

CEA Procedures

Manual for Organization and Style of
Standards and Bulletins

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Manual for Organization and Style of Standards & Bulletins

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1. Scope

These procedures specify rules for the structure and drafting of documents intended to become Consumer Electronics Association (CEA) standards and bulletins. The use of these procedures is intended to ensure that standards and bulletins prepared by different CEA formulating groups are drafted in as uniform a manner as possible regardless of technical content. CEA Technology & Procedures Manual (EP-23) defines the procedures for the development of CEA Standards and Bulletins.

The objective of a standard is to define clear and unambiguous provisions in order to facilitate trade and communication. To achieve this objective, the standard shall:

- a) be as complete as necessary within the limits specified by its scope;
- b) be consistent, clear, and accurate;
- c) take full account of the state of the art;
- d) be comprehensible to qualified persons who have not participated in its preparation.

2. Normative References

EP-23, CEA Technology & Standards Procedures Manual
ISO/IEC Directives, Part 2

3. Normative Reference Acquisition

CEA Procedures:

CEA, 1919 S. Eads St., Arlington, VA 22202 Phone: 703-907-7600 www.CE.org

IEC Directives:

IEC Central Office, 3, rue de Varembé, P.O. Box 131, CH - 1211 GENEVA 20, Switzerland,
Phone: +41 22 919 02 11 <http://www.iec.ch/tiss/directives.htm>

4. Definitions

For definitions for standard and bulletin, refer to EP-23.

Circular reference – two standards that include normative references to each other.

Normative elements – An element that has provisions with which it is necessary to conform in order to be able to claim compliance with the standard.

Preliminary elements – elements that identify the document, introduce its content, and explain its background, its development and its relationship with other documents

Normative Reference – A reference to a document made in a normative element.

Supplementary elements – elements that provide additional information intended to assist the understanding or use of the document

Optional element – element the presence of which in a document is dependent on the provisions of the particular document (also called informative element)

Requirement – expression in the content of a document conveying criteria to be fulfilled if compliance with the document is to be claimed and from which no deviation is permitted

Recommendation – expression in the content of a document conveying 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 possibility or course of action is deprecated but not prohibited

Statement – expression in the content of a document conveying information.

State of the art – developed stage of technical capability at a given time as regards products, processes, and services, based on the relevant consolidated finds of science, technology, and experience

4.1 Implementation

The text of a standard shall be drawn up in such a way as to permit its direct application and to facilitate its adoption with minimum change as an American National Standard or an international standard.

4.2 Planning

In order to ensure the timely publication of a standard, or of a series of associated standards, a list of all aspects to be covered shall be defined before detailed drafting begins so that scope(s), structure(s), and interrelationships can be established. These rules for the drafting and presentation of standards shall be applied from the very beginning of the work and through all subsequent stages to avoid delay at any stage.

As a general rule, an individual document shall be prepared for each subject to be standardized and published as a complete entity. In specific cases and for practical reasons such as:

- a) the document is likely to become too voluminous
- b) subsequent portions of the content are interlinked
- c) portions of the document could be referred to in regulations
- d) portions of the document are intended to serve for certification purposes

The document may be split into separate parts under the same number. This has the advantage that each part can be changed separately when the need arises. Document parts shall be numbered as CEA-XXXX.X (e.g., CEA-1234.1, CEA-1234.2, etc.).

5. Framework, structure, and contents

5.1 General arrangement

The elements that together form a standard are classified into three groups:

- a) Preliminary elements: those that identify the standard, introduce its contents, and explain its background, its development, and its relationship with other standards;
- b) Normative elements: those that set out provisions with which it is necessary to comply in order to be able to claim conformity with the standard;
- c) Supplementary elements: those that provide additional information intended to assist in understanding or using the standard.

These groups of elements are described in the following subclauses. Variations in section headings may be made if justified.

A standard need not contain all the technical normative elements shown, and it may contain technical normative elements other than those shown. Both the nature of the technical normative elements and their sequence are determined by the nature of the standard in question.

