System Design
and Engineering

IDC DOCUMENTATION

Writer's Guide

Approved for public release;
distribution unlimited

Notice

Every effort was made to ensure that the information in this document was accurate at the time of printing. However, information is subject to change.

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This document was issued by the Geophysical Systems Operation of Science Applications International Corporation (SAIC) as part of the International Data Centre (IDC) Documentation. The ordering number for this document is SAIC-98/3006, published May 1998. Copies of this document may be ordered by FAX: (619) 458-4993.

This document is cited within other IDC documents as [IDC4.6].

Writer's Guide

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About this Document

This chapter provides an overview of the document and includes the following topics:

- Purpose
- Scope
- Audience
- Related Information
- Approach
- Using this Document
- Comments

About this Document

PURPOSE

The *Plan for IDC Documentation* describes the strategy and approach for creating, generating, managing, and distributing documentation (see [Ker97]). The objective of the Plan is to capture key information from domain experts in an uniform electronic format geared to specific audience needs, while maintaining information currency and reusability. These uniform formats captured in electronic templates were designed with the following objectives:

- to ensure the visual presentation of information is functional and distinctive
- to communicate a high-quality, unified image to customers
- to ensure that IDC documents are organized logically so that customers can access information easily

This *Writer's Guide to IDC Documentation* implements the Plan by describing how to use the electronic templates.

SCOPE

The standards described in this document apply to all documents delivered with or in support of an IDC product or service.

AUDIENCE

This document is intended for all writers and editors of IDC customer documentation. The related templates are intended for all IDC document developers who are familiar with FrameMaker publishing software (version 5.5 and newer) and who have FTP capabilities.

RELATED INFORMATION

This document should be used in conjunction with the following information:

- *Plan for Documentation of the Prototype International Data Centre* [Ker97]
- IDC Documentation Templates[1]

APPROACH

The formats and styles described in this document were developed by the IDC Documentation Team. The recommended outlines for content described in "Outlines for Document Categories" on page 16 are based on domain needs, best practices, and international technical writing standards. The templates were created in FrameMaker software because of its publishing features, including book building and revision management, graphics tools, flexible page design, hypertext, and use with multiple products and platforms. The forms-based approach for gathering information through the templates is intended to enforce a consistency among IDC documents and to accommodate future conversion to an online environment. These standards have been thoroughly tested, evaluated, and modified to meet the goals outlined in [Ker97].

USING THIS DOCUMENT

The Content and Format chapters of this document provide the foundation for creating IDC documents. Content describes the structure of all IDC documents and provides outlines for most categories in the documentation taxonomy in [Ker97]. Format defines the names of the formats available in the templates. The Conventions chapter provides rules for including types of information such as cross references and command syntax in your document. This chapter is organized alphabetically by topic for quick reference. Procedures is intended for first-time users of the templates. This chapter provides step-by-step instructions for locating

1. For information about accessing the templates, see "Accessing Templates" on page 101.

and populating the templates and for creating draft and pre-press books. Appendix A: Template Properties lists, in table form, the properties of all formats used to create the templates. This chapter is intended only for creating templates (not documents) or for verifying the accuracy of an existing template. Appendix B: Writing Tips is provided to all authors as a reference for word choice, punctuation, and sentence structure.

Conventions

The following conventions are used in this document:

- The symbol ">" indicates a sequence of menus and submenus (or options).

  Example: Choose Table>Table Designer.

- Formats are identified by the following symbols:

  "*¶:*" precedes paragraph format names.

  "*f:*" precedes character format names.

  "*CR:*" precedes cross-reference names.

COMMENTS

SAIC welcomes your opinion on this document. Please email comments to `idc_docs@gso.saic.com`.

Content

This chapter provides standards for organizing information within an IDC document and includes the following topics:

- Parts of Document
- Outlines for Document Categories

Content Standards

PARTS OF DOCUMENT

All IDC documents have the same structure, which ensures the logical organization of information within a single document and among all documents. Figure 1 shows this structure. Each part (A–L) can be populated through a predefined, electronic template. Some books do not require parts J, K, or L. Instructions for accessing the templates are provided in "Accessing Templates" on page 101.

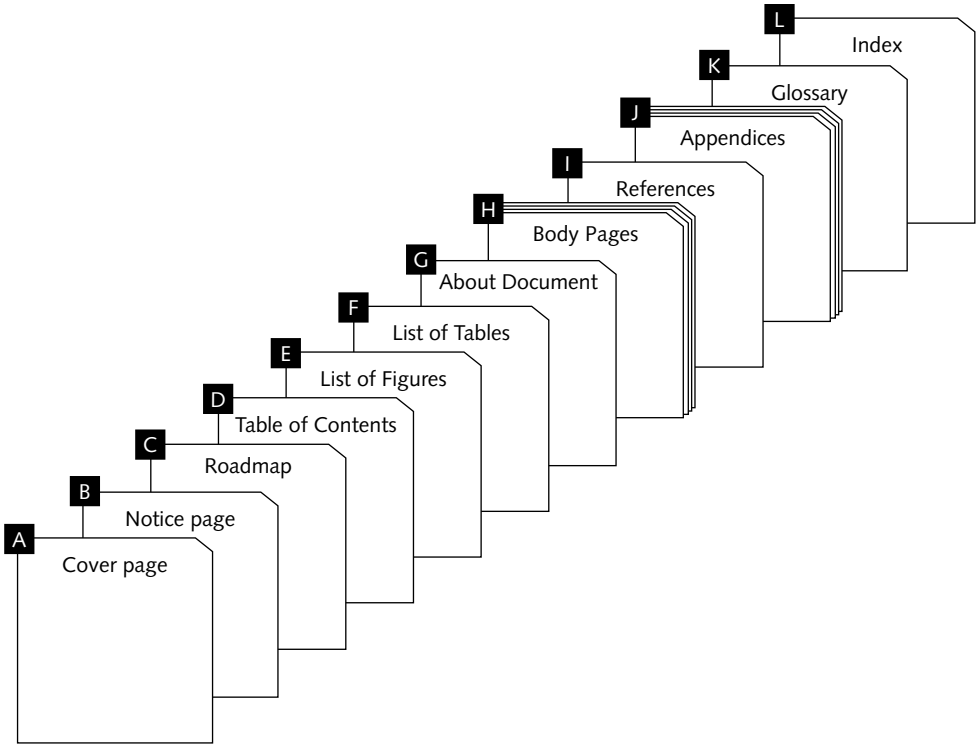

FIGURE 1. PARTS OF DOCUMENT

The parts (A–L) of the document are described as follows:

A.	Cover page	title of document
B.	Notice page	legal and support information
C.	Roadmap	organization of IDC documents by category
D.	Table of Contents	structure of document and location of particular sections
E.	List of Figures	titles and page numbers of figures
F.	List of Tables	titles and page numbers of tables
G.	About Document	overview of what the document contains
H.	Body text	main chapters of the document
I.	References	list of sources used in writing the document
J.	Appendices	attachments to the document that are too lengthy to include in full where they are mentioned
K.	Glossary	definition of terms, acronyms, and abbreviations used in the document
L.	Index	topics and features discussed in the document with page numbers for reference

Figures 2 through 13 show examples of each of these parts. The standard elements of each page are labeled in *italics*.

A

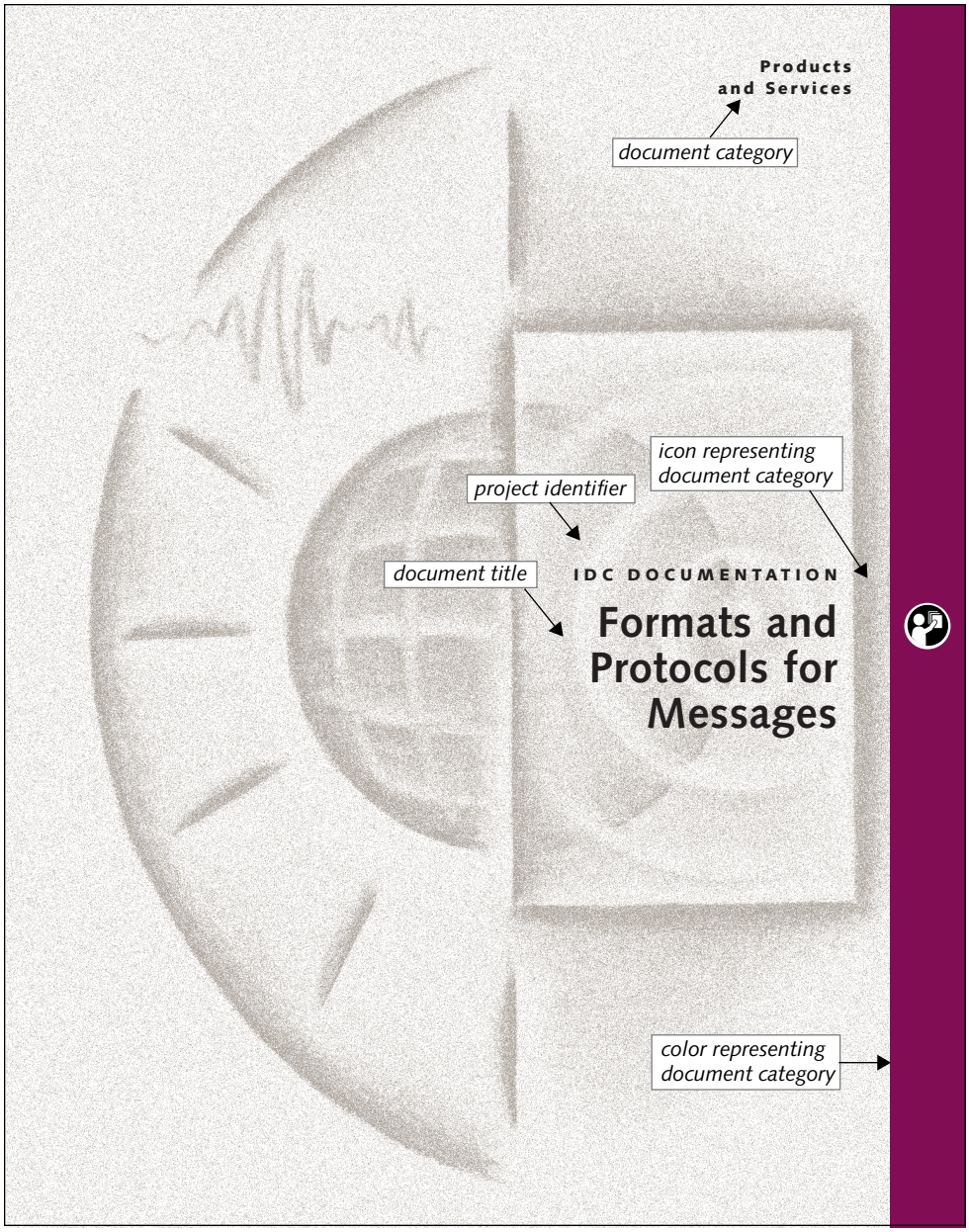

FIGURE 2. EXAMPLE OF COVER PAGE

B

standard headings

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Ordering Information
This document was issued by the Geophysical Systems Operation of Science Applications International Corporation (SAIC) as part of the International Data Centre (IDC) Documentation. The ordering number for this document is SAIC-98/3001, published April 1998. Copies of this document may be ordered by FAX: (619) 458-4993.

This document is cited within other IDC documents as [IDC7.4.4].

FIGURE 3. EXAMPLE OF NOTICE PAGE

Content ▼

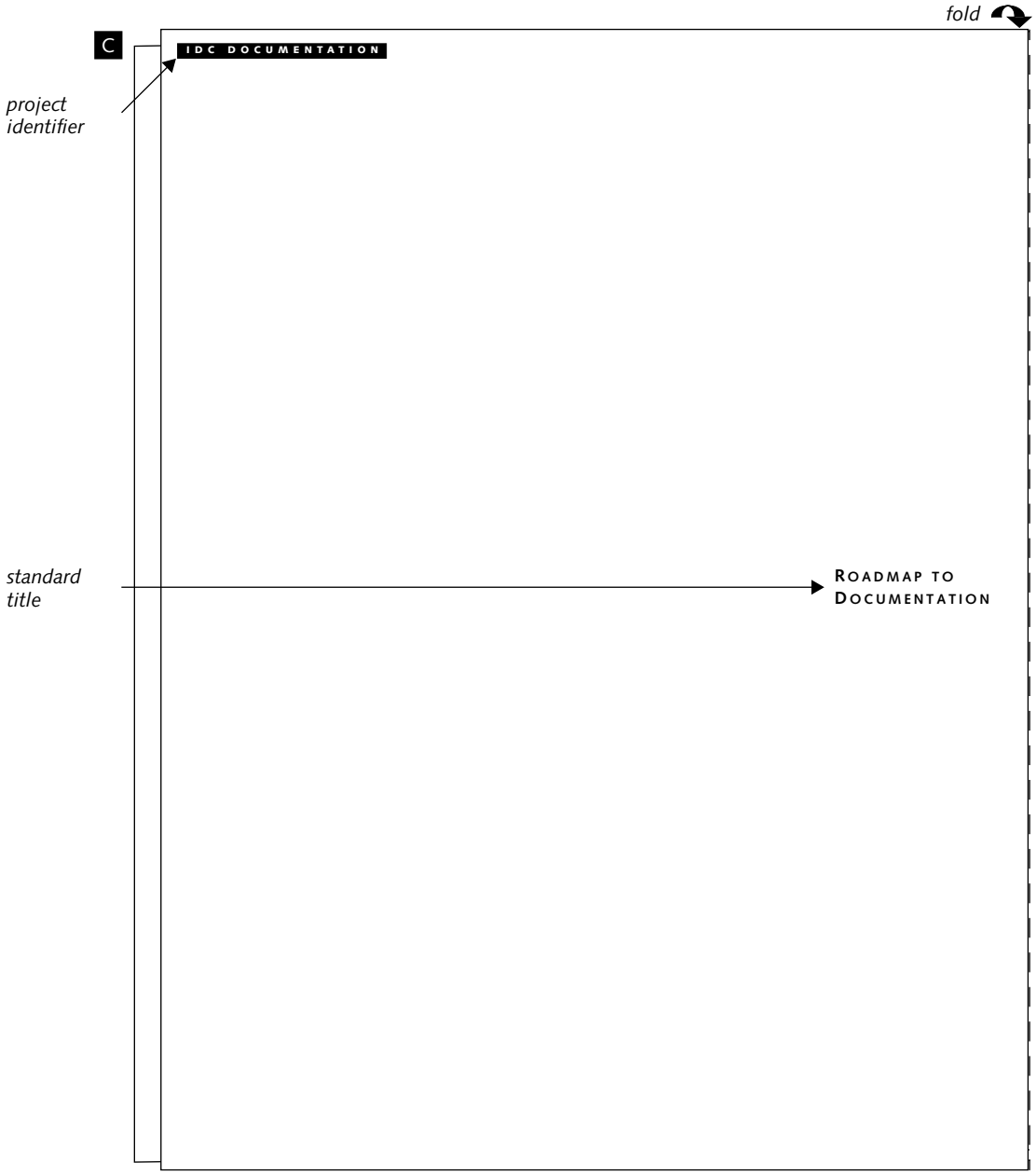

FIGURE 4. EXAMPLE OF ROADMAP COVER (OUTSIDE)

D IDC DOCUMENTATION

project identifier

document title

Subscription Subsystem

standard title

CONTENTS

page numbers

main topics

About this Document i
- PURPOSE ii
- SCOPE ii
- AUDIENCE iii
- RELATED INFORMATION iii
- USING THIS DOCUMENT iv
  - Conventions v

Overview 1
- INTRODUCTION 2
- FUNCTIONALITY 4
- IDENTIFICATION 6
- STATUS OF DEVELOPMENT 6
- BACKGROUND AND HISTORY 7
- OPERATING ENVIRONMENT 7
  - Hardware 7
  - Commercial-Off-The-Shelf Software 8

Architectural Design 9
- CONCEPTUAL DESIGN 10
- DESIGN DECISIONS 16
  - Programming Language 16
  - Global Libraries 16
  - Database 16

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FIGURE 5. EXAMPLE OF TABLE OF CONTENTS (TOC) PAGE

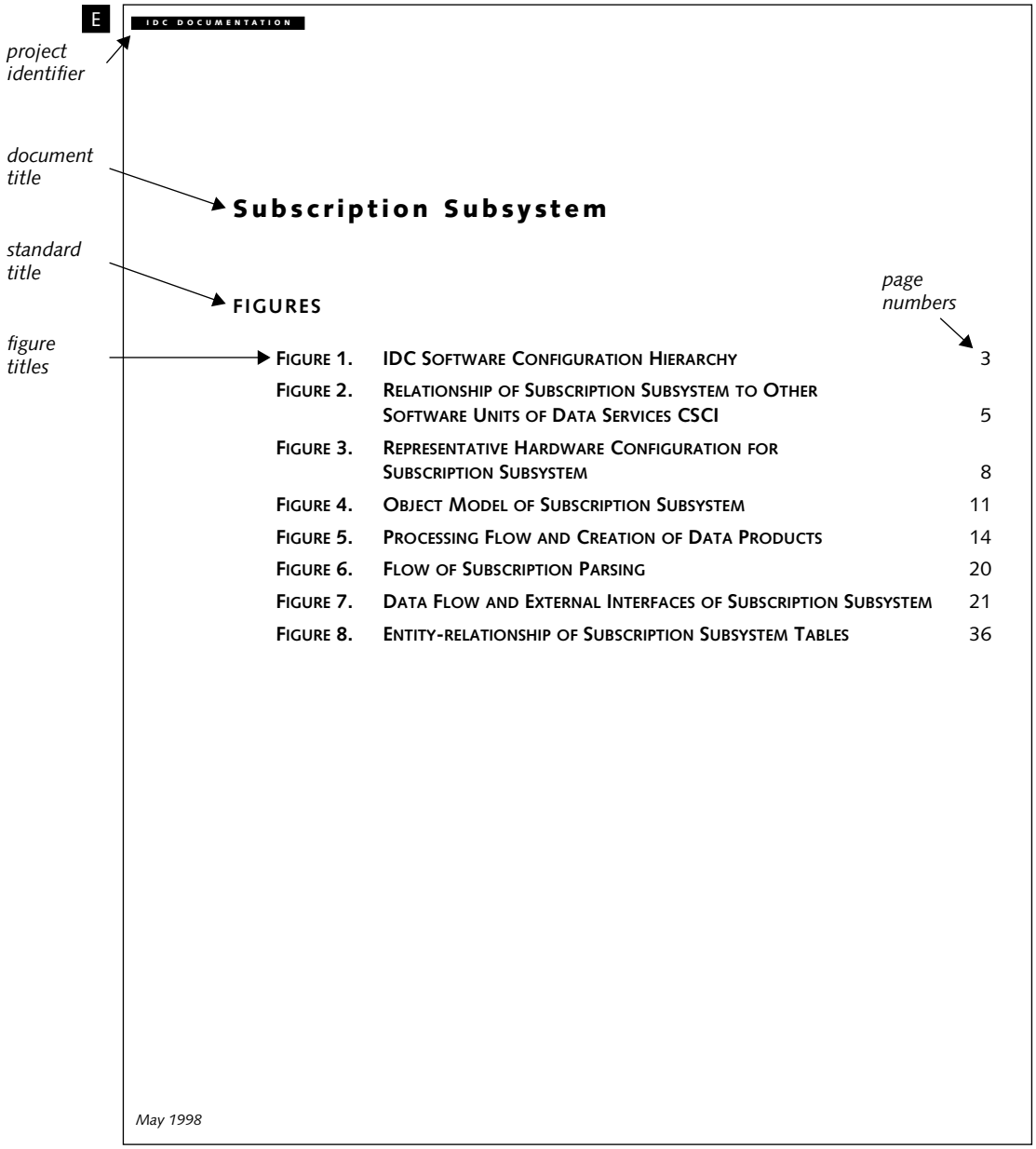

FIGURE 6. EXAMPLE OF LIST OF FIGURES (LOF) PAGE

F

IDC DOCUMENTATION

project identifier

document title

Subscription Subsystem

standard title

TABLES

page numbers

table titles

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FIGURE 7. EXAMPLE OF LIST OF TABLES (LOT) PAGE

