, or name of organization

   Title of book (in italics)
   Edition number (if applicable)
   Place of publication (city)
   Name of publisher
   Year of publication
   First and last page of reference

Example:
[B26] Fujimoto, R.M., *Parallel and Distributed Simulation Systems,* Atlanta, Georgia, 2000, pg 4, pg 10.

NOTE-Consult *The Chicago Manual of Style* [B1] for more information on how to list books and periodicals.

5.12.4   Other Types of Bibliographies

The examples shown in 0 through 5.12.4.4 are other types of bibliographical entries.

5.12.4.1   Annotated Bibliography

[B10] Henry, S., and Selig, C., "Predicting source-code complexity at the design stage," *IEEE Software*, vol.
       7, no. 2, pp. 36-44, Mar. 1990.
       *This paper states that the use of design metrics allows for determination of the quality of source code
       by evaluating design specifications before coding, causing a shortened development life cycle.*

5.12.4.2   Articles Presented at Conferences

[B3]   Lutz, R., Scrudder, R., Little, R. and Morse, K., "IEEE 1516.3: The HLA Federation Development and Execution Process (FEDEP)," 2003 Spring SIW Proceedings, 03S-SIW-081.

5.12.4.3   Government Publications

[B2]   DoD 5000.59, DoD Modeling and Simulation (M&S) Management, January 4, 1994.

5.12.4.4   Theses, Dissertations and Other Unpublished Works

[B5]   Griffin, A., "The Relationship Between the Level of Uncertainty in a Simulation Game and the Level of Learning," Master's thesis, University of Central Florida, 1996.

Annex A   Bibliography

(Informative)

The most recent editions of the following texts are recommended as guides on points of editorial style and usage:

[B1]   *The Chicago Manual of Style.* Chicago: The University of Chicago Press.

[B2]   IEEE 100, *The Authoritative Dictionary of IEEE Standard Terms,* Seventh Edition, New York, Institute of Electrical and Electronics Engineers, Inc.

[B3]   Miller, C., and Swift, K. *The Handbook of Nonsexist Writing.* New York: HarperCollins.

[B4]   *Webster's New Collegiate Dictionary. Springfield, MA: Merriam-Webster, Inc.*

[B5]   *Words Into Type.* Englewood Cliffs, NJ: Prentice-Hall, Inc.

Annex B   Sample Permission Letters for Developers

(Informative)

When previously copyrighted material is to be reprinted or modified for use in a Product, the developer should avoid any possible copyright infringement. The developer shall obtain clear, written permission from the copyright holder as early as possible in the process, but in no event later than submittal of the document for approval.

The following pages provide sample letters for requesting permission to reprint material from a previously copyrighted publication, as well as to modify copyrighted material. In each case, the first letter is to be completed by the developing committee chair or designated contact. This is the letter of request for permission to use the identified material. The second letter, which is to be completed by the copyright holder, grants the developing committee permission to use the material as requested. These permissions shall be obtained in writing on letterhead of the copyright holder.

These letters are only samples. The text of these letters may be altered to meet the needs of the developer and the intended use of the material.

NOTE-If the developer is planning to use a previously copyrighted document in its entirety or as a base document in a proposed Product, these sample letters may not be sufficient. It may be necessary for SISO, Inc. to negotiate a license agreement with the copyright owner, so it is advisable that SISO, Inc. be notified as early in the process as possible.

January 2003

_____
SISO [developing committee] Chair

_____
Name of SISO Committee

_____
Address

_____
City   State   Zip

_____
Date

_____
Copyright Holder

_____
Street Address

_____
City   State   Zip

Dear _____,

The _____ [developing committee] of the Simulation Interoperability Standards Organization is in the process of developing the document listed below. Before the final version of the document is published the document number will be confirmed.

_____
SISO Product Number   Title

We would like to request permission to reprint the following material from your copyrighted text:

_____

_____
Title, Author(s), Year of Publication

_____
Page Number, Reference Number to Clauses or pages (be vary specific here)

SISO requires world rights for distribution and permission to modify and reprint in future revisions and editions in all media know or hereafter known. Please let us know what permissions credit line and placement you may require. If you do not hold the copyright for this material, please inform us of this and, if possible, of the name of the actual copyright holder.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

_____
SISO [developing committee] Chair or Representative

Cc: SISO Standards Activities Chair

January 2003

_____
Copyright Holder

_____
Street Address

_____
City   State   Zip

_____
Date

_____
Name of [developing committee] Chair

_____
Name of SISO Committee

_____
Street Address

_____
City   State   Zip

Dear _____,

I hereby grant permission to the Simulation Interoperability Standards Organization to reprint the material mentioned below in:

_____
SISO Product Number   Title

_____

_____
Title, Author(s), Year of Publication

_____
Page Number, Reference Number to Clauses or pages (be vary specific here)

This permission to use this material is granted for world rights and applies to all future revisions and editions in all media known or hereafter known.

Thank you for your attention to this matter. I look forward to hearing from you soon.

_____   _____
Name   Date

_____
Affiliation

Credit Line and Placement Requested: _____

_____