5.2 Preliminary elements

5.2.3 Title page

During the development phase of a draft standard, certain information shall appear on the title page.

- a) the document editor's name, telephone number, and email address;
- b) the draft CEA document number (draft CEA-XXX);

- c) a call for essential Intellectual Property Rights (IPR) on the proposed standard.

When the standard is ready to be published, staff shall replace the title page with an official CEA title page.

5.2.4 Notice and statement outlining similarities with international standards

During development of a standard, the formulating group should conduct a survey of any related international standards such as those from the International Electrotechnical Commission (IEC), International Organization for Standardization (ISO), International Telecommunications Union (ITU), etc. CEA standards should be harmonized with these international standards unless there are valid technical reasons why this is not possible.

If the standard includes text from an IEC, ISO, or ITU standard or is an adoption of an IEC standard, CEA will obtain copyright permission from the appropriate organization.

5.2.5 Foreword

A foreword shall appear in every standard and consist of a general part giving information relating to the organization responsible and to standards in general, and a specific part giving as many of the following as are appropriate:

- a) an indication of the intended users of this document;
- b) the designation and name of the formulating group that prepared the standard;
- c) an indication of any other organization that has contributed to the preparation of the standard;
- d) a statement that the standard cancels and replaces other documents in whole or in part;
- e) a statement of significant technical changes from the previous edition of the standard;
- f) the relationship of the standard to other standards or other documents;

The foreword shall not contain requirements.

5.2.6 Contents

A table titled "Contents" shall be included in all documents of ten pages or more. Its inclusion in shorter documents is optional. This table shall list the complete titles or the main clauses, or the first series of subclauses, and of the annexes if such material is included in the document. Additional levels may be included. Lists of tables and figures are optional.

5.2.7 Introduction

The introduction is an optional preliminary element used, if required, to give specific information or commentary about the technical content of the standard and about the reasons prompting its preparation. It shall not contain requirements.

5.3 General normative elements

5.3.1 Title

The wording of the title shall be established with the greatest care; while being as concise as possible, it shall indicate, without ambiguity, the subject matter of the standard in such a way as to distinguish it from that of other standards without going into unnecessary detail. Any necessary additional particulars shall be given in the scope.

A formulating group name or number shall not be included in the title of a standard or bulletin.

5.3.2 Scope

A statement of scope states what is and, if appropriate, what is not covered by the document, and the intended applications or purpose of the document. The scope of the document shall not exceed the approved scope of the formulating group.

This element shall appear in every standard. It shall not contain requirements.

5.3.3 Normative references

This element shall give a complete list of normative documents (standards, in most cases), with their titles and publication dates, to which reference is made in the text in such a way as to make them indispensable for the application of the standard. If a normative reference is included in the list, it shall be cited at least once in the body of the standard. All normative references shall be publicly available (either in ballot version or published). If only part of the referenced document is needed to comply with the standard, the appropriate sections shall be cited. Additionally, complete information shall be provided on how to get the referenced documents.

The list shall be introduced by the following wording:

“The following standards contain provisions that, through reference in this text, constitute normative provisions of this standard. At the time of publication the editions indicated were valid. All standards are subject to revision. Users of this standard are cautioned that newer editions of the referenced standards might or might not be compatible.”

An example of how normative references shall be written is located under Annex A.

The list shall not include the following:

- a) documents that are not publicly available;
- b) documents to which only informative reference is made;
- c) documents that have merely served as references in the preparation of the standard.
- d) Documents that could be considered a circular reference.

The normative reference must be to a document developed by consensus and approved by a recognized standards development organization or industry consortium operating in a manner substantially consistent with CEA's open standards process rules and policies. The text of a normatively referenced document must be publicly available for evaluation without contractual restrictions other than those reasonably intended to restrict duplication and redistribution (which may include the obligation to pay reasonable fees).