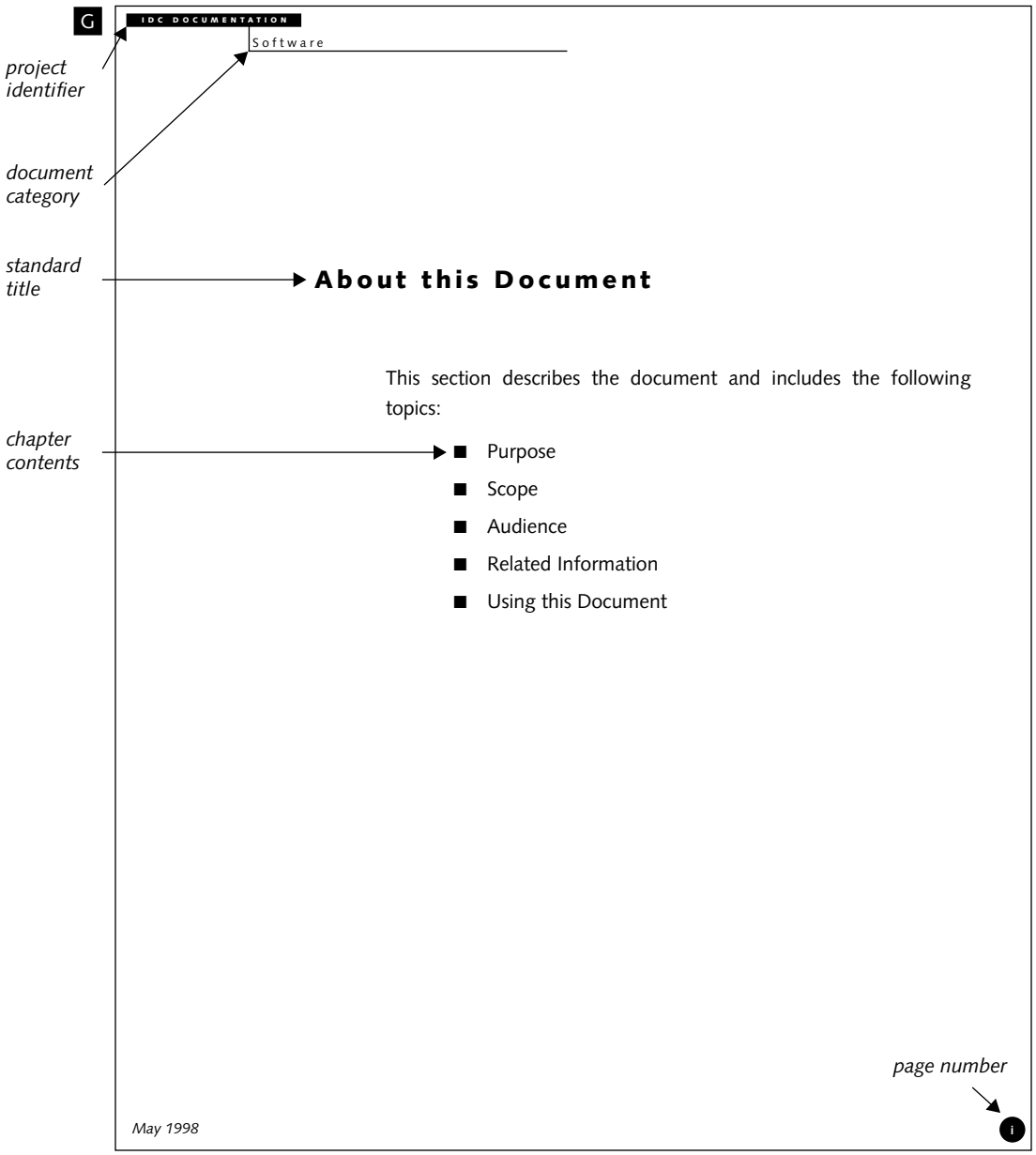

FIGURE 8. EXAMPLE OF ABOUT THIS DOCUMENT PAGE

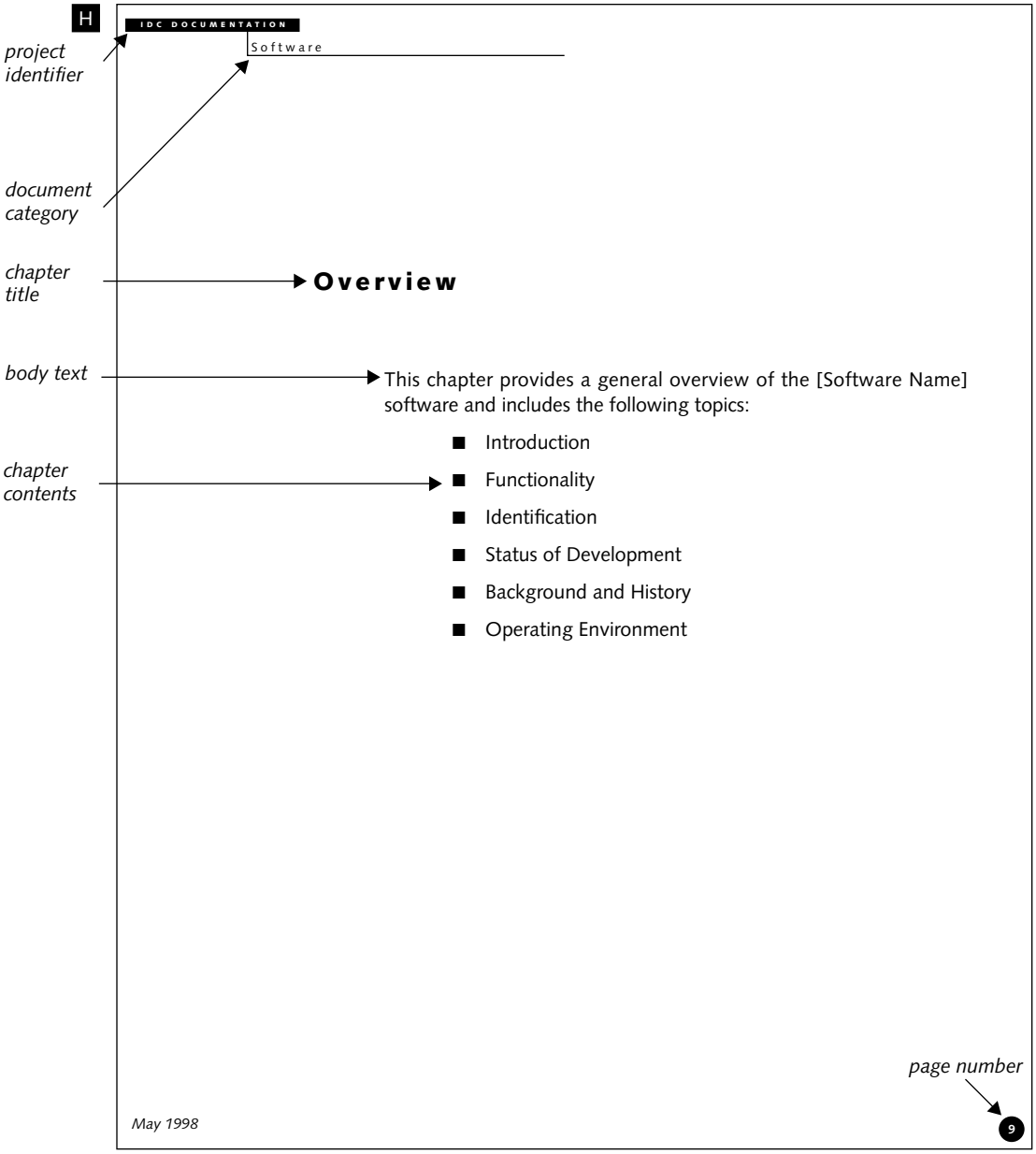

FIGURE 9. EXAMPLE OF BODY PAGE

Content ▼

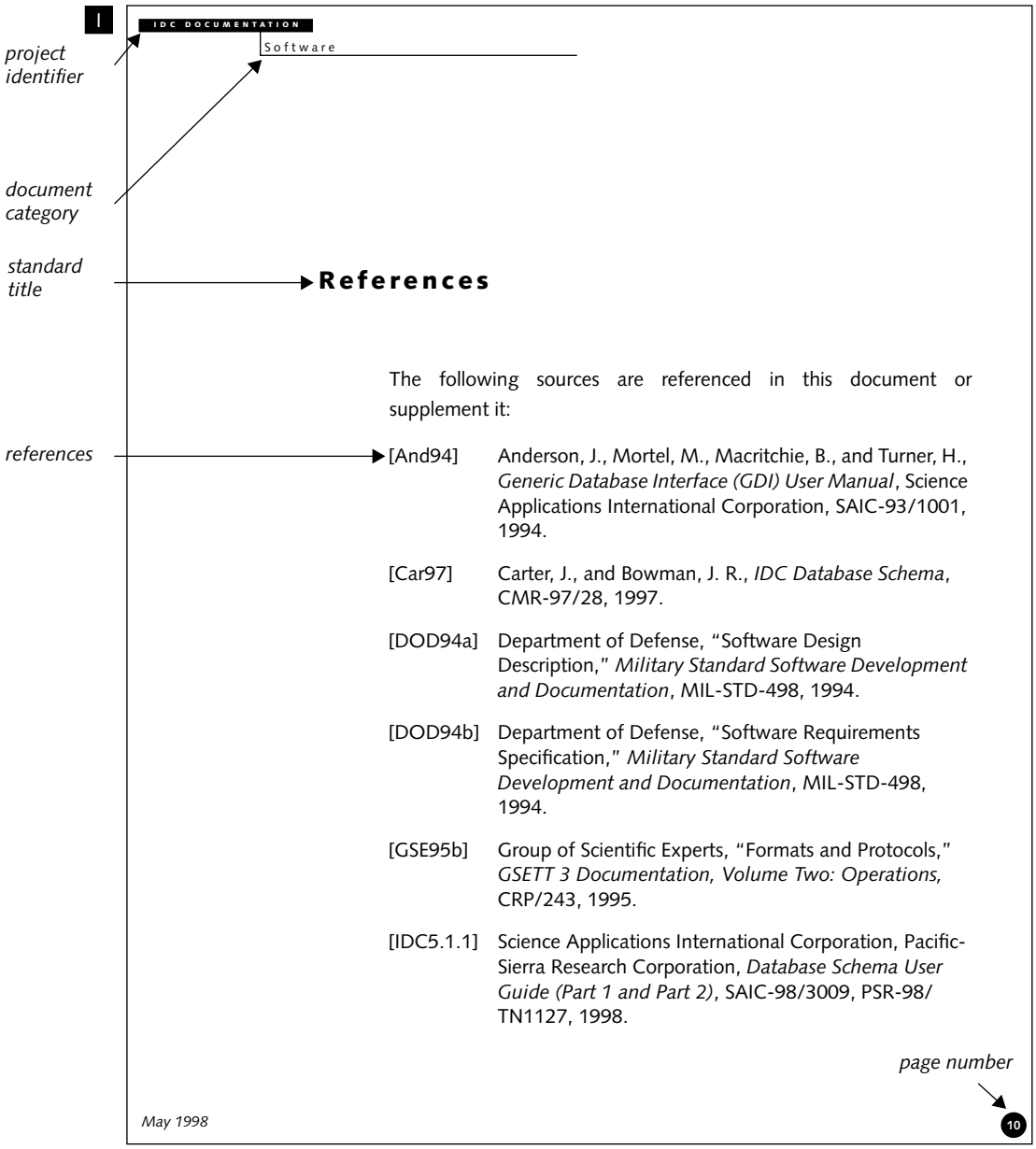

FIGURE 10. EXAMPLE OF REFERENCE PAGE

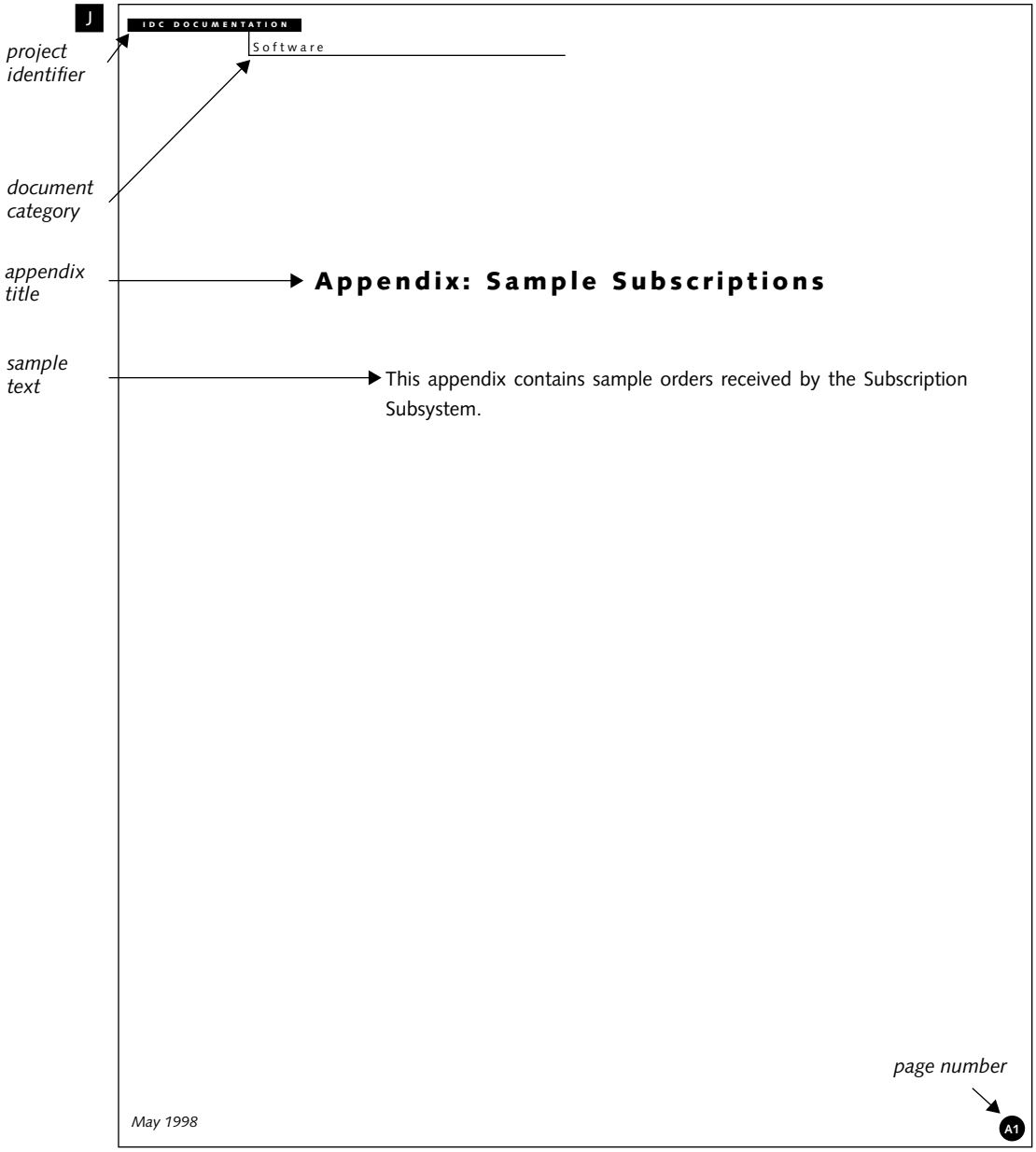

FIGURE 11. EXAMPLE OF APPENDIX PAGE

Content ▼

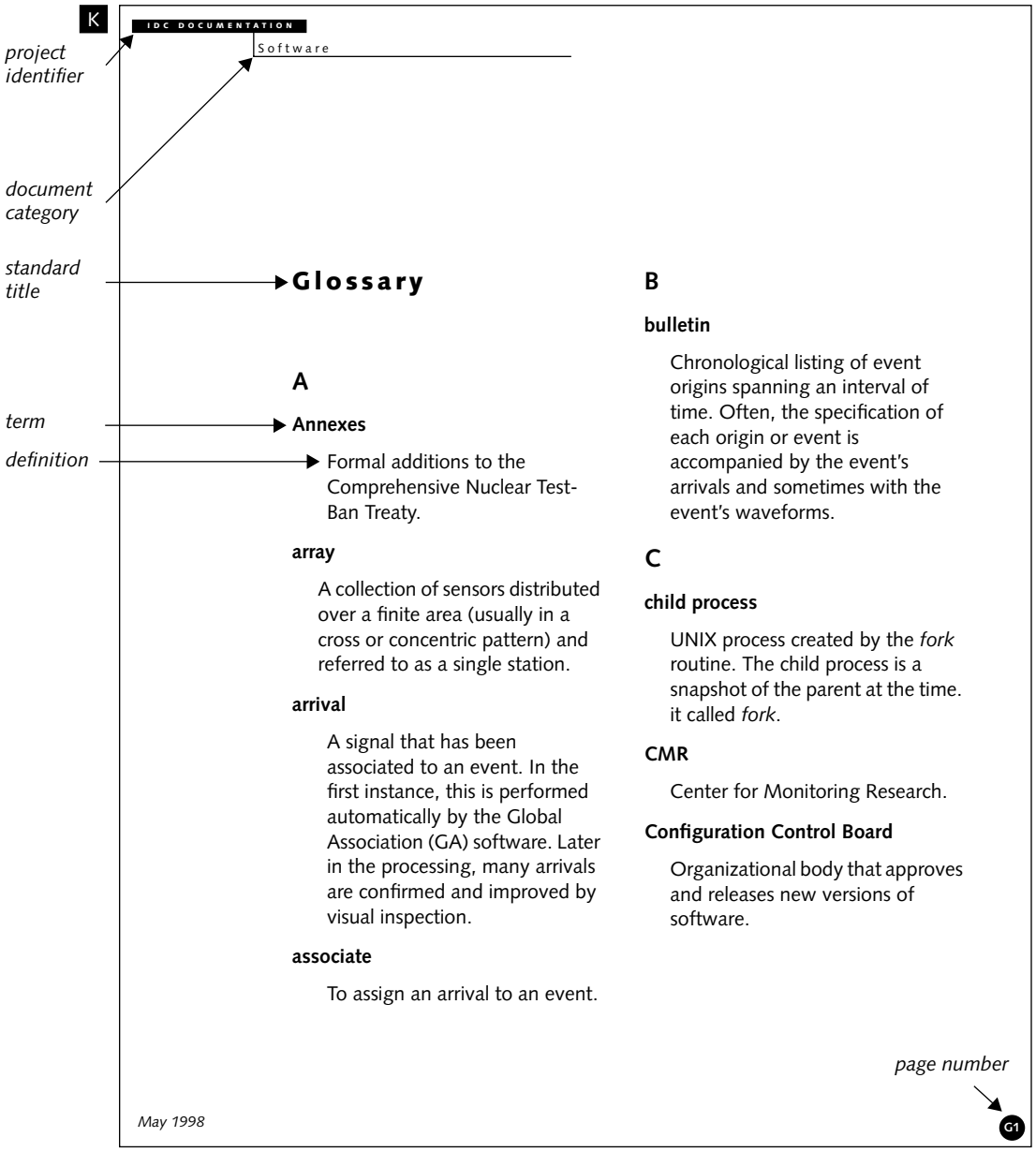

FIGURE 12. EXAMPLE OF GLOSSARY PAGE

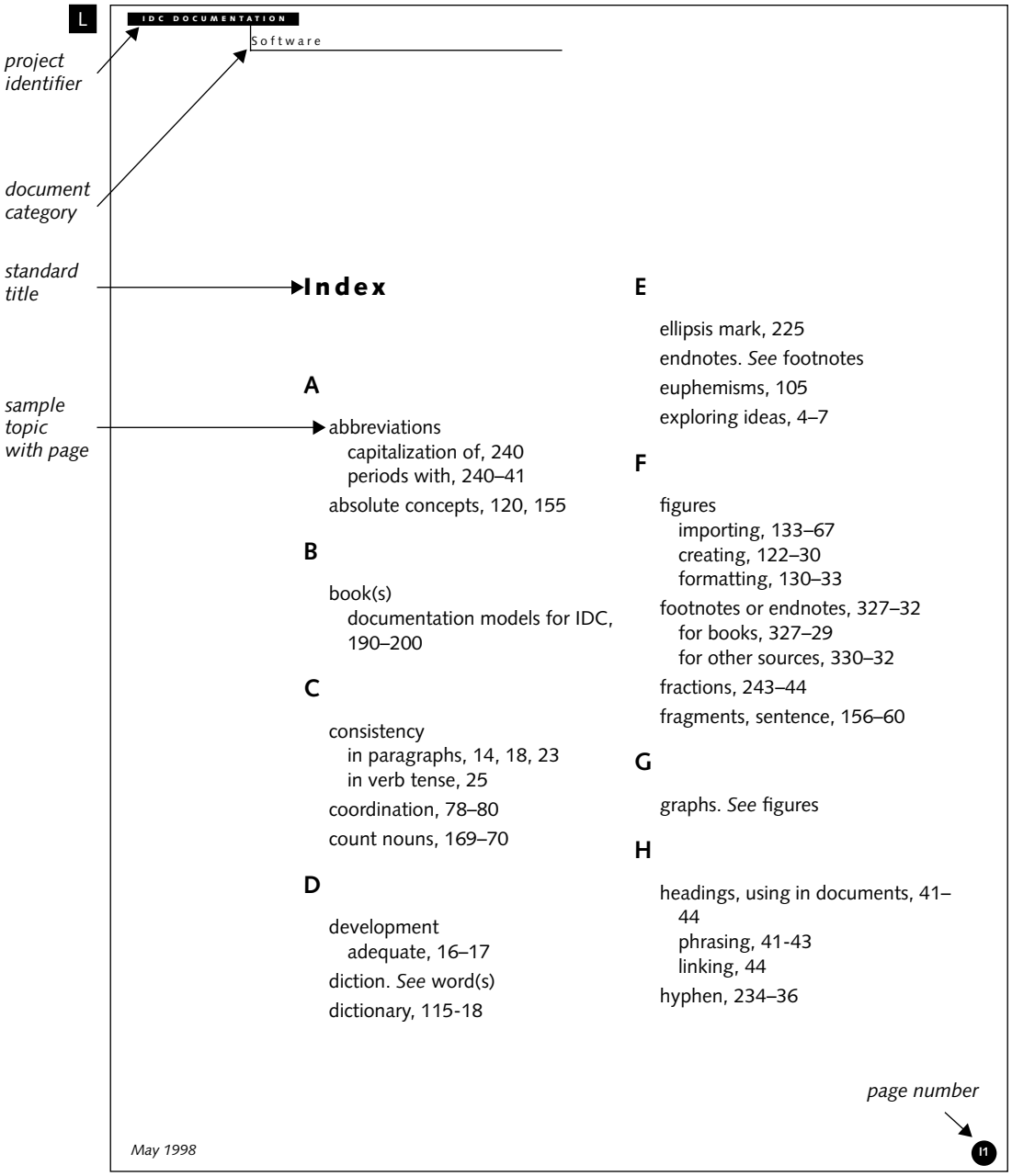

FIGURE 13. EXAMPLE OF INDEX PAGE

OUTLINES FOR DOCUMENT CATEGORIES

IDC documentation is grouped into the following eight categories, which are based on audience and functional requirements [Ker97]:

1. Comprehensive Nuclear Test-Ban Treaty Organization (CTBTO) Documents
2. Treaty Operational Manuals
3. Products and Services
4. System Design and Engineering
5. User Guides
6. Technical Instructions
7. Software
8. Facilities and Infrastructure

The following sections describe each of these categories and provide outlines for the types of documents in each category.[1]

Category 1: CTBTO Documents

This category includes the formal and informal documents created by various organizational bodies. These documents are outside the scope of the IDC standards; therefore, an outline is not provided for them.

1. Some outlines have not yet been developed.

Category 2: Treaty Operational Manuals

The Provisional Technical Secretariat (PTS), in cooperation with various States Parties and the IDC, will develop the documents in this category, which are the only formal documents specified in the Treaty. The documents will describe how to provide data, receive IDC products, access the IDC database, and evaluate the performance of the IDC. These documents are outside the scope of the IDC standards; therefore, an outline is not provided for them.

Category 3: Products and Services

The documents in this category will assist the States Parties in accessing the essential items of the IDC, its data, and products. Outlines have been created for the following documents:

- Formats and Protocols for Continuous Data (See Figure 14.)
- Formats and Protocols for Messages (See Figure 15.)

Category 4: System Design and Engineering

The documents in this category are intended for IDC system testers and developers. The documents' contents will adhere to standard, international systems engineering practices and will include requirements, design, and specifications of all elements of the system. Outlines for this category have not yet been developed.

Content ▼

Formats and Protocols for Continuous Data

About this Document

- Purpose
- Scope
- Audience
- Related Information
- Using This Document

Continuous Data Protocol

- Introduction
- Establishing Connections
- Transmitting Data
- Altering Connection
- Terminating Connections

Frame Formats

- Introduction
- Connection Request Frame
- Port Assignment Frame
- Data Format Frame
- Data Frame
- Alert Frame
- Example

Data Formats

- Introduction
- Uncompressed Format
- Canadian Compressed Format

References

Glossary, Index

FIGURE 14. OUTLINE OF FORMATS AND PROTOCOLS FOR CONTINUOUS DATA DOCUMENT

Formats and Protocols for Messages

About this Document

- Purpose
- Scope
- Audience
- Related Information
- Using This Document

Message Protocol

- Introduction
- Protocols
- Message Conventions
- Message Structure

Request Messages

- Introduction
- Help Line
- Request Format Description
- Request Control Lines
- Environment Lines
- Request Lines

Subscription Messages

- Introduction
- Subscription Procedures
- Subscription Format Description
- Subscription Control Lines
- Subscription Environment Lines
- Subscription Request Lines

FIGURE 15. OUTLINE OF FORMATS AND PROTOCOLS FOR MESSAGES DOCUMENT

Seismic Hydroacoustic, and Infrasonic Data Messages

- Introduction
- Data Message Formats

Radionuclide Data Messages

- Introduction
- Pulse Height Data
- Flow Rate Meter Logs
- Met Lab System Logs
- Alerts
- Atmospheric Radionuclide Measurement Report
- Fission Product Event Bulletin
- RMS Summary Report

Station AutoDRM Basics

- Introduction
- Basic Message Support
- Environment Lines
- Request Lines
- Data Types
- AutoDRM Implementation Safeguards
- Help Recommendations

Problem Reporting Messages

- Introduction
- Problem Message Procedures
- Problem Format Description
- Problem Message Example

References

FIGURE 15. (CONTINUED)

Appendix

- ALERT_SYSTEM
- ALERT_UPS
- ARMR
- ARRIVAL:ASSOCIATED
- ARRIVAL:AUTOMATIC
- ARRIVAL:GROUPED
- ARRIVAL:REVIEWED
- ARRIVAL:UNASSOCIATED
- AUTH_STATUS
- BEAM
- BLANKPHD
- BULLETIN (IMS 1.0: SHORT FORMAT)
- BULLETIN (IMS 1.0: LONG FORMAT)
- CALIBPHD
- CHANNEL
- CHAN_STATUS
- DETBKPHD
- ERROR_LOG
- EVENT
- FLOW
- FPEB
- FTP_LOG
- LOG
- MET

FIGURE 15. (CONTINUED)

- NETWORK
- ORIGIN
- OUTAGE
- QUPHD
- RESPONSE
- RSR
- SAMPLEPHD
- STATION
- STA_STATUS
- WAVEFORM (IMS 1.0: CM6 FORMAT)
- WAVEFORM (IMS 1.0 INT FORMAT)

Glossary

Index

FIGURE 15. (CONTINUED)

Category 5: User Guides

The documents in this category will assist the technical staff of the various States Parties in sending and receiving data to and from the IDC. Outlines have been created for the following documents:

- Database Schema (See Figure 16.)
- IDC Processing of Seismic, Hydroacoustic, and Infrasonic Data (See Figure 17.)

Category 6: Technical Instructions

The documents in this category will assist the technical staff at the IDC in installing, operating, and maintaining the IDC systems. Outlines have been created for the following subcategories and documents:

- Analyst Instructions for Seismic, Hydroacoustic, and Infrasonic Data (See Figure 18.)
- IDC Software Man Pages (See Figure 19.)
- Software User Manuals (See Figure 20.)

Category 7: IDC Software

The documents in this category will describe the design and requirements of IDC software to programmers, database experts, and other software engineers. Figure 21 shows the standard outline for the IDC Software documents.

Category 8: Facilities and Infrastructure

The documents in this category will provide general, administrative, and other practical information needed to fully access the IDC. This category also contains vendor manuals and specifications on all equipment. Outlines for this category have not yet been developed.

Database Schema

About this Document
- Purpose
- Scope
- Audience
- Related Information
- Using This Document

Entity Relationships
- Overview
- Seismo-acoustic Fundamental Tables
- Summary of Tables and Keys
- Seismo-acoustic Reference Tables
- Seismo-acoustic Application Software Tables

Table Descriptions

Column Descriptions
- Ranges
- NA Values
- Columns

Radionuclide Table Descriptions
- Introduction

References

Glossary

FIGURE 16. OUTLINE OF DATABASE SCHEMA DOCUMENT

IDC Processing of Seismic, Hydroacoustic, and Infrasonic Data

About this Document

- Purpose
- Scope
- Audience
- Related Information
- Using This Document

Overview

Seismic Station Processing

- Overview
- Quality Check
- Signal Detection
- Signal Parameter Extraction
- Preliminary Phase Identification
- Station Phase Association

Hydroacoustic Station Processing

- Overview
- Quality Check
- Signal Detection
- Signal Parameter Extraction
- Preliminary Phase Identification
- Station Phase Association

Infrasonic Station Processing

- Overview
- Quality Check
- Signal Detection

FIGURE 17. OUTLINE OF IDC PROCESSING OF SEISMIC, HYDROACOUSTIC, AND INFRASONIC DATA DOCUMENT

- Signal Parameter Extraction
- Preliminary Phase Identification
- Station Phase Association

Network Processing

- Overview
- Final Phase Identification
- Location
- Magnitude Estimation
- [*function 1*]
- [*function n*]

Analyst Review

- Overview
- [*function 1*]
- [*function n*]

Post-analysis Processing

- Overview
- Ms Estimates
- [*function 1*]
- [*function n*]

Algorithms

- Overview
- STA/LTA Detector
- Coherence Detector
- [*algorithm 1*]...[*algorithm n*]

Reference

Glossary

Index

FIGURE 17. (CONTINUED)

Analyst Instructions for Seismic, Hydroacoustic, and Infrasonic Data

About this Document

- Purpose
- Scope
- Audience
- Related Information
- Using This Document

Procedures

- Overview
- Preparing for Analysis
- Selecting Events
- Analyzing Terrestrial Events
- Analyzing Oceanic Events
- Analyzing Atmospheric Events
- Checking Event Quality
- Searching for Aftershocks
- Checking Time Block Quality
- Scanning for Missed Events
- Checking Quality of Missed Event Scans
- Checking Data Day Quality

Techniques

- Enhancing Signals
- Identifying Phases
- Recognizing Noise and Data Irregularities

FIGURE 18. OUTLINE OF ANALYST INSTRUCTIONS FOR SEISMIC, HYDROACOUSTIC, AND INFRASONIC DATA

- Categorizing Events
- Evaluating Events

References

Appendix A: Station Reference

- Primary Station Reliabilities
- Station Filter Settings
- Station Components
- Array Horizontals
- Maximum Time Lags between Hydroacoustic Stations
- T Phase Blockage Maps

Appendix B: Region Reference

- Source Region Phase Characteristics
- Most Active Seismic Regions

Glossary

FIGURE 18. (CONTINUED)

IDC Software Man Pages

About this Document

- Purpose
- Scope
- Audience
- Related Information
- Using This Document

Automatic Processing

- Detection and Feature Extraction
  [*man pages*, alphabetically ordered]
- Station Processing
  [*man pages*, alphabetically ordered]
- Maxsurf
  [*man pages*, alphabetically ordered]
- Global Association
  [*man pages*, alphabetically ordered]
- Threshold Monitoring
  [*man pages*, alphabetically ordered]
- Post Location Processing
  [*man pages*, alphabetically ordered]
- Radionuclide Detection Processing
  [*man pages*, alphabetically ordered]
- Radionuclide Characterization Processing
  [*man pages*, alphabetically ordered]
- Radionuclide Processing Control
  [*man pages*, alphabetically ordered]

FIGURE 19. OUTLINE OF IDC SOFTWARE MAN PAGES DOCUMENT

Interactive Processing

- Analyst Review Station
  [*man pages*, alphabetically ordered]
- Analyst Review Station Tools
  [*man pages*, alphabetically ordered]
- Map
  [*man pages*, alphabetically ordered]
- Geotool
  [*man pages*, alphabetically ordered]
- Event Screening
  [*man pages*, alphabetically ordered]
- Inspectra
  [*man pages*, alphabetically ordered]
- TrendVue
  [*man pages*, alphabetically ordered]
- Analyst Work Area
  [*man pages*, alphabetically ordered]

Distributed Processing

- Workflow
  [*man pages*, alphabetically ordered]
- Process Monitoring and Control
  [*man pages*, alphabetically ordered]

Data Services

- Continuous Data Subsystem
  [*man pages*, alphabetically ordered]
- Message Subsystem
  [*man pages*, alphabetically ordered]

FIGURE 19. (CONTINUED)

- Retrieve Subsystem
  [*man pages*, alphabetically ordered]
- Subscription Subsystem
  [*man pages*, alphabetically ordered]
- Data Archive Subsystem
  [*man pages*, alphabetically ordered]
- Website Subsystem
  [*man pages*, alphabetically ordered]

System Monitoring

- System Monitoring
  [*man pages*, alphabetically ordered]
- Performance Monitoring
  [*man pages*, alphabetically ordered]

Utilities

- Timeseries Tools
  [*man pages*, alphabetically ordered]
- Configuration Management
  [*man pages*, alphabetically ordered]
- Miscellaneous Tools
  [*man pages*, alphabetically ordered]
- Radionuclide Tools
  [*man pages*, alphabetically ordered]

Common Libraries

- Timeseries
  [*man pages*, alphabetically ordered]
- Data Processing
  [*man pages*, alphabetically ordered]

FIGURE 19. (CONTINUED)

Common Libraries

- Generic Database Interface
  [*man pages*, alphabetically ordered]
- Database
  [*man pages*, alphabetically ordered]
- Graphical User Interface
  [*man pages*, alphabetically ordered]
- Data Import and Export
  [*man pages*, alphabetically ordered]
- Data Acquisition and Control System
  [*man pages*, alphabetically ordered]
- Radionuclide
  [man pages, alphabetically ordered]

References

Index

FIGURE 19. (CONTINUED)

Software User Manuals

About this Document

- Purpose
- Scope
- Audience
- Related Information
- Using This Document

Introduction

- Software Overview
- Status of Development
- Functionality
- Operations

Procedures

- Basic procedures
- Feature-specific Procedures
- Customizing Software

Troubleshooting

- Interpreting Error Messages
- Solving Common Problems
- Reporting Problems

Reference

Appendix: Quick Reference

Glossary

Index

FIGURE 20. OUTLINE OF SOFTWARE USER MANUALS

IDC Software

About this Document

- Purpose
- Scope
- Audience
- Related Information
- Using This Document

Overview

- Introduction
- Functionality
- Identification
- Status of Development
- Background and History
- Operating Environment

Architectural Design

- Conceptual Design
- Design Decisions
- Functional Description
- Interface Design

Detailed Design

- Data Flow Model
- Software Units
- Database Description

Requirements

- Introduction
- General Requirements

FIGURE 21. OUTLINE OF IDC SOFTWARE DOCUMENTS

- Functional Requirements
- System Requirements
- Requirements Traceability

References

Glossary

FIGURE 21. (CONTINUED)

Format

This chapter describes the features and formats available in the IDC templates and includes the following topics:

- Design Elements
- Applied Formats

Format

DESIGN ELEMENTS

This section describes the format of the following design elements:

- character formats
- cross references
- equations
- figure formats
- paragraph formats
- table formats
- variables

Character Formats

The templates contain character formats that you can apply anywhere in the document. These formats are stored in a catalog that is always available as you work in the template. Use the character formats to change the typeface of individual characters or words in a paragraph. Table 1 describes the standard character formats. The templates also include additional FrameMaker default character formats (*f: Default¶Font*, *f: Subscript,* and *f: Superscript*), which are not described in this document. The properties of each character format are described in "Character Properties" on page A14.

TABLE 1: CHARACTER TAGS

Character Tag	Use	Example
Attribute[1]	processes, libraries, attributes, and variables that appear in body text	*status*
BulletSymbol	square bullet in *¶: Bullet*	■
Category	document category in header	Software
Code	computer code, output, and file-names that appear in body text	`retime-arrival` `pub/incoming/docs`
DatabaseTable	database table names that appear in body text	**DataReady**
GraphicsCode	computer code, output, and file-names that appear in figures	`message`
GraphicsData-baseTable	database table names that appear in figures	**DataReady**
GraphicsFont	text that appears in figures	data
GraphicsVariable	processes, libraries, attributes, and variables that appear in figures	*status*
IDCHeader	"IDC Documentation" title in header	IDC DOCUMENTATION
PageNumber	page numbers	1
Syntax9Bold	word "Note:" in *¶: Note*	**NOTE:**
TableCode	computer code, output, and file-names that appear in tables	`retime-arrival`
TableDatabaseTable	database table names that appear in tables	**DataReady**
TableVariable	processes, libraries, attributes, and variables that appear in tables	*status*
Variable	processes, libraries, attributes, and variables that appear in body text	*status*

1. *f: Variable* replaces *f: Attribute* in the new templates.

Cross References

The templates contain cross-referencing features that allow you to automatically link and update text, figures, tables, chapter titles, and section headings within a document and among documents. Table 2 lists the names and examples of the standard cross references. The properties of these cross reference are described in "Cross References" on page A16.

TABLE 2: CROSS-REFERENCE FORMATS

Cross-reference Name	Example
Appendix A Figure Number	Figure A-1
Appendix A Figure Number & Page	Figure A-1 on page A3
Appendix A Heading & Page	"Paragraph Properties" on page A40
Appendix A Table Number	Table A-6
Appendix A Table Number & Page	Table A-6 on page A14
Appendix B Figure Number	Figure B-1
Appendix B Figure Number & Page	Figure B-1 on page B3
Appendix B Heading & Page	"Paragraph Properties" on page B40
Appendix B Table Number	Table B-6
Appendix B Table Number & Page	Table B-6 on page B14
Figure Number	Figure 27
Figure Number & Page	Figure 2 on page 11
Heading	"Formats"
Heading & Page	"Formats" on page 16
Requirement Number	1
Requirement Text	The system shall require minimum operator intervention.

TABLE 2: CROSS-REFERENCE FORMATS (CONTINUED)

Cross-reference Name	Example
Number Only	27
Table Number	Table 1
Table Number & Page	Table 1 on page 10

Equations

The templates include a standard equation format called "New Medium Equation," which is available in the FrameMaker equation palette (∑). This format applies a font and positions the math elements in the equation. For proper alignment and spacing of the equation, apply the following formats:

- Create the equation in its own paragraph.
- Apply the paragraph format *¶: Equation* to the equation.
- Shrink wrap the equation so that it takes up as little space as possible.
- Set the Anchored Frame as follows:
  - Position: Below Current Line
  - Cropped
  - Alignment: Right
  - Width: 5.1

Figure Formats

All figures will be drawn in, cleaned up in, or copied into FrameMaker in the final version of the document. Figures that can not be drawn in FrameMaker, for example, screendumps, will be pasted in an anchored frame.

All IDC figures consist of the following elements:

- an anchored frame (indicated by a marker symbol [⊥] and a border[1])
- standard paragraph and character formats for all text
- standard symbols or a screendump

These elements are shown in the sample figure in Figure 22.

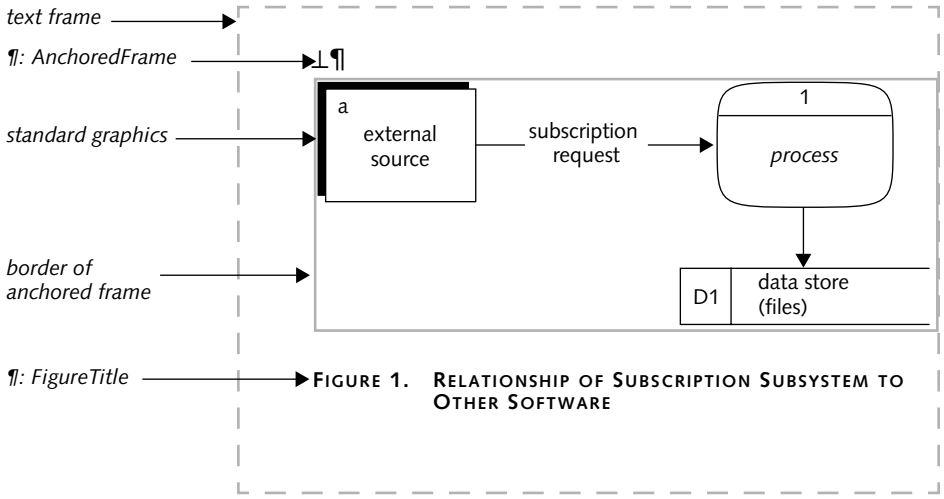

FIGURE 22. SAMPLE FIGURE

1. To see the marker symbol and the border of the anchored frame, choose View>Text Symbols and View>Borders from the FrameMaker menubar.

Anchored Frames

All figures in IDC documentation are created in or copied into an anchored frame. By anchoring a frame to the body text, the figure can move with the flow of text as information is added or deleted in the document. The anchored frame is specified as follows:

- positioned below the current line, which is always tagged as *¶: AnchoredFrame*
- right aligned on the page
- cropped horizontally to keep graphics within the frame
- 5.1 inches wide
- sized vertically to include only the figure and no extra space

Paragraph Tags for Figures

Paragraph tags automatically format the figure title and the spacing above the anchored frame. Use the following paragraph tags to format figures:

- *¶: AnchoredFrame*
- *¶: FigureTitle*
- *¶: FigureTitleAppendixA*
- *¶: FigureTitleAppendixB*

For more information, see "Appendix A: Template Properties" on page A1.

Character Tags for Figures

Format text within a figure by using one of the following character tags as defined in "Character Formats" on page 38:

- *f: GraphicsCode*
- *f: GraphicsDatabaseTable*
- *f: GraphicsVariable*
- *f: GraphicsFont*

Text Spacing

The symbols in the IDC Graphics Library contain lines of sample text, which you type over.[1] To create text within a figure, use the following formats:

- Create text as an object (not a paragraph).
- Distribute multiple lines of text with a vertical gap of 0.02."
- Center align multiple lines of text.
- Center all text in a symbol.

These formats are shown in Figure 23.

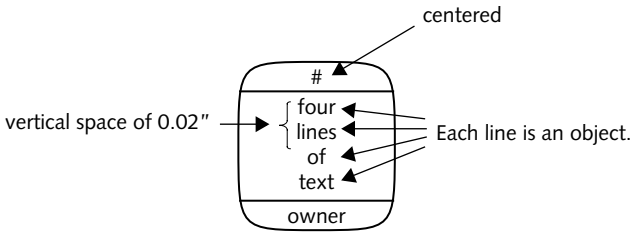

FIGURE 23. FORMATTED TEXT WITHIN SYMBOL

Paragraph Formats

The templates contain paragraph formats that you can apply anywhere in the document. These formats are stored in a catalog that is always available as you work from the template. Use the paragraph formats to specify the look of a paragraph including its indentation, typeface, alignment, autonumbering, hyphenation, tab stops, word spacing, and line spacing. Table 3 lists the standard paragraph formats available in the templates. These paragraph formats share the following characteristics:

1. These symbols are described in "Graphics" on page 83.

- Most paragraphs in the template are justified and use automatic hyphenation.
- A smart space feature allows only one space to be inserted between words.
- The predefined space above and below the paragraphs eliminates the need to insert returns for the purpose of line spacing.
- Numbered lists and bulleted lists are used at the same hierarchical level, followed by the dash at the next lower level.

The templates contain only the paragraph formats applicable to the type of document. Notify the documentation coordinator if you need additional Formats.[1] The properties of each paragraph format are described in "Paragraph Properties" on page A2.

TABLE 3: PARAGRAPH TAGS

¶ Tag	Use
AnchoredFrame	placeholder for anchored frame
Blank	placeholder for blank page
Body	body text (other than first paragraph after heading)
BodyAfterHead	body text after heading
Bullet	bulleted list
BulletContinue	continuation of bullet paragraph or numbered list
Category	category name for database table
CellBody	text in a table cell
CellBodyNum	numbered paragraph in a table cell (2+)
CellBodyNum1	first numbered paragraph in a table cell (1)
CellHeading	column heading in a table
ChapterTitle1	title of chapter on first page of chapter

1. Send email to `idc_docs@gso.saic.com`.

TABLE 3: PARAGRAPH TAGS (CONTINUED)

¶ Tag	Use
ChapterTitle2	title of chapter on second page of chapter
ColumnDescription	description of database column
ColumnFormats	format of database column
ColumnName	name of database column
ColumnNAValue	null value of database column
ColumnRange	range of database column
ColumnRangeLast	range of database column (last entry on page)
ColumnTable	table of column in database
ContentsLabel	label of column in database
Dash	dashed list; follows bullet or numbered list
Data	data description for database table
Equation	equation
Example	example
FigureTitle	title of figure
FigureTitleAppendixA	name of figure in the first or only appendix
FigureTitleAppendixB	name of figure in the second appendix
FigureTitleContinued	name of figure that continues onto another page
FooterLeft	information on bottom left of master page
FooterRight	information on bottom right of master page
Footnote	footnote for body text
GlossaryEntry	definition of term in the glossary
GlossaryHeading	term in the glossary
GlossaryLetter	letter preceding terms in the glossary
HeaderLeft	information on top left of master page
HeaderRight	information on top right of master page

TABLE 3: PARAGRAPH TAGS (CONTINUED)

¶ Tag	Use
Heading1	first-level section heading
Heading2	second-level section heading
Heading3	third-level section heading
IndexEntry	topic and page number in the Index
IndexLetter	letter preceding list of topics in the index
Keys	description of database keys
Note	note supporting previous paragraph
NoticeBody	body text on Notice page
NoticeHeading	headings on Notice page
Numbered	numbered list (2+)
Numbered1	first item in a numbered list (1)
Reference	bibliographical entries on Reference page
RequirementNumber	numbered requirement
TableFootnote	footnote to item in table
TablePlaceHolder	paragraph anchoring table
TableTitle	name of a table in the main document
TableTitleAppendixA	title of table in first or only appendix
TableTitleAppendixB	title of table in second appendix
TableTitleRomanNumber	title of table in About this Document chapter

Table Formats

The templates contain one format for vertical tables. This format, called "Format A," controls the indents, spacing, cell size, alignment, title positioning, and line ruling of a table. Figure 24 shows a sample table using Format A. The properties of Format A are described in "Table Properties" on page A16.

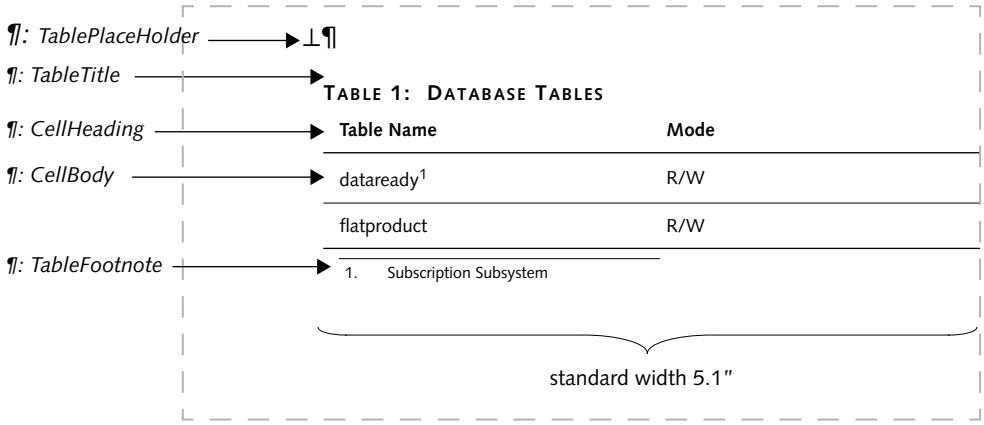

FIGURE 24. SAMPLE TABLE USING FORMAT A

Format A tables have the following characteristics:

- The table title is left aligned.
- Vertical tables that continue onto a new page repeat the table title and add the word "(continued)."
- Footnotes to a table appear below the body of the table, left aligned, and numbered sequentially for the table.
- Paragraph tags format the space above the table, the table title, headings, cells, and footnotes, as described in Table 4.
- The columns are scaled to widths totaling 5.1 inches.

TABLE 4: STANDARD PARAGRAPH TAGS USED IN TABLES

Paragraph Tag	Use in Table
CellBody	This tag formats the contents of all cells other than the heading cells.
CellHeading	This tag formats the contents of the cell headings.
TableFootnote	This tag inserts a numbered footnote below the table.
TablePlaceHolder	This tag defines the space above the table title and preceding text.
TableTitle	This tag inserts the word "Table" and automatically numbers the table; it also formats the name of the table and inserts the word "continued" when the table continues on the next page(s).
TableTitleAppendixA	This tag inserts the words "Table A-" and automatically numbers the table; it also formats the name of the table and inserts the word "continued" when the table continues on the next page(s). Use this tag to format the first or only appendix.
TableTitleAppendixB	This tag inserts the words "Table B-" and automatically numbers the table; it also formats the name of the table and inserts the word "continued" when the table continues on the next page(s). Use this tag to format the second appendix in a series.

Wide Tables

Some templates contain wide tables. A format, called "Format B," controls the indents, spacing, cell size, alignment, title positioning, and line ruling of a wide table. Format B is the same style as Format A, except for the following properties:

- Regardless of whether a table is on a left or right page of the book, if that table is too wide to fit vertically on the page, it is rotated counterclockwise so that its headings read up the page, not down.
- A wide table that continues onto a new page will repeat the column headings but not the table title on the consecutive pages.

Variables

The templates contain variables that assist in automatically updating text, such as headers and footers, product names, and dates. Variables are defined by internal FrameMaker codes, user-defined text, and character formats. Table 5 lists the names and formats of the variables used in the templates. The properties of these variables are described in "Variables Properties" on page A18.

TABLE 5: FORMATS FOR VARIABLES

Variable Name	Example
CSCI[1]	Data Services
Current Page #	3
Modification Date (Long)	February 1998
Software Name	Subscription Subsystem
Table Continuation	(continued)

1. Computer Software Configuration Item

APPLIED FORMATS

The following pages illustrate how the formats are applied in a document. Figures 25 through 38 show sample pages of a template using paragraph and character tags. The reference letters (shown in the upper, left margin) map to Figure 1 on page 2. A cover page and roadmap are not included because they will be produced by a graphics specialist and do not follow the standards discussed in this document. Paragraphs tags are preceded by ¶; characters tags are preceded by *f*.

B

¶: NoticeHeading

¶: NoticeBody

Notice

Every effort was made to ensure that the information in this document was accurate at the time of printing. However, the information is subject to change.

Contributors

David Salzberg, Science Applications International Corporation

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This document was issued by the Geophysical Systems Operation of Science Applications International Corporation (SAIC) as part of the International Data Centre (IDC) Documentation. The ordering number for this document is SAIC-98/3001, published April 1998. Copies of this document may be ordered by FAX: (619) 458-4993.

This document is cited within other IDC documents as [IDC7.4.4].

FIGURE 25. NOTICE PAGE FORMATS

Format ▼

D

IDC DOCUMENTATION

¶: ChapterTitle2

Subscription Subsystem

¶: ContentsLabel

CONTENTS *¶: ChapterTitle1TOC*

About this Document i
¶: Heading1TOC ■ PURPOSE ii
■ SCOPE ii
■ AUDIENCE iii
■ RELATED INFORMATION iii
■ USING THIS DOCUMENT iv
¶: Heading2TOC Conventions v

Overview 1
■ INTRODUCTION 2
■ FUNCTIONALITY 4
■ IDENTIFICATION 6
■ STATUS OF DEVELOPMENT 6
■ BACKGROUND AND HISTORY 7
■ OPERATING ENVIRONMENT 7
Hardware 7
Commercial-Off-The-Shelf Software 8

Architectural Design 9
■ CONCEPTUAL DESIGN 10
■ DESIGN DECISIONS 16
Programming Language 16
Global Libraries 16
Database 16

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FIGURE 26. TABLE OF CONTENTS PAGE FORMATS

D

IDC DOCUMENTATION

¶: ChapterTitle2

Subscription Subsystem

¶: ContentsLabel

FIGURES

¶: FigureTitleTOC

FIGURE 1. IDC SOFTWARE CONFIGURATION HIERARCHY 3
FIGURE 2. RELATIONSHIP OF SUBSCRIPTION SUBSYSTEM TO OTHER SOFTWARE UNITS OF DATA SERVICES CSCI 5
FIGURE 3. REPRESENTATIVE HARDWARE CONFIGURATION FOR SUBSCRIPTION SUBSYSTEM 8
FIGURE 4. OBJECT MODEL OF SUBSCRIPTION SUBSYSTEM 11
FIGURE 5. PROCESSING FLOW AND CREATION OF DATA PRODUCTS 14
FIGURE 6. FLOW OF SUBSCRIPTION PARSING 20
FIGURE 7. DATA FLOW AND EXTERNAL INTERFACES OF SUBSCRIPTION SUBSYSTEM 21
FIGURE 8. ENTITY-RELATIONSHIP OF SUBSCRIPTION SUBSYSTEM TABLES 36

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FIGURE 27. LIST OF FIGURES PAGE FORMATS

Format ▼

D

IDC DOCUMENTATION

¶: ChapterTitle2

Subscription Subsystem

¶: ContentsLabel

TABLES

¶: TableTitleTOC

TABLE I:	DATA FLOW SYMBOLS	v
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TABLE 13:	SUBS	45
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FIGURE 28. LIST OF TABLES PAGE FORMATS

E

IDC DOCUMENTATION
Software

f: IDCHeader
f: Category

¶: ChapterTitle1 → **About this Document**

¶: BodyAfterHead → This chapter describes the document and includes the following topics:

¶: Bullet →
- Purpose
- Scope
- Audience
- Approach
- Using these Standards
- Implementation
- Conventions

¶: PageNumber

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i

FIGURE 29. ABOUT THIS DOCUMENT PAGE FORMATS

Format ▼

F

IDC DOCUMENTATION
Software

f: IDCHeader
f: Category

¶: ChapterTitle1 → **Overview**

¶: BodyAfterHead → This chapter provides a general overview of the Subscription Subsystem software and includes the following topics:

¶: Bullet →

- Introduction
- Functionality
- Identification
- Status of Development
- Background and History
- Operating Environment

¶: PageNumber

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FIGURE 30. BODY PAGE FORMATS (1ST PAGE OF CHAPTER)

F

¶: HeaderLeft

Overview ▼

IDC DOCUMENTATION
Software

f: IDCHeader

f: Category

¶: ChapterTitle2

Overview

¶: Heading1

INTRODUCTION

¶: BodyAfterHead

The software of the IDC acquires timeseries and radionuclide data from stations of the International Monitoring System (IMS) and other locations. The IDC software architecture is as follows:

¶: Bullet

- Continuous Data Subsystem

¶: BulletContinue

This software acquires timeseries data according to a standard protocol and forwards the data to external users [IDC3.4.2].