The Technology & Standards Council must approve each such designated standards development organization or industry consortium, giving due consideration to such organization's membership policies and due process procedures. Decisions shall also be made regarding the approved document types that can be referenced from each approved organization. A list of approved organizations will be maintained by CEA and made available on the CEA website.

The TSC may make an exception to the above provisions if it determines an exception is in the interest of the industry. Before an exception is made, the committee or subcommittee responsible for the standard shall provide a statement to the TSC, stating there are no reasonable and timely alternative technological approaches that may be accessed in a manner consistent with this policy.

Normative references shall not be updated when a standard or bulletin is being reaffirmed or stabilized.

Note: Bulletins shall not contain normative references. See EP-23-N Section 2, Definitions.

5.3.4 Informative References

This element shall give a list of informative references (standards, in most cases), with their titles and publication dates, to which reference is made in the text in such a way that does not make them indispensable to compliance with the standard.

The list shall be introduced with the following wording:

“The following standards contain provisions that, through reference in this text, constitute informative provisions of this standard. At the time of publication the editions indicated were valid. For dated references, only the edition cited applies. For undated references the latest edition of the referenced document (including any amendments) applies. All standards are subject to revision. Users of this standard are cautioned that newer editions of the referenced standards might or might not be compatible.”

Informative references shall not be updated when a standard or bulletin is being reaffirmed or stabilized.

5.3.5 Compliance Notation

5.3.6 Compliance Notation for Standards

All standards shall include a compliance notation that describes the language used to indicate mandatory and recommended provisions in the standard. Standards shall include at least one mandatory provision. The following compliance notation shall be used:

“This section defines compliance terms for use by this document:

shall This word indicates specific provisions that are to be followed strictly (no deviation is permitted).

shall not This phrase indicates specific provisions that are absolutely prohibited.

should This word indicates that a certain course of action is preferred but not necessarily required.

should not This phrase means a certain possibility or course of action is undesirable but not prohibited.”

5.3.7 Compliance Notation for Bulletins

All bulletins shall include a compliance notation that describes the language used to indicate recommended provisions in the bulletin. Bulletins shall not include any mandatory provisions. The following compliance notation shall be used:

“This section defines compliance terms for use by this document:

should This word indicates that a certain course of action is preferred but not necessarily required.

should not This phrase means a certain possibility or course of action is undesirable but not prohibited.”

5.4 Technical normative elements

5.4.1 Definitions

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

“For the purposes of this standard, the following definitions apply.”

5.4.2 Symbols and abbreviations

This is an optional element giving a list of the symbols and abbreviations necessary for the understanding of the standard.

5.4.3 Requirements

This element includes the following:

- a) all characteristics relevant to the aspects of the products, processes, or services covered by the standard, either explicitly or by reference;
- b) the required limiting values of quantifiable characteristics;
- c) for each requirement, either the test method for determining or verifying the values of the characteristic, or a reference to the test method;
- d) precautions to be observed;
- e) allowable variations and quality or reliability information;
- f) other technical requirements.

A clear distinction shall be made between normative requirements and informative statements, i.e., those included only for information or guidance.

Contractual requirements concerning claims, covering of expenses, etc, shall not be included.

5.4.4 Sampling

This element specifies the conditions and methods of sampling, as well as the method for preservation of the samples.

5.4.5 Test methods

Whenever possible, test methods and procedures specified in CEA, IEC, ISO, Institute of Electrical & Electronics Engineers (IEEE), or American National Standards Institute (ANSI) standards shall be cited. Otherwise, this element includes all the instructions concerning the procedure for determining the values of characteristics, or for checking compliance with stated requirements, and for ensuring the reproducibility of the results. If appropriate, tests shall be identified whether they are type tests, routine tests, and so on.

Instructions relating to the test methods may be subdivided in the following order (where appropriate):

- a) underlying principles;
- b) reagents or materials;
- c) apparatus;
- d) preparation and preservation of test samples and test pieces;
- e) procedure;
- f) expression of results, including method of calculation and precision of the test method;
- g) test report.