- Message Subsystem

  This software exchanges data in response to user requests. The data are formatted according to a standard protocol and exchanged through UNIX mail [IDC3.4.1]. This software also provides the interface to mail for the Retrieve and Subscription Subsystems.

- Retrieve Subsystem

  This software prepares messages, formatted according to the standard protocol, that retrieve segments of data from stations of the IMS auxiliary seismic network [IDC3.4.1]. The software also parses the response messages. The Message Subsystem exchanges the messages.

¶: PageNumber

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FIGURE 31. BODY PAGE FORMATS (2ND PAGE OF CHAPTER)

Format ▼

F

IDC DOCUMENTATION
Software

f: IDCHeader
f: Category

¶: HeaderRight → **▼ Overview**

¶: Heading1 → **OPERATING ENVIRONMENT**

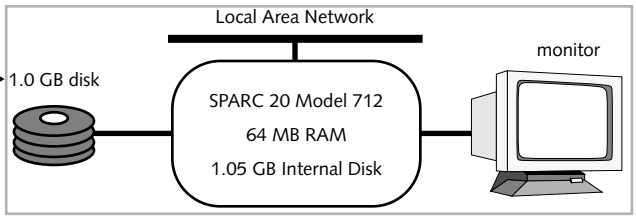
¶: BodyAfterHead → The following paragraphs describe the hardware and commercial-off-the-shelf (COTS) software required to operate the Subscription Subsystem.

¶: Heading2 → **Hardware**

¶: BodyAfterHead → The Subscription Subsystem software is designed to run on a UNIX workstation such as the SPARCstation 20/712. Figure 2 shows a representative hardware configuration.

¶: AnchoredFrame → ⊥¶

f: GraphicsFont →



¶: FigureTitle → FIGURE 2. REPRESENTATIVE HARDWARE CONFIGURATION FOR SUBSCRIPTION SUBSYSTEM

¶: Heading3 → **Memory**

¶: Body → Typically, the hardware is configured with 64 MB of memory and a minimum of 2 GB of magnetic disk. The required disk space will scale with the duration that outgoing messages are archived

¶: PageNumber

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FIGURE 32. BODY PAGE FORMATS (MIDDLE OF CHAPTER)

F

IDC DOCUMENTATION
Software

¶: HeaderLeft

Table Descriptions ▼

f: IDCHeader

f: Category

¶: Heading1

TABLE DEFINITIONS

Category: **Networks** ¶: Category

Keys: primarynet, sta ¶: Keys

Data: administrative ¶: Data

COLUMN DEFINITIONS

Name: a

Table: **mag_coefs** ¶: ColumnName ¶: ColumnTable

¶: ColumnDescription

Description: Logarithm of scaling constant for the magnitude parameterization: m = logA + a + bR + clog R, where A is the measured amplitude and R is epicentral distance in km.

Format: FLOAT(24) ¶: ColumnFormat

NA Value: –999.0 ¶: ColumnNAValue

Range: a > –999.0 ¶: ColumnRangeLast

¶: PageNumber

12

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FIGURE 33. BODY PAGE FORMATS (2ND PAGE OF CHAPTER)

Format ▼

F

IDC DOCUMENTATION
Software

f: IDCHeader
f: Category

¶: Header Right
▼ **Overview**

¶: Heading1 → **IDENTIFICATION**

¶: BodyAfterHead → The software's database tables are identified in Table 1.

¶: TablePlaceHolder → ⊥

¶: TableTitle →

TABLE 1: DATABASE TABLES

¶: CellHeading →

¶: CellBody →

Table Name	Mode
dataready[1]	R/W
flatproduct	R/W

¶: TableFootnote → 1. Subscription Subsystem

¶: PageNumber

May 1998 13

FIGURE 34. BODY PAGE FORMATS

G

IDC DOCUMENTATION
Software

f: IDCHeader
f: Category

¶: ChapterTitle1 → **References**

¶: BodyAfterHead → The following sources are referenced in this document or supplement it:

¶: Reference →

[And94] Anderson, J., Mortel, M., Macritchie, B., and Turner, H., *Generic Database Interface (GDI) User Manual*, Science Applications International Corporation, SAIC-93/1001, 1994.

[Car97] Carter, J., and Bowman, J. R., *IDC Database Schema*, CMR-97/28, 1997.

[DOD94a] Department of Defense, "Software Design Description," *Military Standard Software Development and Documentation*, MIL-STD-498, 1994.

[DOD94b] Department of Defense, "Software Requirements Specification," *Military Standard Software Development and Documentation*, MIL-STD-498, 1994.

[GSE95b] Group of Scientific Experts, *GSETT 3 Documentation, Volume Two: Operations,* CRP/243, 1995.

[IDC5.1.1] Science Applications International Corporation, Pacific-Sierra Research Corporation, *Database Schema User Guide (Part 1 and Part 2)*, SAIC-98/3009, PSR-98/TN1127, 1998.

¶: PageNumber

May 1998 10

FIGURE 35. REFERENCE PAGE FORMATS

Format ▼

H

IDC DOCUMENTATION
Software

f: IDCHeader
f: Category

¶: ChapterTitle1 → **Appendix: Sample Subscriptions**

¶: BodyAfterHead → This appendix contains sample orders received by the Subscription Subsystem.

¶: PageNumber

May 1998 A1

FIGURE 36. APPENDIX PAGE FORMATS

I

IDC DOCUMENTATION
Software

f: IDCHeader
f: Category

¶: ChapterTitle1 **Glossary**

¶: GlossaryLetter **A**

¶: GlossaryHeading **Annexes**

¶: GlossaryEntry Formal additions to the Comprehensive Nuclear Test-Ban Treaty.

array

A collection of sensors distributed over a finite area (usually in a cross or concentric pattern) and referred to as a single station.

arrival

A signal that has been associated to an event. In the first instance, this is performed automatically by the Global Association (GA) software. Later in the processing, many arrivals are confirmed and improved by visual inspection.

associate

To assign an arrival to an event.

B

bulletin

Chronological listing of event origins spanning an interval of time. Often, the specification of each origin or event is accompanied by the event's arrivals and sometimes with the event's waveforms.

C

child process

UNIX process created by the *fork* routine. The child process is a snapshot of the parent at the time it called *fork*.

CMR

Center for Monitoring Research.

Configuration Control Board

Organizational body that approves and releases new versions of software.

¶: PageNumber

May 1998

G1

FIGURE 37. GLOSSARY PAGE FORMATS

Format ▼

J

IDC DOCUMENTATION
Software

f: IDCHeader
f: Category

¶: ChapterTitle1 → **Index**

¶: IndexLetter → **A**

¶: IndexEntry →

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May 1998

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FIGURE 38. INDEX PAGE FORMATS

Conventions

This chapter defines conventions for the following topics:

- Commands
- Common Terms
- Contributors
- Cross References
- Graphics
- Headings and Captions
- Numbers
- Reference Page
- References to Documents
- Tables
- Trademarks
- Typeface

Conventions

COMMANDS

This section describes the syntax for writing software commands and the terms to use when writing instructions.

Software Syntax

The following conventions describe the syntax for writing software commands. All variables are tagged as *f: Variable* (or *f: Attribute* in the older templates). All command names are tagged as *f: Code.*

A command begins with a command name and is followed by an argument. Arguments may be optional or required. Additionally, some arguments require variables.

- Square brackets indicate that the argument is optional.

  Example: `login` [`d` *device*]

  - `login` is the name of the command.
  - If argument `d` is used, a *device* must be specified.

- A vertical bar means "or": only one option can appear in a single command.

  Example: `diff3` [`e`|`x`|`E`|`X`|`3`] *file1 file2 file3*

  - `e` or `x` or `E` or `X` or `3` can appear, but only one at a time.
  - The variable arguments *file1 file2 file3*, which are not enclosed in square brackets, must be specified.

- Multiple arguments may appear as a list.

  Example: `aeiou`
  (indicates that any or all of the arguments can appear at the same time)

- Ellipses indicate one or more occurrences, usually of a filename.

  Example: *file...*
  (indicates that one or more filenames may be supplied, separated by spaces)

- Slanted brackets < > may be used to group required arguments.

  Example: <l*ogin*>

Instructions

Table 6 describes the terms to use when providing instructions to your reader. Always begin your instructions with an action verb (the imperative) and use second-person pronouns (you, yours).

Example: Open the file.

Example: When you click on the waveform, a new screen appears.

TABLE 6: TERMS USED FOR COMMANDS

Term	Explanation	Example
choose	Pick an item from a list or an option from a menu.	Choose Print>File. Choose a date from Date List.
click	Press and release your (left) mouse button.	Click Send in the dialog box.
cursor	The cursor identifies the active place in a window.	At the cursor, type your name.
double-click	Click a mouse button twice without moving the pointer.	Double-click the Maximize icon to reopen the program.

TABLE 6: TERMS USED FOR COMMANDS (CONTINUED)

Term	Explanation	Example
drag	Hold down the (left) mouse button while moving the pointer.	Drag the pointer to draw a rectangle around the region of interest.
key-key	Indicates simultaneous key strokes. Hold down the first key and press the second key.	control-e (Hold down the control key and press the letter e.)
key, key	Indicates consecutive keystrokes. Press the first key, release it, then press the second key.	esc, v (Press the esc key, release it, then press the letter v.)
menubar	This rectangular bar contains pulldown tools and options.	The *ARS* menubar consists of five menus, each with multiple options.
menu	This list of selectable options usually appears for as long as you press on the related menu.	The View menu contains the options for hiding text symbols and borders.
menu>submenu	Choose (option or submenu) from (menu).	File>Print (Choose the Print option from the File menu)
option	An option is a selectable item on a menu.	the Print option (Upon selecting the Print option, a dialog box appears.)
pointer	When you move the mouse without pressing the (left) mouse button, a pointer (arrow) appears on the inactive portions of your screen. When you click the left mouse button, the pointer becomes a cursor and activates the area on the screen.	Drag the pointer to draw a rectangle around the region of interest.
select	Highlight or click data other than menu options or items in a list.	Select the text to be copied. Select a waveform.

COMMON TERMS

Some words have more than one acceptable use, spelling, capitalization, and punctuation. However, to provide consistency to the reader, use the conventions described in this section.

Capitalization

Capitalize the following types of words:

- proper nouns (specific names of people, places, and things)

  Example: Subscription Subsystem software

- first word of complete sentences

  Example: Subscription Subsystem is a computer software component of the Data Services computer software configuration item.

- main words of titles, headings, figure titles, and table titles

  Example: About this Document

- directions, when they indicate specific geographic areas

  Example: ... in the SouthWest

Do not capitalize the following types of words:

- seasons

  Example: fall, winter, spring, summer

- listed items (unless proper nouns)
- common nouns

Word Use and Punctuation

Eliminate Latin terms including `e.g.`, `i.e.`, `ad hoc`, and `etc`. These terms are easily misused by authors and are not understood by all audiences:

Example: Choose an option (~~e.g.,~~ Print) from the menu.
Choose an option (for example, Print) from the menu.

As a general rule, punctuate only complete sentences in all parts of the document except for the Glossary; punctuate all entries in the Glossary.

Use a comma after all items in a series.

Example: Access the feature through the Format, Special, or View menu.

Table 7 lists the conventions for spelling and capitalizing common terms [Fre90], [Hal96].

TABLE 7: WORD USE

Used	Not Used
provisional, interim, transitional	ad hoc
advisor	adviser
analog	analogue
and	&
and others	et cetera, etc., et al.
caliber	calibre
catalog	catalogue
data are	data is
database	data base
download, upload	down load, up load
dataset	data set
email	E-mail, Email, e-mail, electronic mail

TABLE 7: WORD USE (CONTINUED)

Used	Not Used
enclose	inclose
endorse	indorse
Ethernet	ethernet
for example	e.g.,
identify, identifier, identified, identifying	ID, Id, ID'd, ID'ing
Internet	internet, Net
intranet	Intranet
log on, logged on	logon, log in,
meter	metre
online, offline	on-line, on line, off-line, off line
ORACLE, Oracle Corporation	Oracle, oracle, ORACLE Corporation
practice	practise
program	programme
real-time *monitoring*, in real time	realtime
SPARC, SPARCstation	Sparc, SparcStation
telnet	Telnet, Remote Login
that is (or use a colon ":")	i.e.,
the Web	WWW, World Wide Web
toward	towards
UNIX	Unix
use	utilize, usage
user	end user

Abbreviations

Table 8 lists the conventions for abbreviating words, including their punctuation and capitalization. The right column indicates where to use the abbreviations. Clarify abbreviations the first time they appear in a document by writing the unabbreviated form followed by the abbreviation enclosed in parentheses.

Example: The body wave magnitude (M_b)...

TABLE 8: ABBREVIATIONS

Used	Description	Used in Document
A	ampere	everywhere
abs	absolute	everywhere
ac	alternating current	everywhere
AF	audiofrequency	everywhere
Ah	ampere-hour	everywhere
A/m	ampere per meter	everywhere
AM	amplitude modulation	everywhere
a.m.	ante meridiem	everywhere
amp	amplitude	everywhere
approx.	approximately	tables or figures
arid	arrival identifier	everywhere
At	ampere-turn	everywhere
atm	atmosphere	everywhere
at wt	atomic weight	everywhere
au	astronomical units	everywhere
azdef	azimuth-defining code	everywhere
azres	azimuth residual	everywhere
B	byte	everywhere

TABLE 8: ABBREVIATIONS (CONTINUED)

Used	Description	Used in Document
b	bit	everywhere
Bd	baud	everywhere
Btu	British thermal unit	everywhere
°C	degrees Celcius	everywhere
chan.	channel	tables or figures
cm, cm^2	centimeter, square centimeter	everywhere
c/m	cycles per minute	everywhere
dB	decibel	everywhere
dBu	decibel unit	everywhere
dc	direct current	everywhere
deg.	degrees (as a distance)	tables
dm, dm^2	decimeter, square decimeter	everywhere
EHF	extremely high frequency	everywhere
elev.	elevation	tables or figures
ema	emergency angle of an arrival	everywhere
emu	electromagnetic unit	everywhere
esu	electrostatic unit	everywhere
evid	event identifier	everywhere
°F	degrees Fahrenheit	everywhere
FM	frequency modulation	everywhere
fm	first motion	everywhere
ft, ft^3	foot, cubic feet	tables or figures
G	giga	everywhere
GB	gigabyte	everywhere
g	gram	tables or figures

TABLE 8: ABBREVIATIONS (CONTINUED)

Used	Description	Used in Document
HF	high frequency	everywhere
Hz	hertz	everywhere
IF	intermediate frequency	everywhere
in.	inch	tables or figures
in^3	cubic inches	everywhere
iphase	reported phase	everywhere
KB	kilobyte	everywhere
k	kilo (prefix), thousand	everywhere
kg	kilogram	everywhere
km	kilometer	everywhere
lat.	latitude	tables or figures
LF	low frequency	everywhere
log.	logarithm	everywhere
long.	longitude	tables or figures
M	mega (prefix), million	everywhere
m	meter	tables or figures
MB	megabyte	everywhere
M_b	body wave magnitude	everywhere
M_L	local magnitude of event	everywhere
memo	memorandum	everywhere
MF	medium frequency	everywhere
mi.	mile	tables or figures
mo.	month	tables or figures
m.s.l.	mean sea level	everywhere
MHz	megahertz	everywhere

TABLE 8: ABBREVIATIONS (CONTINUED)

Used	Description	Used in Document
mHz	millihertz	everywhere
min	minute	tables or figures
mL	milliliter	tables or figures
mm, mm^2	millimeter, square millimeter	tables or figures
mo.	month	tables or figures
ms	millisecond	everywhere
N	nano (prefix, one-billionth)	everywhere
N.	north	tables or figures
NE.	northeast	tables or figures
net wt.	net weight	tables or figures
nm	nanometer	everywhere
ns	nanosecond	everywhere
NW.	northwest	tables or figures
orid	origin identifier	everywhere
p	pico (prefix, one-trillionth)	everywhere
per	signal period	tables or figures
p.m.	post meridiem	everywhere
qual	onset quality	tables or figures
rect	measure of signal rectilinearity	tables or figures
RF	radio frequency	everywhere
s	second (time)	tables or figures
S.	south	tables or figures
SE.	southeast	tables or figures
slores	slowness residual	everywhere
slowdef	slowness-defining code	everywhere

TABLE 8: ABBREVIATIONS (CONTINUED)

Used	Description	Used in Document
smajax	semi-major axis	everywhere
sminax	semi-minor axis	everywhere
snr	signal-to-noise ratio	everywhere
sta	station code	everywhere
statype	station type	everywhere
stype	signal type	everywhere
SW.	southwest	tables or figures
T	tera (prefix one trillion)	everywhere
timedef	time-defining code	everywhere
timeres	travel-time residual	everywhere
UHF	ultrahigh frequency	everywhere
U.S.	United States	everywhere
U.S.A.	United States of America	everywhere
VHF	very high frequency	everywhere
W.	west	tables or figures
x	unknown quantity	everywhere
yr	year	tables or figures

Names of Organizations

The following list provides the accurate spelling, capitalization, and acronyms (if applicable) for organizations that are commonly referenced in IDC documents. Write the complete name of the organization the first time you use it in a document (excluding the Notice page) and include the acronym (if available) in parentheses. Then use the acronym (if available) in the remainder of the document.

- Center for Monitoring Research (CMR)
- International Data Centre (IDC)
- Prototype International Data Centre (PIDC)
- Pacific-Sierra Research Corporation (PSR)
- Oracle Corporation
- Science Applications International Corporation (SAIC)
- Sun Microsystems
- UNIX System Labs, Inc.
- Xerox Corporation

Acronyms

Acronyms are abbreviations that are pronounced as words. Table 9 lists the conventions for capitalizing common acronyms. Clarify acronyms the first time they appear in a document by writing the unabbreviated form followed by the acronym enclosed in parentheses.

Example: The International Data Centre (IDC)...

TABLE 9: COMMON ACRONYMS

Used	Not Used
ASCII	ascii
bps	BPS, bits per second
CPU	cpu, central processing unit
DOS	dos, disk operating system
FTP	ftp
GUI, GUIs	gui, graphical user interface
laser	LASER
PC	pc, personal computer
RAM	ram, random access memory

TABLE 9: COMMON ACRONYMS (CONTINUED)

Used	Not Used
radar	RADAR
ROM	rom, read-only memory
sonar	SONAR

CONTRIBUTORS

On the Notice page, list the first and last names of all people who have helped develop the document and the organization that the contributor represents. Enter one contributor per line and tag each line *¶: NoticeBody* to look as follows:

First name Last name, Organization
First name Last name, Organization
...

CROSS REFERENCES

The conventions for referencing other figures, tables, and sections in your document differ according to the source of the information being referenced. This section defines these conventions according to type and location. *CR* indicates the name of the cross-reference format that will supply the referenced information. *REFyr* is the bibliographical reference for the document.[1]

References to Figures and Tables

Same Chapter

Use the following formats to reference figures or tables within the same chapter:

1. See "References to Documents" on page 94.

- Figure *n* (*CR: Figure Number*)

  Example: Figure 22 shows the hardware configuration.

- Table *n* (*CR: Table Number*)

  Example: Table 3 lists the database tables.

Another Chapter of Book

Use the following formats to reference figures or tables in another chapter of the same book:

- Figure *n* on page *n* (*CR: Figure Number & Page*)

  Example: The hardware configuration is shown in Figure 2 on page 3.

- Table *n* on page *n* (*CR: Table Number & Page*)

  Example: The database attributes are defined in Table 21 on page 45.

Another Book

Use the following formats to reference figures or tables in another book:

- Figure *n* on page *n* in [*REFyr*] (*CR: Figure Number & Page*)
  You type `in` and `[`*REFyr*`]`.

  Example: Figure 22 on page 45 in [IDC7.4.4] shows the hardware configuration.

- Table *n* on page *n* in [*REFyr*] (*CR: Table Number and Page*)
  You type `in` and `[`*REFyr*`]`.

  Example: Table 1 on page 23 in [IDC7.4.4] shows the database tables.

Sequence within Chapter

Use the following formats to reference a sequence of figures or tables within the same chapter:

- Figures *n*, *n*, and *n* (*CR: Number Only*)
  (You type `Figures`, `and`, and commas.)

  Example: Figures 21, 22, and 23 show hardware configurations.

- Tables *n*, *n*, and *n* (*CR: Number Only*)
  You type `Tables`, `and`, and commas.

  Example: Tables 4, 5, and 8 list the database properties.

Sequence in Another Chapter

Use the following formats to reference a sequence of figures or tables in another chapter of the same book:

- Figure *n* on page *n* and Figure *n* on page *n*
  (*CR: Figure Number & Page*)
  You type `and`.

  Example: Figure 22 on page 33 and Figure 27 on page 54 show sample hardware configurations for the subsystem.

- Table *n* on page *n* and Table *n* on page *n*
  (*CR: Table Number & Page*)
  You type `and`.

  Example: Table 6 on page 13 and Table 7 on page 14 define the properties of the database.

Sequence in Another Book

Use the following formats to reference a sequence of figures or tables in another book:

- Figure *n* on page *n* and Figure *n* on page *n* in [*REFyr*]

  (*CR: Figure Number & Page*)
  You type `and`, `in`, and `[`*REFyr*`]`.

  Example: The subsystem's relationship to other software is shown in Figure 1 on page 20 and Figure 2 on page 24 in [IDC7.4.4].

- Table *n* on page *n* and Table *n* on page *n* in [*REFyr*]

  (*CR: Table Number & Page*)
  You type `and`, `in`, and `[`*REFyr*`]`.

  Example: The IDC documentation taxonomy is shown in Table A on page A1 and Table B on page B1 in [Ker97].

References to Section Headings

Same Book

Use the following formats to reference a section heading in the same book:

- "*Heading*" on page *n* (*CR: Heading & Page*)

  Example: "Commands" on page 66 describes the conventions for spelling words with many acceptable spellings.

Another Book

Use the following formats to reference a section heading in another book:

- "*Heading*" on page *n* in [*REFnn*] (*CR: Heading & Page*)
  You type `in` and `[`*REFyr*`]`.

  Example: For a description of the Subscription Subsystem's requirements, see "Requirements" on page 54 in [IDC7.4.4].

References to Chapter Titles and Appendices

Same Book

Use the following formats to reference a chapter or appendix title in the same book:

- "*Chapter Title*" on page *n* (*CR: Heading & Page*)

  Example: "Content" on page 54 describes the organization of content in an IDC document.

- "Appendix *A: Title*" (*CR: Heading*)

  Example: See "Appendix A: Template Formats" for a description of the formatting properties used in the templates.

Another Book

Use the following formats to reference a chapter or appendix title in another IDC book:

- "*Chapter Title*" on page *n* in [*REFnn*]

  (*CR: Heading & Page*)
  You type `in` and `[`*REFyr*`]`.

  Example: The software's general, functional, and system requirements are described in "Requirements" on page 65 in [IDC7.4.4].

- "*Appendix A: Title*" in [*REFnn*]

  (*CR: Heading*)
  You type `in` and `[`*REFyr*`]`.

  Example: The documentation taxonomy is further described in "Appendix A: IDC Documents by Category" in [Ker97].

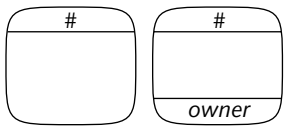
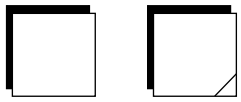
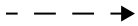
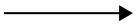
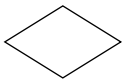
GRAPHICS

Predefined, formatted symbols are the building blocks for creating consistent figures throughout all IDC documents. Tables 10, 11, and 12 define these symbols. An IDC Graphics Library, which contains a clipart version of these symbols, is available from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:

```
/pub/incoming/docs/IDCLists/IDCGraphics
```

Instructions for creating figures are provided in "Generating Figures" on page 105. See "Sample Figures" on page A31 for examples of actual IDC figures.

TABLE 10: DATA FLOW SYMBOLS[1]

Description	Symbol
process process with owner	
external source or sink of data (left) duplicated external source or sink of data (right)	
data store (left) duplicated data store (right)	
control flow[2]	
data flow	
decision	
product	

1. All line weights for symbols are set in FrameMaker to 1.0 pt.
2. Arrowheads are set in FrameMaker to 90°/30°/6 pt.

TABLE 11: ENTITY-RELATIONSHIP SYMBOLS

Description[1]	Symbol
One **A** maps to one **B**.	A ←——→ B
One **A** maps to zero or one **B.**	A ←——○→ B
One **A** maps to many **B**s.	A ←——▶▶ B
One **A** maps to zero or many **B**s.	A ←——○▶▶ B
database table	**tablename** *primary key* *foreign key* *attribute 1* *attribute 2* . . . *attribute n*

1. Symbols in this table are based on Gane-Sarson conventions.

TABLE 12: MISCELLANEOUS SYMBOLS

Description	Symbol
category of documentation	●
subcategory of documentation	◆
document	■

HEADINGS AND CAPTIONS

Headings and captions should provide an accurate indication of what is to follow, whether that is text, a figure, or a table. The templates provide chapter titles, section headings, figure titles, and table titles. However, if you need to create a heading or title, use the following conventions to ensure clarity and uniformity in style.

- Include key words from the text.
- Eliminate articles, such as "a" or "the."

  Example: ~~The~~ Audience ~~and Its~~ Requirements
  Audience Requirements

- Eliminate unnecessary words.

  Example: Table 1: ~~List of~~ Products and Services
  Table 1: Products and Services

- If a section provides instructions, begin the heading with an action verb.

  Example: Loading Data

- Use phrases, not complete sentences, and do not punctuate.
- When naming appendices, use the format: Appendix *A*: *Title*

  Example: Appendix A: Template Properties

- If the document contains only one appendix, do not include a letter.

  Example: Appendix: Entity Relationship Diagrams

- Type the correct upper and lowercase letters for all headings, figure titles, and table titles; otherwise, the text will not appear correctly in the Table of Contents.

NUMBERS

The following conventions for writing numbers are based on the current standard practice for technical writing.

General Use

1. Use numerical figures for any number expressing
   - time — 3 a.m.
   - date — 4 May 1990
   - measurement — 45 ft
8 cm
   - money — $15
   - approximations — about 3,000 samples
roughly 2 cubic feet
2. Spell out numbers if they are below 10. If they are 10 or above, use figures. (Rule 1 overrides Rule 2.)

   Example: one,... nine systems
10 systems

3. Spell out numbers that begin a sentence. (Rule 3 overrides Rule 1.)

   Example: Four years ago, the team studied the effects of the ground test.

4. Rewrite sentences beginning with very large numbers.

   Example: ~~242 times a year the data are recorded~~.
The data are recorded 242 times a year.

5. Be consistent within the sentence, but never start the sentence with a figure.

   Example: Eleven machines will require 6 switches and 12 outlets.

6. Use a comma to separate groups of three digits.

   Example: 321,654,987

7. Form the plural of a figure by adding lowercase s.

   Example: In the 1970s
   temperatures in the 100s

8. Write a percentage as the figure with the word "percent" except when the number appears in a table.

   Example: The charts showed that 87 percent of the stockholders approved the merger.

9. Express fractions as figures when written with whole numbers.

   Example: 27 1/4 inches

10. Spell out fractions when used without a whole number.

    Example: one-fourth inch

11. Use an En dash (–) to indicate negative numbers.

    Example: –.999

Chemical Names and Symbols

- Place the mass number of an element in the superscript position to left of the element's symbol:

  Example: ^{238}U (for uranium 238)
  ^{14}C (for carbon 14)

- Capitalize chemical symbols and omit periods.

  Example: WC (for tungsten carbide)

- Place the numeral representing the number of atoms in a molecule in the subscript position to the right of the symbol for the element.

  Example: H_2SO_4 (for sulfuric acid)

REFERENCE PAGE

The Reference page is a list of the sources that supplement or are referenced in your document.

Master List of References

A file containing a master list of references is available from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:

```
/pub/incoming/docs/IDCLists/IDCReferences
```

This file contains preformatted references for all IDC documents and legacy documents listed in Appendix B of [Ker97]. You can copy and paste the references from this file into your own document's Reference page.

New References

Each reference entry is a paragraph tagged *¶: Reference*. This paragraph format guarantees that the style of all references is the same; however, the information required in each reference may differ depending on the type of document. For example, references to IDC documents differ slightly from references to non-IDC documents. References to documents produced by a professional publisher require more information than other references. Also, documents that are referenced but have not yet been published require a note. The following examples show how to format each type of reference.

Non-IDC Document

Figure 39 shows a reference to a non-IDC document produced by a professional publisher.

[Oli92]	Oliu, W. E., Brushaw, C. T., "Revising for Style," *Writing that Works*, St. Martin's Press, New York, 1992.

FIGURE 39. REFERENCE TO NON-IDC DOCUMENT

The entry is formatted as follows:

[	opened square bracket
Oli	first three letters of Oliu, the last name of the first author in a series
92	last two digits of year 1992
]	closed square bracket
Oliu, W. E., Brushaw, C. T.,	authors' last names and initials
"Revising for Style"	name of article/chapter (in quotes)
Writing that Works,	name of document (*f: Variable*)
St. Martin's Press, New York,	name of publisher and city of publication
1992.	year of publication

NOTE: Separate the information with commas, and insert a period at the end of the reference.

IDC Document

Figure 40 shows a reference to an IDC document. List the references sequentially by IDC number.

[IDC7.4.4]	Science Applications International Corporation, *Subscription Subsystem*, SAIC-98/3001, 1998.

FIGURE 40. REFERENCE TO IDC DOCUMENT

The reference is formatted as follows:

[	opened square bracket
IDC	IDC
7.4.4	document number with periods
]	closed square bracket
Science Applications International Corporation,	company authoring IDC document
Subscription Subsystem,	name of document (*f: Variable*)
(no publisher cited)	
SAIC-98/3018,	authoring company's document number
1998.	year of publication

NOTE: Separate the information with commas, and insert a period at the end of the reference.

Unpublished Document

To reference a document that has not yet been published, eliminate the authoring company's document number, and include the words `(in preparation)` as shown in Figure 41.

[IDC7.4.2]	Science Applications International Corporation, *Message Subsystem* (in preparation).

FIGURE 41. REFERENCE TO UNPUBLISHED DOCUMENT

The reference is formatted as follows:

[	opened square bracket
IDC	IDC
7.4.2	document number with periods
]	closed square bracket
Science Applications International Corporation,	company authoring IDC document
Message Subsystem	name of document (*f: Variable*)
(in preparation).	document not yet published

NOTE: Separate the information with commas, and insert a period at the end of the reference.

Documents with Same Author and Year

When referencing documents with the same author and year, list the references alphabetically by the title of the document, and add a lowercase letter to the reference code. Figure 42 shows this convention.

[DOD94a]	Department of Defense, "Software Design Description," *Military Standard Software Development and Documentation*, MIL-STD-498, 1994.
[DOD94b]	Department of Defense, "Software Requirements Specification," *Military Standard Software Development and Documentation*, MIL-STD-498, 1994.

FIGURE 42. REFERENCE TO DOCUMENTS WITH SAME AUTHOR AND YEAR

Documents with Same Author, Different Year

When referencing documents with the same author but different years, list the references sequentially by year. Figure 43 shows this convention.

[Fox95]	Fox, W. K., and Al-Rawi, L. L., *Preliminary Requirements Survey for Distributed Applications Control System,* Science Applications International Corporation, SAIC-95/1345,1995.
[Fox96]	Fox, W. K., and Al-Rawi, L. L., *Preliminary Design for the Distributed Applications Control System,* Science Applications International Corporation, SAIC-96/1070,1996.

FIGURE 43. REFERENCE TO DOCUMENTS WITH SAME AUTHOR, DIFFERENT YEAR

Documents on Web

To reference a document that is accessible from the Web, put a forced return[1] after the year. On the new line enter the word `(online)` and the address for the Web page (the URL), as shown in Figure 44. Tag the address *f: Code*.

[Fox95]	Fox, W. K., and Al-Rawi, L. L., *Preliminary Requirements Survey for Distributed Applications Control System,* Science Applications International Corporation, SAIC-95/1345,1995. (online) `http:\\lox.ucsd.edu:2224`

FIGURE 44. REFERENCE TO DOCUMENT ON WEB

Documents with Section Specifications

To reference a section of another IDC document, in your document specify the name and page of that section and its standard reference. For instructions on cross-referencing the information, see "References to Section Headings" on page 81.

Example: For a description of the Subscription Subsystem's requirements, see "Requirements" on page 54 in [IDC7.4.4].

To reference a section in a non-IDC document, in your document specify the name of that section and its standard reference.

Example: In ARS, the Scheme command language links a substrate of low-level C functions (see "Command Language Guide" in [Wan96]).

1. Press shift-return. Text to the right of the forced return moves to the next line without creating a new paragraph.

REFERENCES TO DOCUMENTS

An IDC document contains three types of references to documents:

- reference number for document being written (source document)
- reference to another IDC document
- reference to a non-IDC document

References to Source Documents

IDC documents are identified by a reference number that corresponds to the IDC documentation taxonomy (see "Appendix B" in [Ker97]). This number is indicated in the last line of the Notice page of the document being written, as shown in the example in Figure 45.

Notice
Every effort was made to ensure that the information in this document was accurate at the time of printing. However, the information is subject to change.

Contributors
David Salzberg, Science Applications International Corporation

Trademarks
Ethernet is a registered trademark of Xerox Corporation.
ORACLE is a registered trademark of Oracle Corporation.
Solaris is a registered trademark of Sun Microsystems.
SPARC is a registered trademark of Sun Microsystems.
SQL*Plus is a registered trademark of Oracle Corporation.
UNIX is a registered trademark of UNIX System Labs, Inc.

Ordering Information
This document was issued by the Geophysical Systems Operation of Science Applications International Corporation (SAIC) as part of the International Data Centre (IDC) Documentation. The ordering number for this document is SAIC-98/3001, published April 1998. Copies of this document may be ordered by FAX: (619) 458-4993.

This document is cited within other IDC documents as [IDC7.4.4].

FIGURE 45. DOCUMENT NUMBER ON NOTICE PAGE

References to IDC Documents

When referencing IDC documents in the body text of your document, enter the IDC number in square brackets.

Example: The Subscription Subsystem is a computer software component of the Data Services CSCI [IDC-744].

This example instructs the reader to look at reference entry IDC-7.4.4 for more information about the Subscription Subsystem software.

NOTE: Do not write the name of the document in the body text.

References to Non-IDC Documents

When referencing a non-IDC document in the body text of your document, enter the following information in square brackets:

- first three letters of author's last name (capitalize the first letter)
  For multiple authors, enter the first author in the series. If the author is a group known by an acronym, enter the first three letters of the acronym in capital letters.
- last two digits of year document was published

  Example: [Ker97]
  Kerr is the last name of the author; 1997 is the year of publication.

  Example: [GSE95]
  Group of Scientific Experts is the author; 1995 is the year of publication.

TABLES

Use the following conventions when presenting information in tables.

- Provide only facts. Reserve all comments and explanations for the body text.
- Type the table title on the line next to the colon, with only initial capital letters. Capitalize the first word and all other words except for articles, prepositions, and coordinating conjunctions.
- Do not punctuate the table title.

TRADEMARKS

Trademarks identify the manufacturer of a product and may or may not be legally registered. An IDC master list of trademarks is available from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:

```
/pub/incoming/docs/IDCLists/IDCTrademarks
```

This file contains formatted trademarks for commonly referenced products. Copy and paste the trademarks from this file and add trademarks according to the following conventions:

- List trademarks in alphabetical order on the Notice page only.
- Do not use trademark symbols anywhere in the document.
- Use the following format to list a trademark:

  product `is a trademark of` *company*

  Example: Ethernet is a trademark of Xerox Corporation.

Figure 46 shows a sample Notice page with trademarks.

Notice
Every effort was made to ensure that the information in this document was accurate at the time of printing. However, the information is subject to change.

Contributors
David Salzberg, Science Applications International Corporation

Trademarks
Ethernet is a registered trademark of Xerox Corporation.
ORACLE is a registered trademark of Oracle Corporation.
Solaris is a registered trademark of Sun Microsystems.
SPARC is a registered trademark of Sun Microsystems.
SQL*Plus is a registered trademark of Oracle Corporation.
UNIX is a registered trademark of UNIX System Labs, Inc.

Ordering Information
This document was issued by the Geophysical Systems Operation of Science Applications International Corporation (SAIC) as part of the International Data Centre (IDC) Documentation. The ordering number for this document is SAIC-98/3001, published April 1998. Copies of this document may be ordered by FAX: (619) 458-4993.

This document is cited within other IDC documents as [IDC7.4.4].

FIGURE 46. TRADEMARKS ON NOTICE PAGE

TYPEFACE

Typeface describes the size and font of the text. The IDC templates feature consistent use of a sans serif typeface (the Syntax family) with the exception of characters used to emphasize certain types of words. Table 13 lists these conventions. The typeface properties of the paragraph formats are described in "Paragraph Typeface Properties" on page A9.

TABLE 13: TYPOGRAPHICAL CONVENTIONS

Element	Font	Example
database table	**bold**	**dataready**
database table and attribute, when written in the dot notation		**prodtrack**.*status*
database attributes	*italics*	*status*
processes, software units, and libraries		*ParseSubs*
user-defined arguments and variables used in parameter (par) files or program command lines		`delete-remarks` *object*
titles of documents		*Subscription Subsystem Software User Manual*
computer code and output	`courier`	`>(list ‘a ‘b ‘c)`
filenames, directories, and websites		`ars.scm`
text that should be typed in exactly as shown		`edit-filter-dialog`

Procedures

This chapter describes how to use the IDC templates to produce a document and includes the following topics:

- Overview
- Accessing Templates
- Populating Templates
- Generating Books
- Reviewing Draft Documents
- Preparing Pre-press Documents

Procedures

OVERVIEW

The IDC documentation process begins with the creation of styles and outlines and concludes with the configuration management of published online books. That process and the resources that support it are described in [Ker97]. The remainder of this chapter provides detailed instructions for the writing functions of that process, shown in Figure 47. These instructions are based on the use of electronic templates that support the overall quality and speediness of developing, distributing, and maintaining high-quality documentation. The templates also include the content and format standards described earlier in this publication.

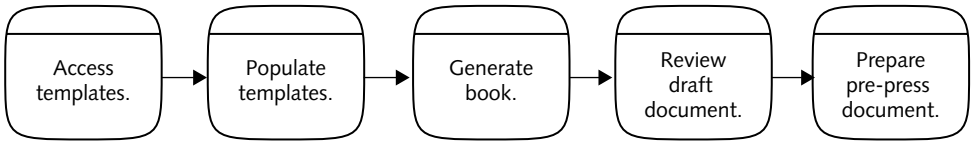


FIGURE 47. WRITING PROCESS

ACCESSING TEMPLATES

The templates are intended for all IDC document developers who are familiar with FrameMaker publishing software (version 5.5 and newer) and have FTP capabilities through Fetch or telnet.

The following instructions describe how to locate and download templates from the public site:

1. Access the anonymous FTP site on `cozmo.ucsd.edu`.
2. In the directory `/pub/incoming/docs`, choose the directory that matches the category number of your document (see Appendix B of [Ker97]).

   Example: Choose directory `cat7` to access the Category 7 (Software) templates.

3. Choose the subdirectory that corresponds to your document number.

   Example: Go to `cat7/7.4/7.4.4` to get templates for the document numbered IDC-7.4.4, *Subscription Subsystem Software*.

   The files are named according to the conventions shown in Table 14. Each part of the book is represented as a file.

4. Download all files from the appropriate subdirectory to your computer. (Get the files in binary mode, versus automatic or text modes. Save the files as raw data.)
5. Quit the FTP program.
6. To view the templates, start up your FrameMaker publishing software (version 5.5) and open the files.
7. Save the files using the original filenames and directory name on your computer.

   The modification date at the bottom of each page will be updated to specify the version upon saving the file.

TABLE 14: STANDARD TEMPLATE FILENAMES[1]

Filename	Description
`about_n`	About this Document
`appA_n`	Appendix (if applicable to document)
`book_n`	Book. This file links the individual files in a document, allowing you to make global changes.
`book_nTOC.doc`	Table of Contents
`book_nLOF.doc`	List of Figures
`book_nLOT.doc`	List of Tables
`ch1_n`	First chapter
`ch2_n`	Second chapter
`ch3_n`	Third chapter (if applicable to document)
`ref_n`	Reference
`glos_n`	Glossary
`indx_n`	Index (if applicable to document)
`not_n`	Notice page

1. The variable `n` represents the document number.

POPULATING TEMPLATES

Each IDC document consists of several template files. The process for populating these files is shown in Figure 48. The following pages provide instructions for each of the functions in this process.

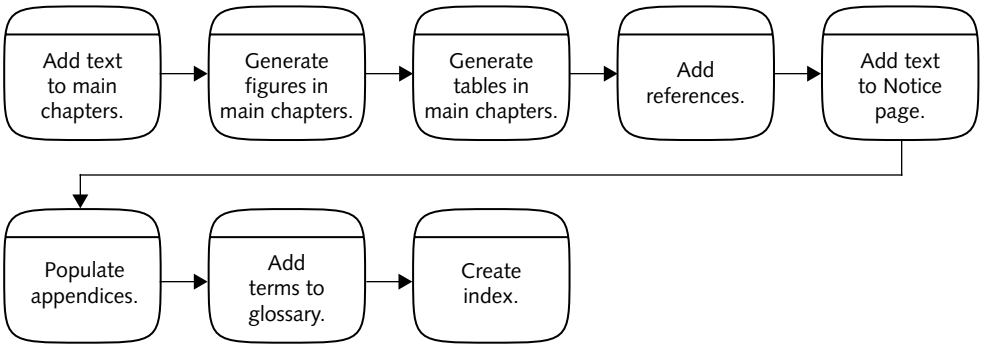


FIGURE 48. PROCESS FOR POPULATING TEMPLATES

This process directs you to populate the files in the following order:

1. `about_n`
2. `ch1_n`
3. `ch2_n`
4. `ch3_n`
5. `appA_n`
6. `ref_n`
7. `not_n`
8. `glos_n`
9. `indx_n`

Adding Text

Each template includes standard headings, prompts for information, and lead-in sentences.

- Prompts appear as red underlined text (or black underlined text on a black and white monitor).
- Reviewer's comments appear as blue underlined text.
- Some paragraphs include [insert text], which requests information to be entered at that place in the paragraph. This type of prompt is shown as [underlined text in square brackets].

Add text to each of the main chapter files as follows:

1. Open a main chapter file in your book. (Main chapter files include `about_n, ch1_n, ch2_n, ch3_n,...`)
2. Go to the first page of the file and read the prompts and comments.
3. Enter the required text.
   - If an [insert text] prompt is shown, select (highlight) the prompt, including the bracket and type over the prompt. Then tag the paragraph *f: Default¶Font* to clear the underline style.
   - If a lead-in sentence is provided, place your cursor at the end of the lead-in sentence and enter the requested information.
   - Do not add to or modify text in paragraphs preceded by the prompt: Standard text. Do not edit.

   If you cannot provide the requested text, go to the next prompt.
4. Save the file with the original filename (see Table 14).

NOTE: Do not delete prompts or comments; they will assist the editor in final quality control procedures. Comments will not be printed in the final document.

Generating Figures

All figures will be drawn in, cleaned up in, or copied into FrameMaker in the final version of the document; therefore, you can use one of the following approaches to most conveniently create figures:

- Use the symbols in the IDC Graphics Library to create a figure.
- Sketch your figures on paper and submit paper copies to the point of contact for inclusion in your document.[1]
- Send screendumps or photographs to the point of contact for inclusion in the document.

Modifying Existing Figures

Most templates contain sample figures that you can modify in your document.

Modify existing figures as follows:

1. Stretch the top and bottom borders of the anchored frame to fit your graphics. Do not change the standard width (5.1″) of the anchored frame.
2. Rearrange, add (copy and paste), and delete symbols as needed.
3. Revise text in the symbols by selecting the text and typing over it.
4. If the symbols in the sample figure do not contain the appropriate lines of text, download the IDC Graphics Library from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:

   `/pub/incoming/docs/IDCLists/IDCGraphics`
5. Copy the symbols from the `IDCGraphics` file and paste them into your figure.

NOTE: Do not ungroup symbols. The alignment and distribution of objects and text within the symbols have been predefined.

6. Type over existing text in the symbols.[2]

1. Consult the documentation coordinator at `idc_docs@gso.saic.com` if you need assistance.

7. Tag all text in the figures as *f: GraphicsFont* except for those characters requiring a customized format (see "Character Formats" on page 38).
8. Change the figure title to apply to your document.

Adding New Figures

You may need to add a figure to your text if your template does not include a placeholder for that figure. The quickest and easiest way to add a figure is to copy an existing figure into your document and revise it. This approach provides you with an appropriately sized anchored frame (in width), properly formatted paragraphs, and formatted graphics to type over.

Copy and revise figures as follows:

1. Copy an existing figure by selecting the figure's paragraphs tagged *¶: AnchoredFrame* through *¶: FigureTitle*.
2. Paste the figure into the new location.
3. Revise the contents and figure title.
4. If you need additional symbols, download the IDC Graphics Library from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:
   `/pub/incoming/docs/IDCLists/IDCGraphics`
5. Copy the symbols from the IDC Graphics Library, paste them into your figure, and revise the text.

Create new figures as follows:

1. Insert a new paragraph below the paragraph that references the figure.
2. Tag the new paragraph *¶: AnchoredFrame*.
3. Insert an anchored frame according to the standards defined in "Anchored Frames" on page 43.
4. Insert a new paragraph below the anchored frame, enter a figure title, and tag the paragraph *¶: FigureTitle*.

2. Consult the documentation coordinator at `idc_docs@gso.saic.com` if you need assistance.

5. Download the IDC Graphics Library from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:

   `/pub/incoming/docs/IDCLists/IDCGraphics`

6. Copy the symbols from the IDC Graphics Library and paste them into your figure.
7. Type over existing text in the symbol.

Add figures that cannot be created in FrameMaker (for example, a screendump or scanned image) as follows:

1. Create a placeholder for the figure in your text (see "Adding New Figures" on page 106).
2. Indicate to the editor which picture is to be inserted by typing the name or a quick description of the picture within the anchored frame.
3. Submit the following items to the point of contact for your document:[1]
   - a high-quality hardcopy of the figure (to be scanned, if necessary)
   - an electronic file of the picture

Generating Tables

This section describes how to populate an existing table, insert a new table into your document, and apply formats to an existing table.

Populating Existing Tables

Most templates contain standard tables in which you insert information.

Populate an existing table as follows:

1. Click in the existing table title and enter a new title.
2. Enter text in the table cells
3. Add or delete rows as needed.

1. Consult the documentation coordinator at `idc_docs@gso.saic.com` if you need assistance.

4. Verify the table format (see "Verifying Table Formats" on page 109).

Adding New Tables

You may need to add a table to your text if your template does not include a placeholder for that table. The quickest and easiest way to add a table is to copy an existing table into your document and revise it. This approach provides you with an appropriately sized and properly ruled table (in width) with formatted paragraphs.

Copy and revise a table as follows:

1. Copy an existing table by selecting the table's *¶: TablePlaceholder* paragraph through the bottom row of the table.
2. Paste the information into the new location.
3. Revise the table title.
4. Add or delete rows as needed.
5. Revise and enter text in the heading and body cells.
6. Resize the width of the table by first selecting one row, then choosing Table>Resize Columns.
7. In the Resize Column dialog box, choose "Scale to widths totalling . . ."
8. Scale the columns to the appropriate width based on the standard table format (see "Table Formats" on page 48).

   Example: For Format A tables, scale the columns to widths totaling 5.1 inches.

9. Verify the table format (see "Verifying Table Formats" on page 109).

Create a new table as follows:

1. Insert a new paragraph to anchor the table.
2. Tag the paragraph *¶: TablePlaceholder*.
3. Insert a table using the appropriate table format (see "Verifying Table Formats" on page 109).
4. Click in the table title paragraph and enter a title.
5. Add and delete columns as needed.
6. Enter column headings in the first row of the table. (The headings are tagged *¶: CellHeading*.)
7. Enter text in the table cells. (The cells are tagged *¶: CellBody*.)
8. Add and delete rows as needed.
9. Verify the table format (see "Verifying Table Formats" on page 109).

Verifying Table Formats

Verify that the table format is not being overridden by a custom style as follows:

1. Select the table including its placeholder (marker).
2. Choose Table>Table Designer from the menu.
3. Choose a format (for example, Format A) from the Table Tag list and click Apply. (For more information about table formats, see "Table Formats" on page 48).
4. With the table still selected, choose Table>Custom Ruling & Shading from the menu.
5. Choose "From Table" from the Apply Ruling Style and Custom Cell Shading Fill menus.
6. Click Apply.

   The table is reformatted to show the properties of the table format.

Generating Appendices

The style of an appendix differs slightly from a main chapter (see Figure 36 on page 62); however, you generate an appendix the same as a main chapter.

Generate an appendix template as follows:

1. Open the appendix file (for example, `appA_n`), and add text as requested by the prompts.
2. If you need to create a heading or title, use the conventions described in "Headings and Captions" on page 85.
3. Generate figures and format their titles with the appropriate tag *(¶: FigureTitleAppendixA or ¶: FigureTitleAppendixB* as described in "Paragraph Formats" on page 44).
4. Generate tables and format their titles with the appropriate tag *(¶: TableTitleAppendixA or ¶: TableTitleAppendixB* as described in "Paragraph Formats" on page 44).
5. Save the file with the original filename (see Table 14).

Adding References

The Reference page (bibliography) lists the sources that are cited in or supplement your document.

Create a Reference page as follows:

1. Open the `ref_n` file.

   A page titled "References" appears with sample references.
2. Delete the references that do not apply to your document.
3. Download the IDC master list of references from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:

   `/pub/incoming/docs/IDCLists/IDCReferences`

   This file contains formatted references for all IDC documents and legacy documents listed in Appendix B of [Ker97].