5.4.6 Classification and designation

This element may establish a system of classification, designation, and/or coding of products, processes, or services that conform to stated requirements.

5.5 Annexes

5.5.1 General

Annexes shall appear in the order in which they are cited in the text. Each annex shall be designated by a heading comprising the word “Annex” followed by a capital letter designating its serial order, beginning with “A”. The annex heading shall be followed by the indication (normative or informative) and by the title, each on a separate line. Numbers given to the clauses, subclauses, table, figures and mathematical formulae of an annex shall be preceded by the letter designating that annex followed by a full-stop. The numbering shall start afresh with each annex.

5.5.2 Normative Annexes

Normative annexes are integral parts of the standard that, for reasons of convenience are placed after all other normative elements. The fact that an annex is normative (as opposed to informative – see 5.3.4) shall be made clear by the way in which it is

referred to in the text, by a statement to this effect in the foreword and by an indication at the head of the annex itself.

5.5.3 Informative Annexes

Informative annexes give additional information and are placed after the normative elements of a standard. They shall not contain requirements. The fact that an annex is informative (as opposed to normative - see 5.3.3) shall be made clear by the way in which it is referred to in the text, by a statement to this effect in the foreword, and by an indication at the head of the annex itself.

5.6 Common Rules and Elements

5.6.1 Clause

A clause is the basic component in the subdivision of the content of a standard. The clauses in each document or part shall be numbered with Arabic numerals, beginning with 1 for the “Scope” clause. The numbering shall be continuous up to but excluding any annexes.

Each clause shall have a title, placed immediately after its number, on a line separate from the text that follows it.

5.6.2 Subclause

A subclause is a numbered subdivision of the clause. A primary subclause (e.g., 5.1, 5.2, etc.) may be subdivided into secondary subclauses (e.g., 5.1.1, 5.1.2, etc.), and this process of subdivision may be continued.

A subclause shall not be created unless there is at least one further subclause at the same level. For example, text in Clause 10 shall not be designated subclause 10.1 unless there is also a subclause 10.2.

Each primary subclause should preferably be given a title, which shall be placed immediately after its number, on a line separate from the text that follows it. Secondary subclauses may be treated in the same way. Within a clause or subclause, the use of titles shall be uniform for subclause at the same level, e.g. if 10.1 has a title, 10.2 shall also have a title. In the absence of titles, key terms or phrases (composed in distinctive type) appearing at the beginning of the text of the subclause may be used to call attention to the subject matter dealt with. Such terms or phrases shall not be listed in the table of contents.

5.6.3 Paragraph

A paragraph is an unnumbered subdivision of a clause or subclause.

5.6.4 Lists

Lists should be introduced by a sentence, a complete grammatical proposition followed by a colon, or by the first part of a proposition (without a colon), completed by the items in the list.

Each item in a list shall be preceded by a dash or a bullet or, if necessary for identification, by a lower case letter followed by a parenthesis.

5.6.5 Figures

5.6.5.1 Usage

Figures should be used when they are the most efficient means of presenting information in an easily comprehensible form. It shall be possible to refer to each figure explicitly within the text.

5.6.5.2 Form

Figures shall be in the form of line drawings. Photographs may be used only if it is not possible to convert them into line drawings.

It is preferable to supply computer-generated artwork in separate files.

5.6.5.3 Designation

Figures shall be designated "Figure" and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any tables.

5.6.5.4 Layout of figure designation and title

The figure designation and title (if present) shall be centered horizontally below the figure. The figure designation and title shall be separated by a dash.

5.6.6 Tables

5.6.6.1 Usage

Tables should be used when they are the most efficient means of presenting information in an easily comprehensible form. It shall be possible to refer to each table explicitly within the text.

5.6.6.2 Designation

Tables shall be designated “Table” and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any figures.

5.6.6.3 Layout of table and designation and title

The table designation and title (if present) shall be centered horizontally above the table. The table designation and title shall be separated by a dash.

5.6.7 Footnotes

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