4. Copy and paste (in alphabetical order) all applicable references into your Reference page.
5. To include references that are not listed in the master list of references, use the conventions described in "Reference Page" on page 88.
6. Tag all references on your Reference page as *¶: Reference.*
7. Save the file with the original filename (see Table 14).
8. Send a list of all new references to the documentation coordinator at `idc_docs@gso.saic.com`.

Creating Notice Pages

The Notice page, which is located after the cover, provides information about the document's contributors, trademarks, and how to order the document. The template for this page consists of mostly standardized text; however, you will need to modify the Contributor and Trademark sections and verify that the appropriate document number is listed.

Complete the Notice page as follows:

1. Open the `not_n` file.
2. List contributors under the "Contributors" heading using the formats described in "Contributors" on page 78.
3. Download the IDC master list of trademarks from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:

   `/pub/incoming/docs/IDCLists/IDCTrademarks`

   This file contains formatted trademarks for commonly referenced products.
4. Copy and paste applicable trademarks from this file into your Notice page under the heading "Trademarks."
5. Enter additional trademarks according to the conventions described in "Trademarks" on page 96.
6. Send a list of all new trademarks to the documentation coordinator at `idc_docs@gso.saic.com`.

7. Verify that appropriate document number is listed for *n.n.n* in the following sentence:

   "This document is cited within other IDC documents as [IDC*n.n.n*]."

8. Save the file with the original filename (see Table 14).

Creating Glossaries

The glossary defines terms that may be unfamiliar to the document's audience and spells out acronyms used in the document.

Add terms to the Glossary template as follows:

1. Open the `glos_n` file.

   A page titled "Glossary" appears with sample terms and definitions.

2. Delete the terms that do not apply to your document.
3. Download the IDC Master Glossary from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:

   `/pub/incoming/docs/IDCLists/IDCGlossary`

   This file contains a list of predefined and formatted common terms and their definitions.

4. Copy and paste (in alphabetical order under the appropriate letter) all applicable terms and their definitions into your Glossary page.
5. To include terms that are not listed in the IDC Master Glossary, use the conventions described in "Reference Page" on page 88.
6. Tag all terms in your Glossary as *¶: GlossaryHeading.* Tag all definitions as *¶: GlossaryEntry.*
7. Punctuate all descriptions in the Glossary, even if they are not complete sentences.
8. Save the file with the original filename (see Table 14).
9. Send a list of all new terms and their definitions to the documentation coordinator at `idc_docs@gso.saic.com`.

Generating Indexes

Some IDC documents require an index to help the reader locate specific topics, features, and concepts. Do not generate an index if your template does not include the `indx_n` file.

Generate an index as follows:

1. Select index entries by marking the beginnings of paragraphs in your main chapter files. (Do not mark text in figures or other objects.)
   - Use one main entry and one level of subentries.
   - Use the plural form of nouns for subentries.

     Example: Use *objects* versus *object*.

   - Use gerunds versus verbs.

     Example: Use *printing* versus *print.*

   - Use lowercase letters for all entries and subentries unless they are proper nouns.
   - Use page ranges versus consecutive page numbering.

     Example: Use *27–29*, *31*, *45–46* versus *27*, *28*, *29*, *31*, *45*, *46*.

2. Generate a Standard Index.
3. Review and fix problem entries in the index.
4. Import formats from the file `indx_n`.
5. Regenerate the index.
6. Save the file with the original filename (see Table 14).

GENERATING BOOKS

After you have populated the main files in your document you can group those files into a book. The book file allows you to automatically generate lists and simplifies numbering, cross referencing, and formatting. Figure 49 shows the process for generating a book using the templates.

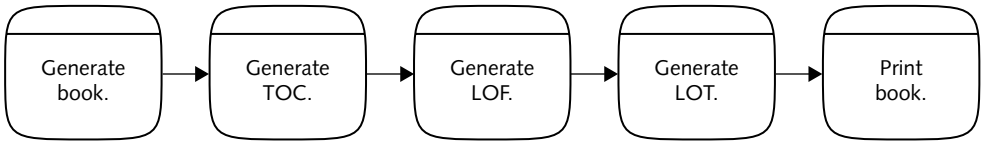


FIGURE 49. PROCESS FOR GENERATING BOOKS

Create a book as follows:

1. Open the `book_n` file.
2. Verify that the following files are listed in the book window in the following order:
   - `not_n`
   - `book_nTOC.doc`
   - `book_nLOF.doc`
   - `book_nLOT.doc`
   - `about_n`
   - `ch1_n`
   - `ch2_n`
   - `ch3_n`
   - `ref_n`
   - `appA_n`
   - `glos_n`
   - `indx_n`

   If you renamed your files, you will have to reopen them and save them with the standard name; then add them to your book.

3. Click on the `not_n` file in the book and choose File>Set Up File.
4. In the Set Up File dialog box, change the Page Numbering and Paragraph Numbering settings to Restart at 1; then click Set.
5. Continue changing the Page Numbering and Paragraph Numbering settings in the Set Up File dialog box to Restart at 1 for each of the following files:
   - `book_nTOC.doc`
   - `book_nLOF.doc`
   - `book_nLOT.doc`
   - `about_n`
   - `appA_n`
   - `glos_n`
   - `indx_n`
   - `ch1_n`
6. For `appA_n`, `glos_n`, and `indx_n`, in the Set Up File dialog box also add the prefix, A, G, or I, respectively.
7. Verify that the following files have the Page Numbering and Paragraph Numbering settings of Continue in the Set Up File dialog box:
   - `ch2_n`
   - `ch3_n`
   - `ref_n`
8. Click anywhere in the book window and choose File>Generate/Update.

   A Generate/Update Book window appears with the following files in the Generate column:
   - `book_nTOC.doc`
   - `book_nLOF.doc`
   - `book_nLOT.doc`
9. Click Update.
10. Save the file with the original filename (see Table 14).

Generating Tables of Contents

The Table of Contents (TOC) is saved as a template, which eliminates the need for you to specify paragraph tags or to format the list each time you regenerate it. Do not reformat the style of the TOC. Also, do not change the name or location of the TOC file when you regenerate it.

Regenerate a TOC as follows:

1. Open the book file for your document
2. Select the `book_nTOC.doc+` file.
3. Choose File>Generate/Update.

   The Generate/Update Book dialogue box appears.
4. Move the `book_nTOC.doc+` file to the Generate column if it is not already there; then click Generate.

   The TOC is regenerated. (If a message indicates that a file in the book contains unresolved cross references, see "Fixing Unresolved Cross References" on page 117.)
5. Open the `book_nTOC.doc` file from the list of files in the Book window.

   The TOC is updated.
6. Correct errors such as typos, inconsistent capitalization, and extra spaces (see "Correcting List Entries from Source Document" on page 116).

Correcting List Entries from Source Document

The TOC automatically extracts information from the document and therefore is a useful tool for identifying errors in the document. The TOC template includes hypertext links from each entry in the TOC to its corresponding information in the document. This feature allows you to locate and correct the errors at the source. Do not correct typos, extra spaces, and capitalization in the TOC; instead, change the errors in the source document to prevent the errors from reappearing when you regenerate the list.

Trace an entry to its source as follows:

1. In the TOC, click in the line of text containing the error.
2. Use one of the following key combinations to activate an entry in the list:
   - Macintosh: shift-control-option-click an entry in the list.
   - Windows: alt-control-click an entry in the list.

   The source document appears and the information is highlighted.
3. Correct the information in the source document and save that document.

   Example: If a heading is too long for the line in the TOC, go to the source document and put a forced return (shift-return on a Macintosh) in the heading. You can also use this method to fix long figure titles in the LOF and long table titles in the LOT.
4. Continue correcting entries in the TOC.
5. Regenerate the TOC.

   The errors are corrected.
6. Save the updated TOC.

Fixing Unresolved Cross References

When generating the TOC, FrameMaker will alert you if a file in the book contains unresolved cross references; the file will be highlighted in the book list and a message will appear in the bottom of the book window.

Fix unresolved cross references as follows:

1. Open the file with the unresolved cross reference by clicking on the file in the book list.
2. In the opened file, select Edit>Find/Change.

   The Find/Change dialogue box appears.

3. Select "Unresolved Cross Reference" from the Find/Change pull-down menu. Then click Find.

   The unresolved cross reference will be highlighted in the document.

4. Double click on the unresolved cross reference.

   The Cross Reference dialogue box appears.

5. Select "Paragraph" from the Source Type pull-down menu. Select the appropriate paragraph tag and paragraph from the menus. Then click Replace.

   The cross reference is updated.

6. Continue to Find/Change unresolved cross references in the file until the Find/Change dialogue box gives the message "Not Found."
7. Save the file and regenerate the Table of Contents before saving the book.

Generating Lists of Figures

The List of Figures is a template that automatically formats the list each time you regenerate it.

Generate the list of figures as follows:

1. Open the book file for your document.
2. Click the `book_nLOF.doc+` file once to highlight it.
3. Choose File>Generate/Update.
4. In the Generate/Update dialog box, click the `book_nLOF.doc+` listed under the "Generate:" column.
5. Click Update.
6. The updated list of figures appears.
7. Correct errors and regenerate. See "Correcting List Entries from Source Document" on page 116.

Generating Lists of Tables

The List of Tables is a template that automatically formats the list each time you regenerate it.

Generate the list of tables as follows:

1. Open the book file for your document.
2. Click the `book_nLOT.doc+` file once to highlight it.
3. Choose File>Generate/Update.
4. In the Generate/Update dialog box, click the `book_nLOT.doc+` listed under the "Generate" column.
5. Click Update.
6. The updated list of tables appears.
7. Correct errors and regenerate. See "Correcting List Entries from Source Document" on page 116.

REVIEWING DRAFT DOCUMENTS

The documentation quality control process is shown in Figure 50. In the first stage, the author provides as much accurate content as possible, based on the prompts in the templates and the documentation conventions. The author forwards the document to an editor, who reviews it for mechanics, style, and substance. The editor signs off on the document and forwards it to a domain expert who can review it for technical content. This reviewer either signs off on the document or returns it to the author for additional content. If the author modifies the content, the editor and technical reviewer must once again review and sign off on the document. After approval, the author forwards the document files and the signoff sheet to the documentation coordinator.

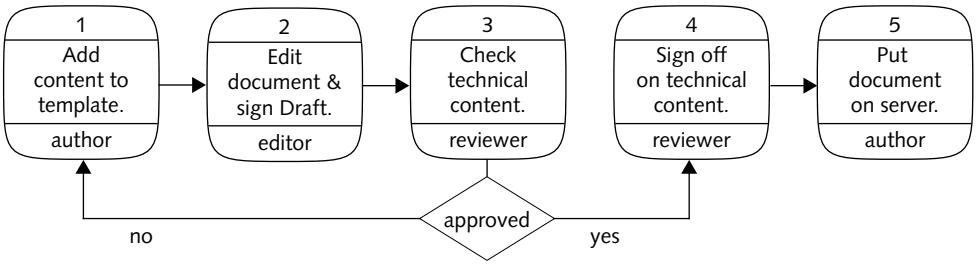


FIGURE 50. QUALITY CONTROL PROCESS

Review the document as follows:

1. Download the IDC Editing Checklist from the anonymous FTP site on `cozmo.ucsd.edu` in the following location:

   `/pub/incoming/docs/EditCheck`

   This file contains a list of items to be checked in the document.
2. Print `EditCheck` and edit the electronic version of your document by completing and checking off each item in the list. (See Figure 51 for an example of the checklist).
3. Print the book and review it page by page.
4. Sign the Editing Checklist in the appropriate section.
5. Forward the following items to a domain expert who can review the book for technical content:
   - printed document
   - author's signed, completed Editing Checklist
   - Technical Review signoff sheet
6. Revise the book according to the recommended technical edits.
7. Print the book, verify its quality, and sign the Editing Checklist again.
8. Forward the following items to the technical reviewer:
   - printed document
   - signed revision statement in Editing Checklist

9. Have technical reviewer check the revised content and sign the Technical Review section of the Editing Checklist.
10. Send (by mail or fax) the signed Editing Checklist and Technical Review sheet to the document coordinator.
11. Use FTP to upload your new files to the original directory, replacing your original template files.

    `cozmo.ucsd.edu/pub/incoming/docs/catn`
12. Alert the documentation coordinator of the updated files by sending email to `idc_docs@gso.saic.com`.

PREPARING PRE-PRESS DOCUMENTS

Upon receiving notice that a document has been reviewed and signed, the document coordinator will prepare the document for publication as follows:

1. Use FTP to download the document from the following location:

   `cozmo.ucsd.edu/pub/incoming/docs/catn`
2. Print the book.
3. Review the document page by page to verify correct layout and overall presentation.
4. Correct errors if possible, else instruct the author to correct the files.
5. After the author sends notice that the corrected files are on the public site, reprint the book and review it again.
6. If the document is ready for publication, sign the pre-press approval section of the Editing Checklist.
7. Forward the files and a printed copy to the publisher.

EDITING CHECKLIST

Mechanics

- ❑ spelling (every file in document)
- ❑ agreement of verbs and subjects
- ❑ punctuation
- ❑ beginning and ending quotation marks and parentheses
- ❑ “which” clauses preceded with commas

Style

- ❑ terms consistently capitalized
- ❑ acronyms defined the first time they are used
- ❑ data are (versus data is)
- ❑ no sentences begin with “There is, There are, It is, They are, or This means
- ❑ “In order to” changed to “to”
- ❑ unused conventions deleted from “About this Document” chapter (Data Flow Symbols and Miscellaneous Symbols)
- ❑ headings uniform in style (check via TOC)
- ❑ headers and footers do not run off page
- ❑ master pages set to Right/Left except for first page
- ❑ Format>Document>Numbering set to “Delete Empty Pages”
- ❑ all chapters end in an even page, else a blank page is added with ¶: Blank and master page Blank

Substance

Notice Page

- ❑ authoring company’s document number verified
- ❑ IDC document number verified
- ❑ contributor and trademarks included

FIGURE 51. EDIT CHECKLIST

Figures

- ❑ figures referenced by a figure number in body text. (When referring to a figure in another chapter, include the figure number and its page number in the cross reference.)
- ❑ figures right aligned and 5.1″ wide
- ❑ figures vertically cropped
- ❑ figure titles initial caps and no punctuation or articles (a, the)
- ❑ standard symbols and fonts used in all figures
- ❑ symbols in figures properly aligned
- ❑ text tagged only with character formats beginning with word "Graphics."

Tables

- ❑ tables have correct ruling
- ❑ tables are standard width (5.1″)
- ❑ tables are referenced by table number in body text. (When referring to a table in another chapter, include the table number and its page number in the cross reference.)

Back Matter

- ❑ Reference page entries follow conventions.
- ❑ In Glossary, only first letter of complete sentences capitalized, not phrases. Also, only terms that are proper nouns are capitalized.
- ❑ Index formatted and comprehensive

FIGURE 51. (CONTINUED)

New Conventions

List new words or conventions used in document:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Suggestions

List suggestions to author for reorganizing or presenting the material:

FIGURE 51. (CONTINUED)

Document Signoff

Document Name:	
Document Number:	

I have completed the Editing Checklist and agree that this document is ready to be reviewed for technical content.

Point of Contact's Signature:	Date:
Review of Revisions:	Date:

I have reviewed the document for technical content and agree that it is ready to be published.

Technical Reviewer's Signature:	Date:
Review of Revisions:	Date:

I have reviewed this document for overall presentation and agree that it is ready to be published.

Document Coordinator's Signature:	Date:
Review of Revisions:	Date:

I have reviewed this document and agree that it is ready to be published.

Document Manager's Signature:	Date:
Review of Revisions:	Date:

FIGURE 51. (CONTINUED)

References

The following sources supplement or are referenced in this document:

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[DOD96a] Department of Defense, "Software Design Description (SDD)," *Software Development and Documentatio*n, MIL-STD-498, 1994.

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[Fre90] Freeman, L. H., Bacon, T. R., *Style Guide*, Shipley Associates.

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[Ker97] Kerr, A. U., *Plan for Documentation of the Prototype International Data Centre*, IGPP/UCSD/SIO, 1997.

[Oli92] Oliu, W. E., Brushaw, C. T., Alfred, G. J., *Writing that Works, Effective Communication in Business*, St. Martin's Press, New York, 1992.

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Appendix A: Template Properties

This chapter provides information for verifying or creating a template and includes the following topics:

- Paragraph Properties
- Character Properties
- Table Properties
- Cross References
- Variables Properties
- Page Numbers
- Margins
- Sample Figures

Appendix A: Template Properties

PARAGRAPH PROPERTIES

This section defines the basic formatting, typeface, and autonumbering properties of each paragraph tag.

Paragraph Format Properties

Table A-1 shows the properties of the standard paragraph formats.

- The Indents column lists the first, right, and left indents (in inches) of the paragraph.

  Example: 0.645 (first indent)
  0.645 (right indent)
  0 (left indent)

- The Spacing column lists the space above, space below, and line spacing (in points) of the paragraph.

  Example: 12.0 (space above)
  4.0 (space below)
  16.0 (line spacing)

- The Alignment column indicates if the paragraphs are aligned to the left margin (L), the right margin (R), or justified (J).

All formats have the following properties unless otherwise noted in Table A-1:

- Widow/Orphan lines = 3
- Hyphenated
- Next ¶ Tag is the same as the current tag (by default).

TABLE A-1: PARAGRAPH FORMAT PROPERTIES

Paragraph Tag (¶:)	Indents	Spacing	Alignment	Next ¶ Tag	Auto-Numbering	Other
Anchored-Frame	.645 .645 0	12 4 16	J	*FigureTitle*		keep with next ¶
Blank	645 .645 0	8 4 16	J			start: top of page
Body	.645 .645 0	8 4 16	J			
BodyAfter-Head	.645 .645 0	13 8 16	J	*Body*		
Bullet	1 1.275 0	4 3 16	J	*Bullet*	n\t *f: Bullet-Symbol*	tab: 1.275″L
BulletContinue	1.275 1.275 0	2 3 16	J	*Bullet*		keep with previous ¶
Category	.645 1.382 0	8 4 11.5	J	*Keys*	Category:\t	keep with next ¶ tab: 1.382″L
CellBody	0 0 0	0 4 11.5	L			cell vertical align: top
CellBodyNum	0 .231 0	0 4 11.5	L		<n+>\t	cell vertical align: top tab: .231″L
CellBody-Num1	0 .231 0	0 4 11.5	L		<n=1>\t	cell vertical align: top tab: .231″L

TABLE A-1: PARAGRAPH FORMAT PROPERTIES (CONTINUED)

Paragraph Tag (¶:)	Indents	Spacing	Alignment	Next ¶ Tag	Auto-Numbering	Other
CellHeading	0 0 0	0 0 10.5	L			cell vertical align: middle no hyphen.
ChapterTitle1	0 .007 2	0 58 22	L	*BodyAfter-Head*		start: top of column keep with next ¶ no hyphen.
ChapterTitle2	0 .007 2	0 67 22	L	*BodyAfter-Head*		start: top of column keep with next ¶ no hyphen.
Column-Description	.257 1.257 0	4 4 12.5	J	*Column-Format*	Description:\t	keep with next ¶ tab: 1.257″ L
Column Format	.257 1.257 0	4 4 12.5	J	*Column-NAValue*	Format:\t	keep with next ¶ tab: 1.257″ L tab: 3.5″ L
ColumnName	.257 1.257 0	4 4 12.5	J	*Column-Table*	Name:\t frame above: Attribute-DescEnd	keep with next ¶ tab: 1.257″ L
Column-NAValue	.257 1.257 0	4 4 12.5	J	*Column-Range*	NA Value:\t	keep with next ¶ tab: 1.257″ L
ColumnRange	.257 1.257 0	4 4 12.5	J	*Column-Name*	Range:\t	keep with previous ¶ tab: 1.257″ L

TABLE A-1: PARAGRAPH FORMAT PROPERTIES (CONTINUED)

Paragraph Tag (¶:)	Indents	Spacing	Alignment	Next ¶ Tag	Auto-Numbering	Other
ColumnRange-Last	.257 1.257 0	4 4 12.5	J	*Column-Name*	Range:\t frame below: ColumnDesc-Line	keep with previous ¶ tab: 1.257″ L
ColumnTable	.257 1.257 0	4 4 12.5	J	*Column-Description*	Table:\t	keep with next ¶ tab: 1.257″ L
ContentsLabel	0 0 3	17 3 12.5	L			(only used on first master page of TOC, LOF, and LOT) no hyphen.
Dash	1.299 1.525 0	2 0 16	J		–\t	tab: 1.525″ L
Data	.645 1.382 0	7 4 11.5	J		Data:\t	tab: 1.382″ L tab: 2.45″ L
Equation	.645 .645 0	8 4 16	L	*Body*		
Example	1.28 2 0	4 12 16	J	*Body*	Example:\t	keep with previous ¶ tab: 2″ L
FigureTitle	.645 1.45 0	12.5 28 12.5	L	*Body*	H:Figure <n+>.\t	keep with previous ¶ tab: 1.45″ L no hyphen.

TABLE A-1: PARAGRAPH FORMAT PROPERTIES (CONTINUED)

Paragraph Tag (¶:)	Indents	Spacing	Alignment	Next ¶ Tag	Auto-Numbering	Other
FigureTitle-AppendixA	.645 1.65 0	12.5 16 12.5	L	*Body*	A:Figure A-<n+>.\t	keep with previous ¶ tab: 1.65″ L no hyphen.
FigureTitle-AppendB	.645 1.65 0	12.5 16 12.5	L	*Body*	B:Figure B-<n+>.\t	keep with previous ¶ tab: 1.65″L no hyphen.
FigureTitle-Continued	.645 1.45 0	12.5 16 12.5	L	*Body*	H:Figure <n>.\t continued	keep with previous ¶ tab: 1.45″ L
Footer	.2 .2 0	8 5 16	L			
Footnote	0 .165 0	3 0 12	L			tab: .165″ L
GlossaryEntry	.25 .25 0	0 0 12.5	L	*Glossary-Heading*		keep with previous ¶
Glossary-Heading	0 0 0	12 4 12	L	*Glossary-Entry*		keep with next ¶
GlossaryLetter	0 0 0	22 12 16	L	*Glossary-Heading*		keep with next ¶
HeaderLeft	0 0 0	0 0 8	R			no hyphen.

TABLE A-1: PARAGRAPH FORMAT PROPERTIES (CONTINUED)

Paragraph Tag (¶:)	Indents	Spacing	Alignment	Next ¶ Tag	Auto-Numbering	Other
HeaderRight	0 .165 0	0 0 8	L			no hyphen. tab: .165″ L
Heading1	0 0 2.5	22 13 12.5	L	*BodyAfter-Head*		keep with next ¶ no hyphen.
Heading2	.3 .3 2.5	18 13 12.5	L	*BodyAfter-Head*		keep with next ¶ no hyphen.
Heading3	.645 .645 2.5	18 13 12.5	L	*BodyAfter-Head*		keep with next ¶ no hyphen.
IndexEntry	0 .25 0	0 0 12.5	L	*IndexEntry*		
IndexLetter	0 0 0	11 8 17	L	*IndexEntry*		keep with next ¶
Keys	.645 1.382 0	7 4 11.5	J		Keys:\t	keep with next ¶ tab: 1.382″ L tab: 2.45″ L
Note	.645 1.275 0	2 0 15	J	*Body*	Note:\t *f: Graphics-DatabaseTable* frame above: Note Rule	keep with previous ¶ tab: 1.275″ L
NoticeBody	0 0 0	1 0 12	J			

TABLE A-1: PARAGRAPH FORMAT PROPERTIES (CONTINUED)

Paragraph Tag (¶:)	Indents	Spacing	Alignment	Next ¶ Tag	Auto-Numbering	Other
NoticeHeading	0 0 0	22 1 12	L			
Numbered	.75 1.25 0	4 3 16	J		\t<n+>.\t	tab: 1.1″ D tab: 1.25″ L
Numbered1	.75 1.25 0	4 3 16	J	*Numbered*	\t<n=1>.\t	tab: 1.1″ D tab: 1.25″ L
Reference	.645 1.5 0	9 7 14	L			tab: 1.5″ L no hyphen.
Requirement-Number	.75 1.25 0	4 3 16	J		\t<n+>.\t	tab: 1.1″ D tab: 1.25″ L
TableFootnote	0 .2 0	3 0 12	L	*Body*		keep with previous ¶ tab: .2″ L
TablePlace-Holder	.645 .645 0	0 0 7	L			
TableTitle	.645 1.45 0	0 0 12.5	L		T:Table <n+>:\t frame below: TableRule-Horizontal	keep with previous ¶ tab: 1.45″ L no hyphen.
TableTitleAp-pendixA	.645 1.5 0	0 0 12.5	L		C:Table A-<n+>:\t frame below: TableRule-Horizontal	keep with previous ¶ tab: 1.5″ L no hyphen.

TABLE A-1: PARAGRAPH FORMAT PROPERTIES (CONTINUED)

Paragraph Tag (¶:)	Indents	Spacing	Alignment	Next ¶ Tag	Auto-Numbering	Other
TableTitleAp-pendixB	.645 1.5 0	0 0 12.5	L		D:Table B-<n+>:\t frame below: TableRule-Horizontal	keep with previous ¶ tab: 1.5″ L no hyphen.
TableTitleRo-manNumber	.645 1.4 0	0 0 12.5	L		R:Table <r+>:\t frame below: TableRule-Horizontal	keep with previous ¶ tab: 1.4″ L no hyphen.

Paragraph Typeface Properties

Table A-2 lists the typeface properties of the paragraph tags. These properties are defined in the Paragraph Designer dialogue box under "Default Font."

- Point size is the standard unit of measurement used by a printer to specify height for the text. Approximately 72 points equals one inch.
- Weight specifies the thickness of the point.
- Spread is the space between characters.
- Style specifies additional formats to the text including underlines, small caps, uppercase letters, and lowercase letters.

TABLE A-2: TYPEFACES FOR PARAGRAPH FORMATS

Paragraph Tag (¶:)	Family	Point Size	Weight	Spread	Style
AnchoredFrame	Syntax	10.5	Roman	0.0	
Blank	Syntax	10.5	Roman	0.0	
Body	Syntax	10.5	Roman	0.0	
BodyAfterHead	Syntax	10.5	Roman	0.0	
Bullet	Syntax	10.5	Roman	0.0	
BulletContinue	Syntax	10.5	Roman	0.0	
Category	Syntax	9.5	Roman	0.0	
CellBody	Syntax	9.5	Roman	0.0	
CellBodyNum	Syntax	9.5	Roman	0.0	
CellBodyNum1	Syntax	9.5	Roman	0.0	
CellHeading	Syntax	9.5	Bold	1.0	
ChapterTitle1	Syntax	18.0	Black	15.0	
ChapterTitle2	Syntax	16.5	Black	15.0	
ColumnDescription	Syntax	10.5	Roman	0.0	
ColumnFormat	Syntax	10.5	Roman	0.0	
ColumnName	Syntax	10.5	Roman	0.0	
ColumnNAValue	Syntax	10.5	Roman	0.0	
ColumnRange	Syntax	10.5	Roman	0.0	
ColumnRangeLast	Syntax	10.5	Roman	0.0	
ColumnTable	Syntax	10.5	Roman	0.0	
ContentsLabel	Syntax	10.5	Black	10.0	
Dash	Syntax	10.5	Roman	0.0	
Data	Syntax	9.5	Roman	0.0	
Equation[1]	Syntax	10.5	Roman	0.0	
Example	Syntax	10.5	Roman	0.0	

TABLE A-2: TYPEFACES FOR PARAGRAPH FORMATS (CONTINUED)

Paragraph Tag (¶:)	Family	Point Size	Weight	Spread	Style
FigureTitle	Syntax	10.5	Bold	8.0	Small Caps
FigureTitleAppendixA	Syntax	10.5	Bold	8.0	Small Caps
FigureTitleAppendixB	Syntax	10.5	Bold	8.0	Small Caps
FigureTitleContinued	Syntax	10.5	Bold	8.0	Small Caps
Footer	Syntax	10.5	Roman	0.0	
Footnote	Syntax	9.0	Roman	0.0	
GlossaryEntry	Syntax	10.0	Roman	0.0	
GlossaryHeading	Syntax	10.0	Bold	0.0	
GlossaryLetter	Syntax	14.0	Bold	0.0	
HeaderLeft	Syntax	7.0	Black	12.0	
HeaderRight	Syntax	7.0	Black	12.0	
Heading1	Syntax	10.5	Black	15.0	Uppercase
Heading2	Syntax	9.5	Black	15.0	
Heading3	Syntax	9.0	Black	15.0	
IndexEntry	Syntax	10.0	Roman	0.0	
IndexLetter	Syntax	14.0	Bold	0.0	
Keys	Syntax	9.5	Roman	0.0	
Note	Syntax	10.0	Roman	0.0	Small Caps
NoticeBody	Syntax	9.0	Roman	0.0	
NoticeHeading	Syntax	9.0	Bold	0.0	
Numbered	Syntax	10.5	Roman	0.0	
Numbered1	Syntax	10.5	Roman	0.0	
Reference	Syntax	10.5	Roman	0.0	
RequirementNumber	Syntax	10.5	Roman	0.0	
TableFootnote	Syntax	9.0	Roman	0.0	

TABLE A-2: TYPEFACES FOR PARAGRAPH FORMATS (CONTINUED)

Paragraph Tag (¶:)	Family	Point Size	Weight	Spread	Style
TablePlaceHolder	Syntax	10.5	Roman	0.0	
TableTitle	Syntax	10.5	Bold	8.0	Small Caps
TableTitleAppendixA	Syntax	10.5	Bold	8.0	Small Caps
TableTitleAppendixB	Syntax	10.5	Bold	8.0	Small Caps
TableTitleRomanNumber	Syntax	10.5	Bold	8.0	Small Caps

1. *¶: Equation* is a placeholder for the equation's anchored frame and does not format the text of the equation.

Paragraph Autonumbering Properties

Autonumbering refers to the automatic display of sequential numbers or letters and other characters in the paragraphs. Table A-3 defines the properties of the autonumbered paragraphs.

TABLE A-3: AUTONUMBERED PARAGRAPHS

Paragraph Tag (¶:)	Autonumber	Character Format	Example
Bullet	n\t	BulletSymbol	■
Category	Category:\t	Default ¶ Font	Category:
CellBodyNum	<n+>\t	Default ¶ Font	2.
CellBodyNum1	<n=1>t	Default ¶ Font	1.
ColumnDescription	Description:\t	Default ¶ Font	Description:
ColumnFormat	Format:\t	Default ¶ Font	Format:
ColumnName	Name:\t	Default ¶ Font	Name:
ColumnNAValue	NA Value:\t	Default ¶ Font	NA Value:
ColumnRange	Range:\t	Default ¶ Font	Range:

TABLE A-3: AUTONUMBERED PARAGRAPHS (CONTINUED)

Paragraph Tag (¶:)	Autonumber	Character Format	Example
ColumnRangeLast	Range:\t	Default ¶ Font	Range:
ColumnTable	Table:\t	Default ¶ Font	Table:
Dash	–\t	Default ¶ Font	–
Data	Data:\t	Default ¶ Font	Data:
Example	Example:\t	Default ¶ Font	Example:
FigureTitle	H:Figure <n+>.\t	Default ¶ Font	Figure 1.
FigureTitleAppendixA	A:Figure A-<n+>.\t	Default ¶ Font	Figure A-1.
FigureTitleAppendixB	B:Figure B-<n+>.\t	Default ¶ Font	Figure B-2.
Keys	Keys:\t	Default ¶ Font	Keys:
Note	Note:\t	Syntax9Bold	**NOTE**:
Numbered	\t<n+>.\t	Default ¶ Font	2.
Numbered1	\t<n=1>.\t	Default ¶ Font	1.
RequirementNumber	\t<n+>.\t	Default ¶ Font	1.
TableTitle	T:Table <n+>:\t	Default ¶ Font	Table 1:
TableTitleAppendixA	C:Table A-<n+>:\t	Default ¶ Font	Table A-1:
TableTitleAppendixB	D:Table B-<n+>:\t	Default ¶ Font	Table B-2:
TableTitleRoman-Number	R:Table <r+>:\t	Default ¶ Font	Table i:

CHARACTER PROPERTIES

Table A-4 lists the properties of each character tag. The right column provides an example of how the tagged text appears. All tags have the following properties unless otherwise noted in the table:

- spread = 0.0. (Spread is the extra space added or subtracted from a font's default space between characters.)
- regular angle, regular variation, and pair kerning

TABLE A-4: CHARACTER FORMAT PROPERTIES

Character Tag (f:)	Family	Size	Weight	Color	Used for	Example
Attribute[1]	Syntax (italics)	10.5	Roman	Black	processes and variables (used in body text)	*status*
BulletSymbol	Zapf Dingbat	7	Medium	Black	bulleted lists	■
Category	Syntax	7.75	Roman (spread: 26)	Black	name of document category in header	Software
Code	Courier	10	Medium	Black	computer code, output, and filenames (used in body text)	`message`
DatabaseTable	Syntax	9.5	Bold	Black	database table names (used in body text)	**DataReady**
GraphicsCode	Courier	8.5	Medium	Black	computer code, output, and filenames (used in figures)	`message`
Graphics-DatabaseTable	Syntax	8.5	Bold	Black	database table names (used in figures)	**DataReady**

TABLE A-4: CHARACTER FORMAT PROPERTIES (CONTINUED)

Character Tag (f:)	Family	Size	Weight	Color	Used for	Example
GraphicsFont	Syntax	8	Roman	Black	text in graphics	data
Graphics-Variable	Syntax *(italics)*	8.5	Roman	Black	processes and variables (used in figures)	*status*
IDCHeader	Syntax	5.25	Black (spread: 50)	White	"IDC Documentation" title in header	(See "Character Formats" on page 38)
PageNumber	Syntax	7.5	Bold	White	page numbers	1
Syntax9Bold	Syntax (small caps)	9	Bold (spread: 2)	Black	Note:	NOTE:
TableCode	Courier	10	Medium	Black	computer code, output, and filenames (used in tables)	`message`
TableData-baseTable	Syntax	9	Bold	Black	database table names (used in tables)	**DataReady**
TableVariable	Syntax *(italics)*	9.5	Roman	Black	processes and variables (used in tables)	*status*
Variable	Syntax *(italics)*	10	Roman	Black	processes and variables (used in body text)	*status*

1. This format is replaced by *f: Variable*.

TABLE PROPERTIES

Table A-5 lists the properties of the table tag "Format A."

TABLE A-5: PROPERTIES OF TABLE FORMAT A

Property	Specifications			
Indents (inches):	Left: 0.108	Right: 0		
Space (points):	Above: 0	Below: 30		
Cell Margins (points):	Top: 6.0	Bottom: 4.0	Left: 6.0	Right: 6.0
Alignment:	Right			
Start:	Anywhere			
Numbering:	Row First			
Title Position:	Above Table	Gap 0.0		
Orphan Rows:	3			
Body Row Ruling:	Very Thin			
Heading and Footing Ruling:	Medium			
Outside Ruling:	Bottom: Medium			
Shading:	(none)			

CROSS REFERENCES

Table A-6 defines the properties of cross references used in the templates. Templates for documents that contain more than two appendices will include additional cross-reference formats to support those appendices.

TABLE A-6: CROSS-REFERENCE FORMATS

Cross-reference Name	Definition	Example
Appendix A Figure Number	Figure A-<$paranumonly>	Figure A-1
Appendix A Figure Number & Page	Figure A-<$paranumonly> on page A<$pagenum>	Figure A-1 on page A3
Appendix A Heading & Page	"<$paratext>" on page A<$pagenum>	"Paragraph Properties" on page A40
Appendix A Table Number	Table A-<$paranumonly>	Table A-4
Appendix A Table Number & Page	Table A-<$paranumonly> on page A<$pagenum>	Table A-4 on page A12
Appendix B Figure Number	Figure B-<$paranumonly>	Figure B-1
Appendix B Figure Number & Page	Figure B-<$paranumonly> on page B<$pagenum>	Figure B-1 on page B3
Appendix B Heading & Page	"<$paratext>" on page B<$pagenum>	"Paragraph Properties" on page B40
Appendix B Table Number	Table B-<$paranumonly>	Table B-4
Appendix B Table Number & Page	Table B-<$paranumonly> on page B<$pagenum>	Table B-4 on page B12
Figure Number	Figure <$paranumonly>	Figure 27
Figure Number & Page	Figure <$paranumonly> on page <$pagenum>	Figure 2 on page 11
Heading	"<$paratext>"	"Formats"
Heading & Page	"<$paratext>" on page <$pagenum>	"Format" on page 16
Number Only	<$paranumonly>	27
Requirement Number	<$paranumonly>	1

TABLE A-6: CROSS-REFERENCE FORMATS (CONTINUED)

Cross-reference Name	Definition	Example
Requirement Text	<$paratext>	The system shall require minimum operator intervention.
Table Number	Table <$paranumonly>	Table 1
Table Number & Page	Table <$paranumonly> on page <$pagenum>	Table 1 on page 3

VARIABLES PROPERTIES

Table A-7 lists the properties of the variables used in the templates.

TABLE A-7: FORMATS FOR VARIABLES

Variable Name	Definition	Example
CSCI[1]	*Data Services*	Data Services
Current Page #	<$curpagenum>	3
Modification Date (Long)	<$monthname> <$year>	May 1998
Software Name	*Subscription Subsystem*	Subscription Subsystem
Table Continuation	(continued)	(continued)

1. Computer Software Configuration Item

PAGE LAYOUT

The main body of the template is designed as follows:

- double-sided pagination
- symmetrical layout of left and right pages
- justified body orientation

- page size: U.S. Letter (width = 8.5″; height = 11″)
- single text column per page[1]

Figure A-1 shows the double-sided format applied to the first four pages of a chapter. Double-sided pagination begins on the second page of each chapter.

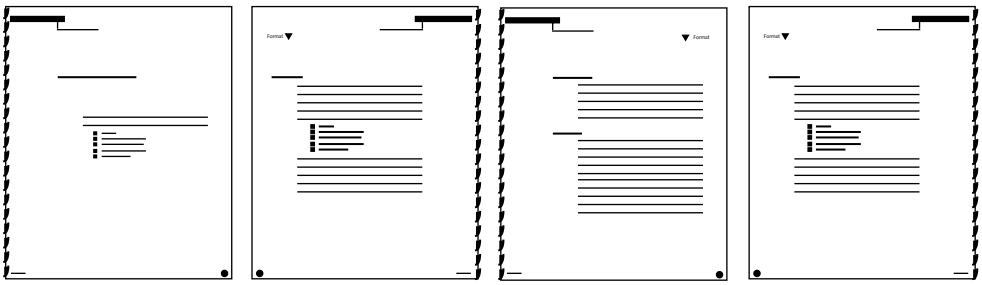

FIGURE A-1. DOUBLE-SIDED PAGINATION

PAGE NUMBERS

The standard numbering scheme for IDC documents is as follows:

- The following pages are not numbered:
  - Cover
  - Notice page
  - Table of Contents
  - List of Figures
  - List of Tables
  - Roadmap
- The "About this Document" section is numbered consecutively with Roman numerals.

1. The Index and Glossary use a two-columns per page template.

- The main chapters' body pages through the Reference pages are consecutively numbered with Arabic numerals (beginning with "1" on the first page of the first Chapter, the page following the "About this Document" portion of the document).
- The page numbering scheme restarts in the Glossary and again in the Index. Each of these sections has a page number prefix (G and I, respectively) to differentiate the section from the main body of the document.
- All chapters contain an even number of pages (as set in the templates) except for the Notice page. If the last page of a chapter does not contain text, that page will appear blank (without headers or footers) but will still be assigned an even number (although not visible), to allow the first page of the next chapter to begin on an odd number.

Figure A-2 illustrates the page numbering scheme. All page numbers are shown in white text over a black circle and are located in the bottom right or left margin of a page. The information in parentheses (first, right, and left) indicates the name of the master page that defines the page number format. The vertical dashed lines to the right or left of each box represent the binding (inside margin) of the book.

MARGINS

Figures A-3 through A-10 specify the margins for the different page layout in the templates. The reference letters (shown in the upper, left margin) map the figures to "Parts of Document" on page 2. All pages have a bottom margin of one inch. Index pages have the same margins as Glossary pages, which are shown in Figures A-8 through A-10.

Object Properties

Table A-8 lists the properties of the header and footer objects. These objects include graphics and text frames that hold variables. Table A-8 does not list the FrameMaker default properties, which also define the objects.

TABLE A-8: OBJECT PROPERTIES OF HEADERS AND FOOTERS

Object	Properties
Headers:	
HeaderLeft (header text frame on Left master page)	width: 1 height: .4 top: .6 left: .001
HeaderRight (header text frame on Right master page)	width: 1 height: .4 top: .6 left: 6.5
"IDCDocumentation" (graphic on Left master page)	top: .13 left: .132
"IDCDocumentation" (graphic on Right master page)	top: .13 left: 5.8
Line under category name (any master page)	top: .4
Footers:	
Date (on Left master page)	top: 9.785 left: 5.054
Date (on Right master page)	top: 9.785 left: .137
Page number (on Left master page)	top: 9.785 left: –.064
Page number (on Right master page)	top: 9.785 left: 7.235

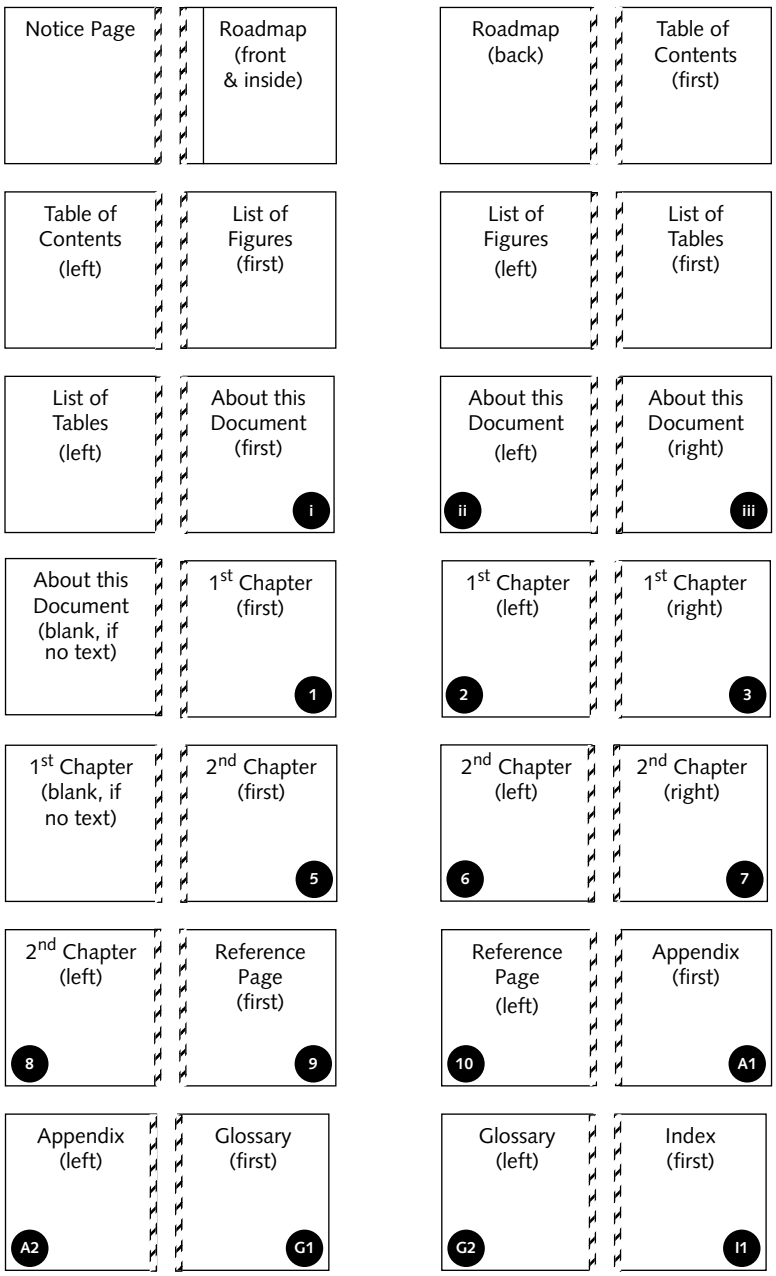

FIGURE A-2. PAGE NUMBERING SCHEME

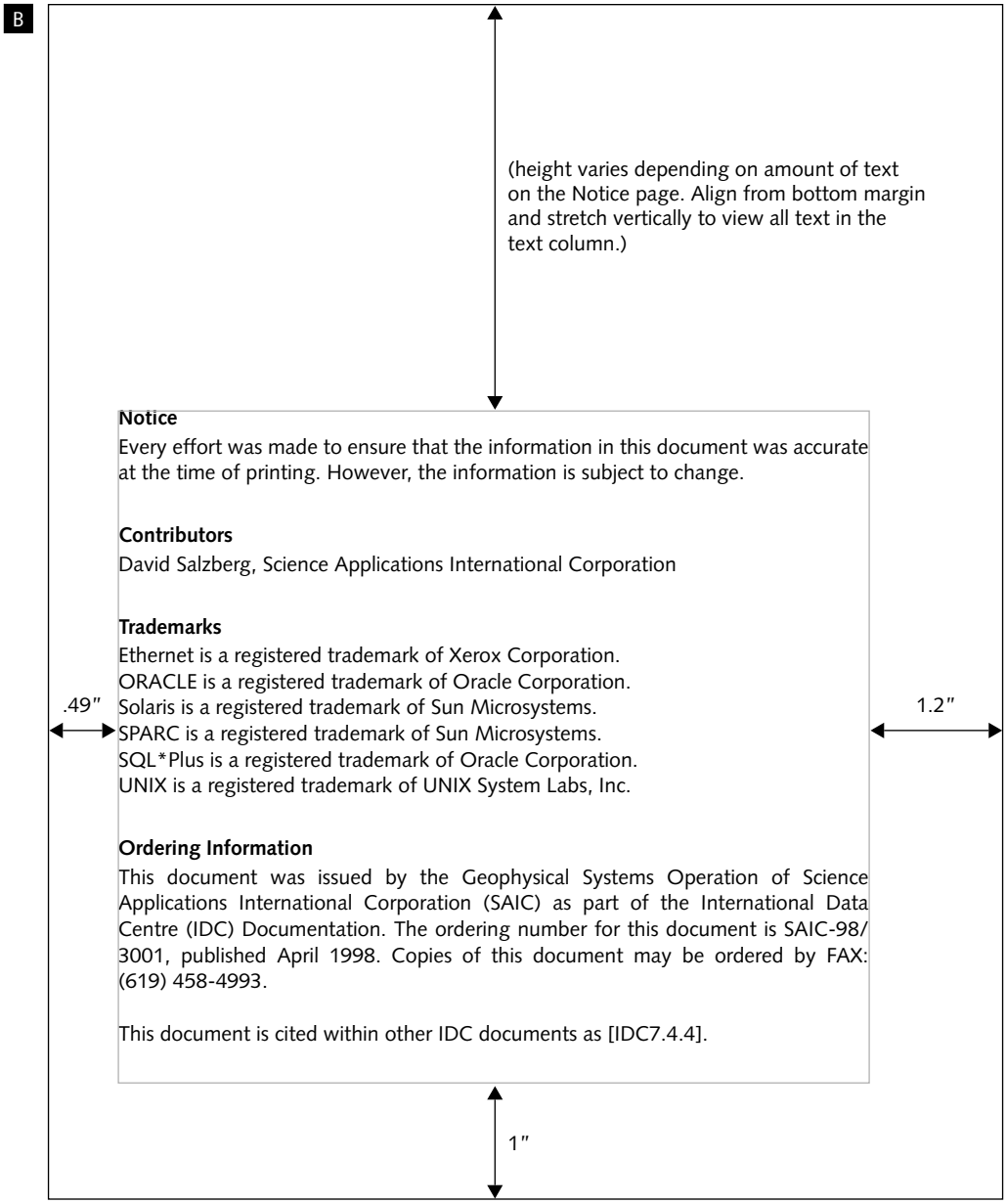

FIGURE A-3. MARGINS FOR NOTICE PAGE

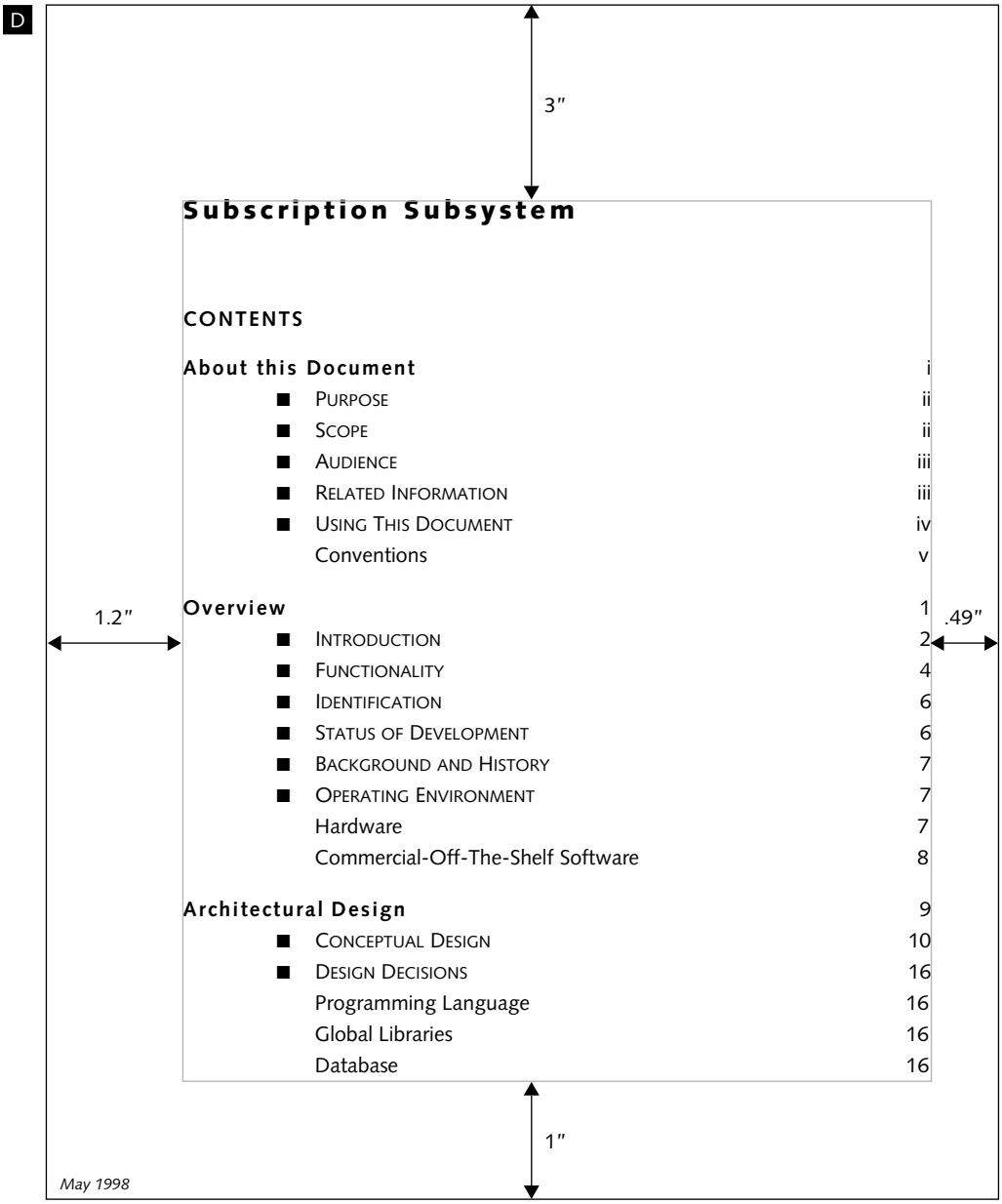

FIGURE A-4. MARGINS FOR GENERATED LISTS (TOC, LOF, AND LOT)

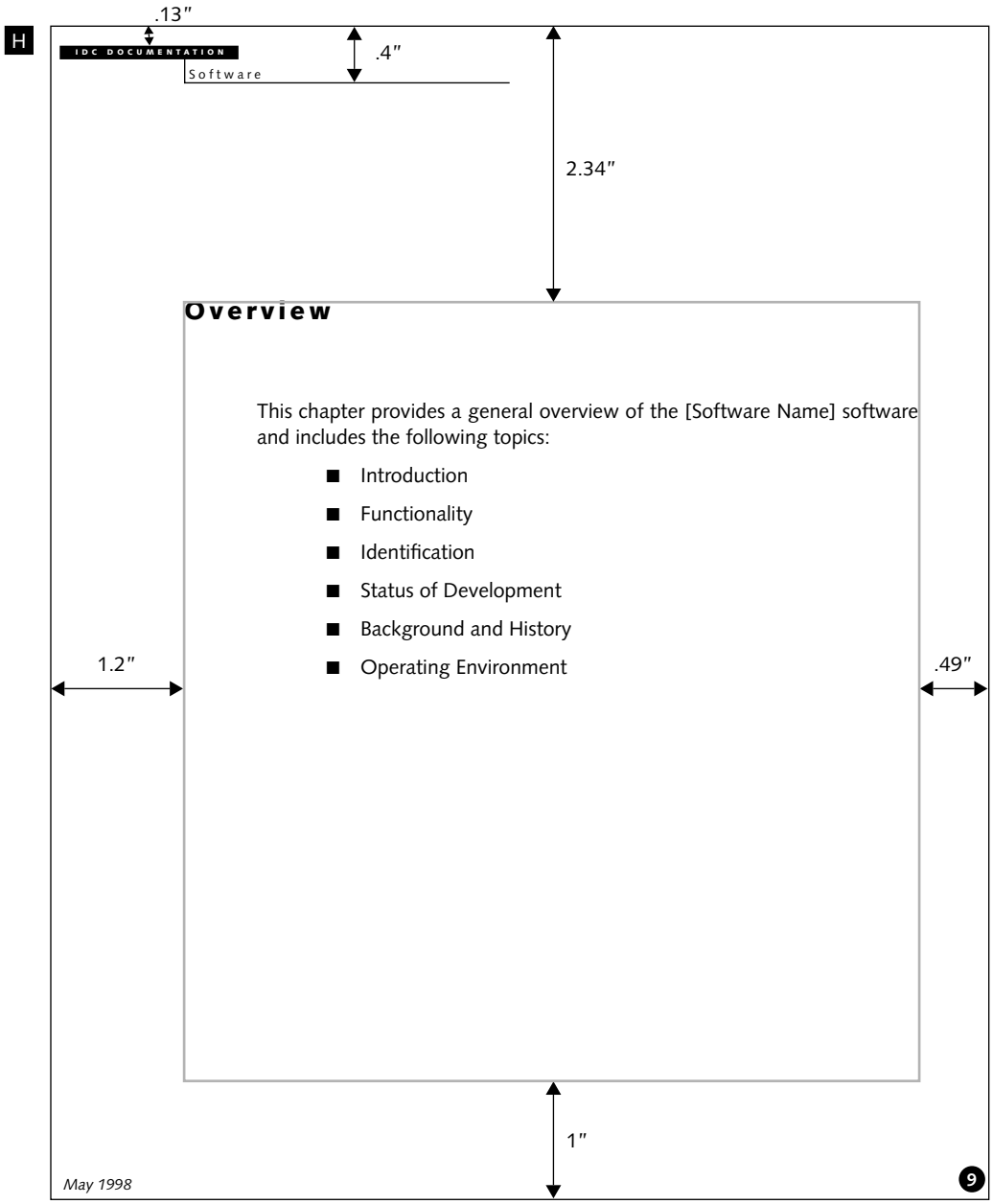

FIGURE A-5. MARGINS FOR FIRST PAGE OF CHAPTER

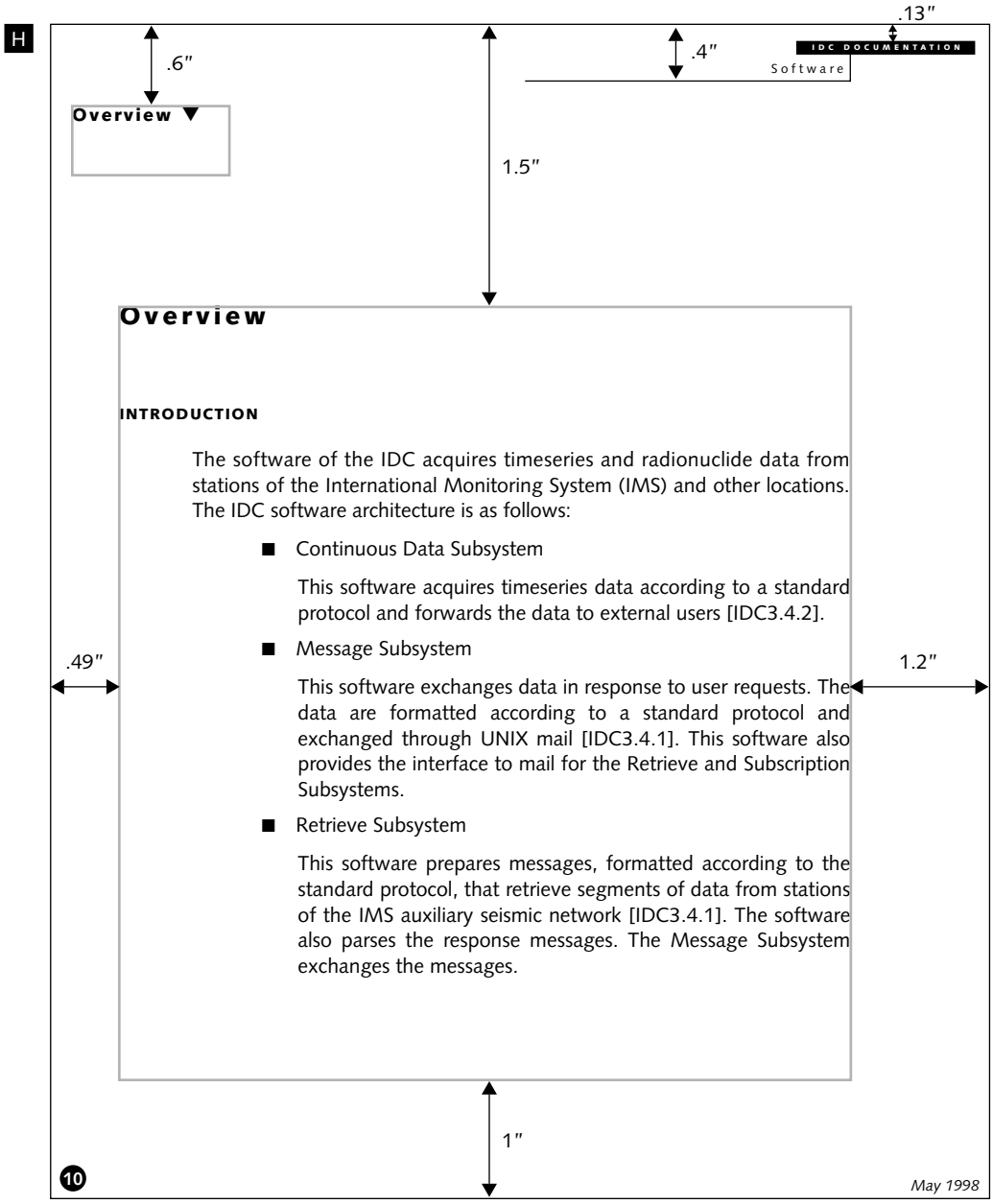

FIGURE A-6. MARGINS FOR LEFT PAGE OF CHAPTER

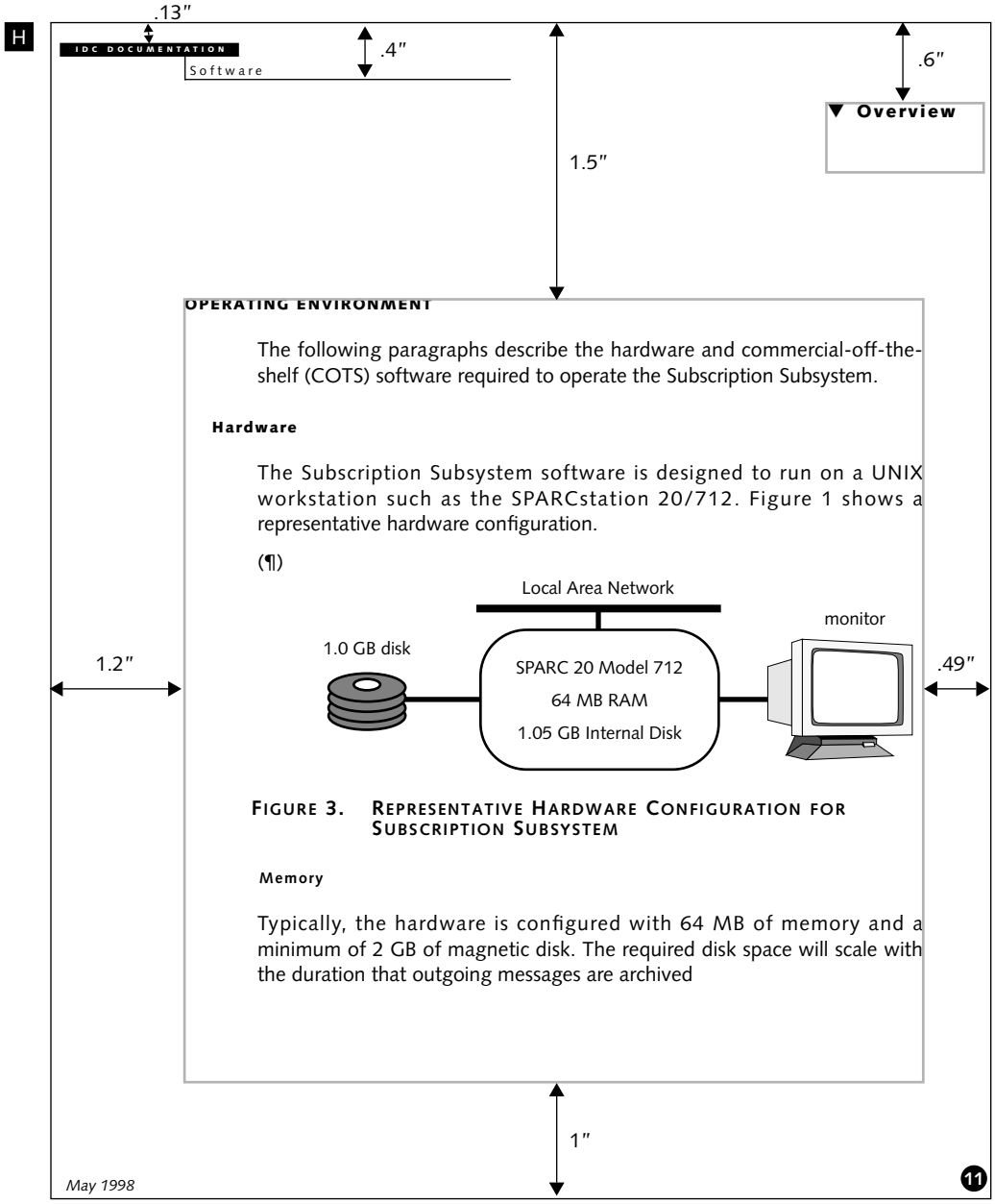

FIGURE A-7. MARGINS FOR RIGHT PAGE OF CHAPTER

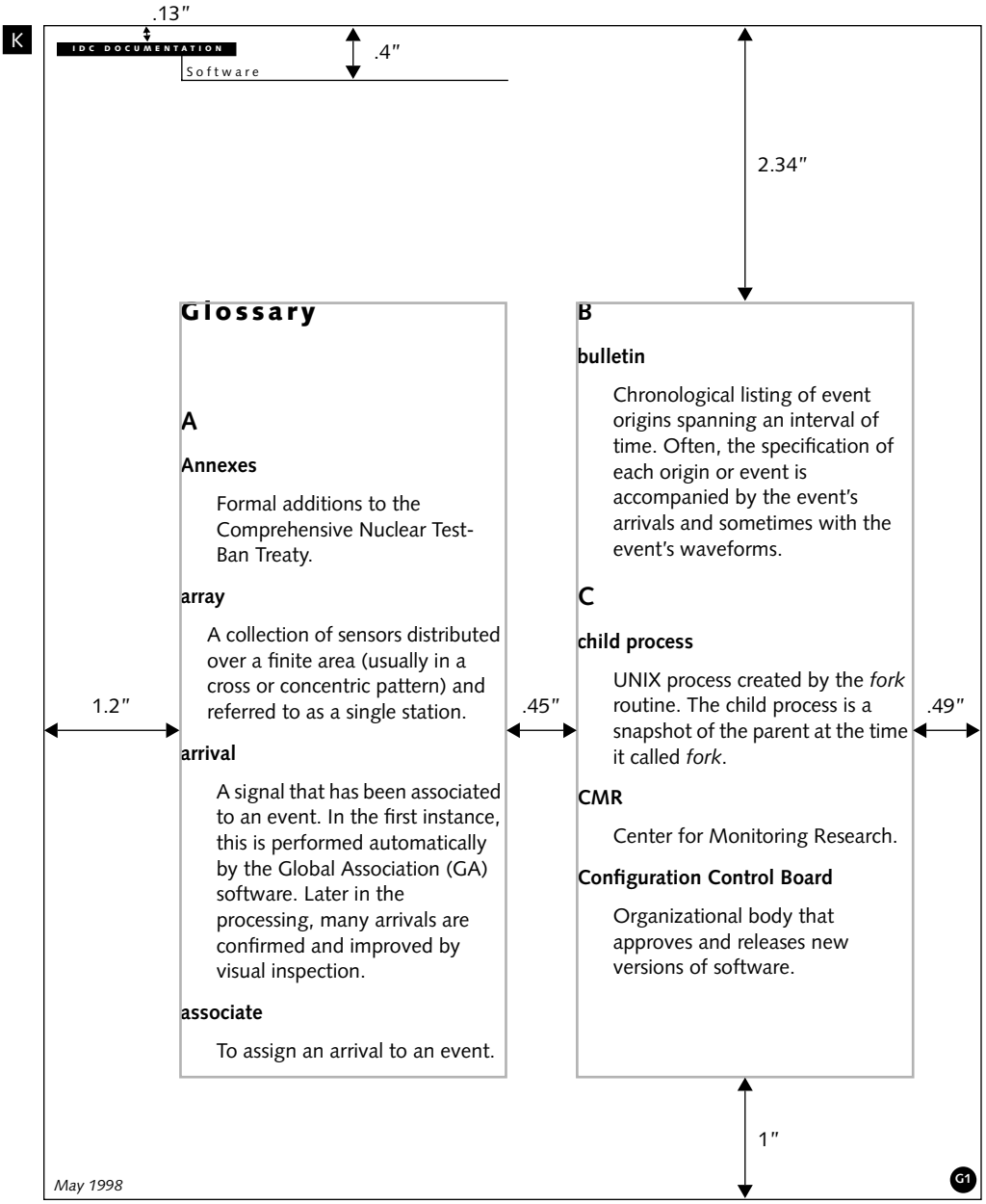

FIGURE A-8. MARGINS FOR GLOSSARY (MASTER PAGE FIRST)

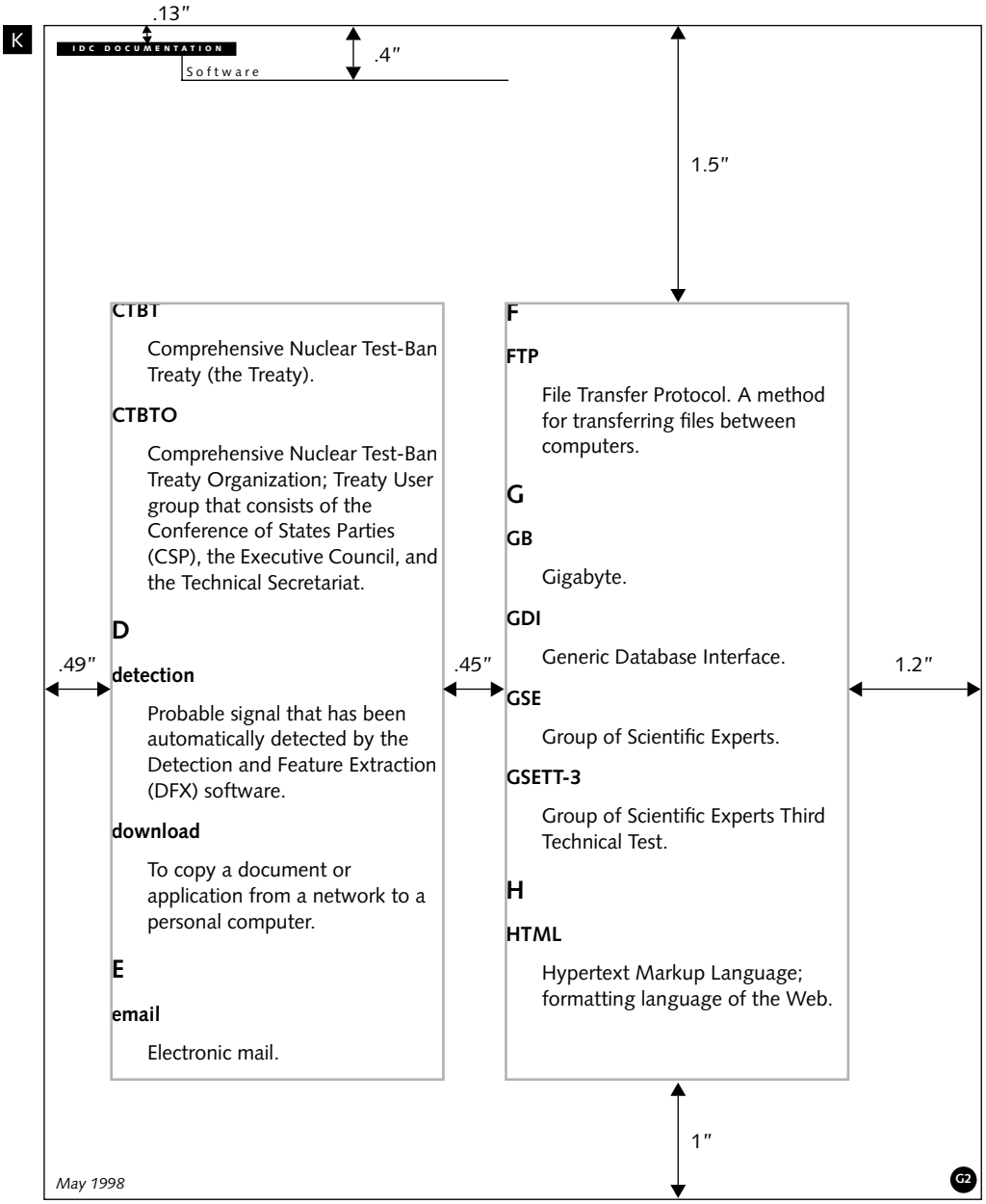

FIGURE A-9. MARGINS FOR GLOSSARY (MASTER PAGE LEFT)

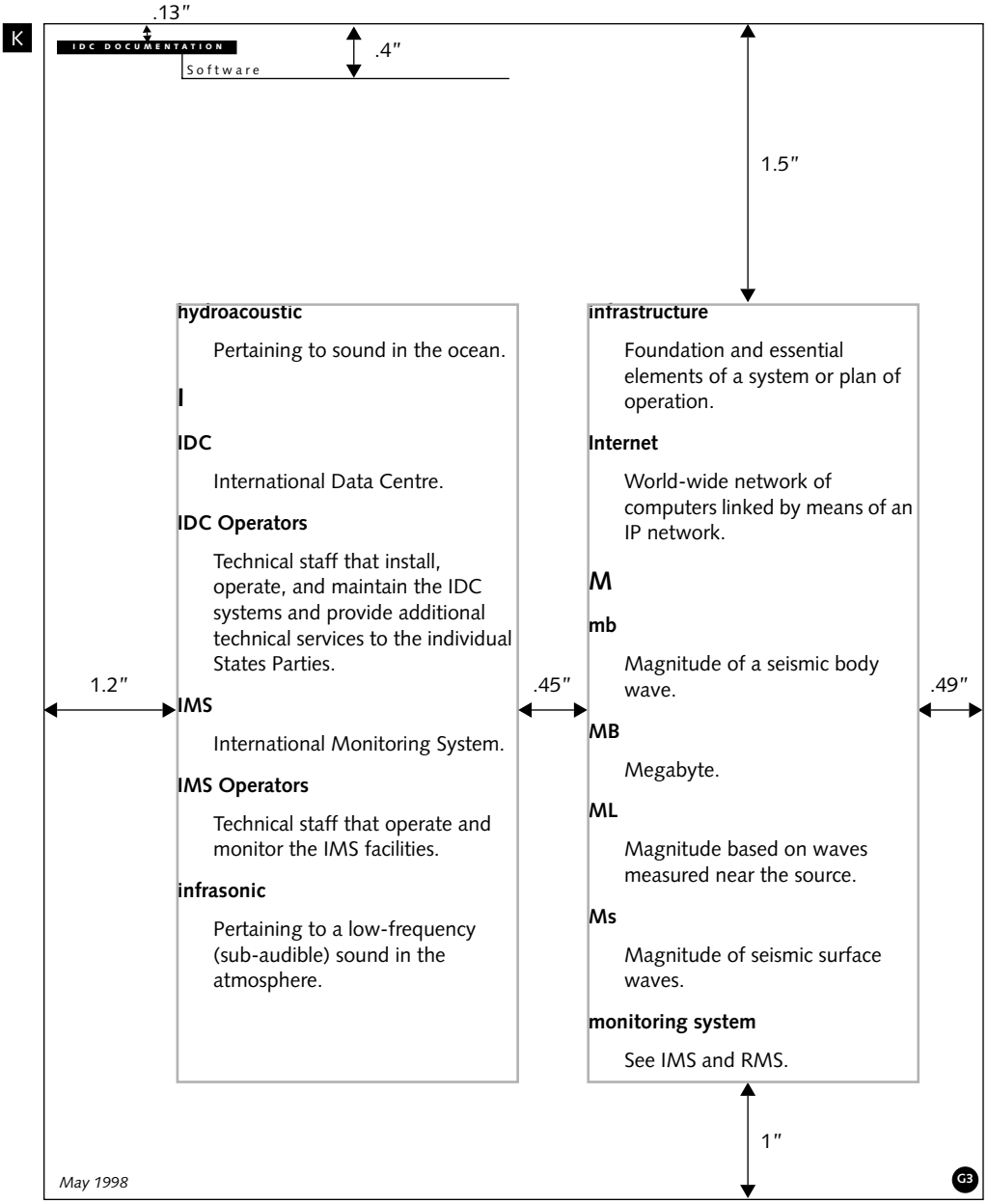

FIGURE A-10. MARGINS FOR GLOSSARY (MASTER PAGE RIGHT)

SAMPLE FIGURES

Figures A-11 through A-16 show sample figures that use the standard graphics.

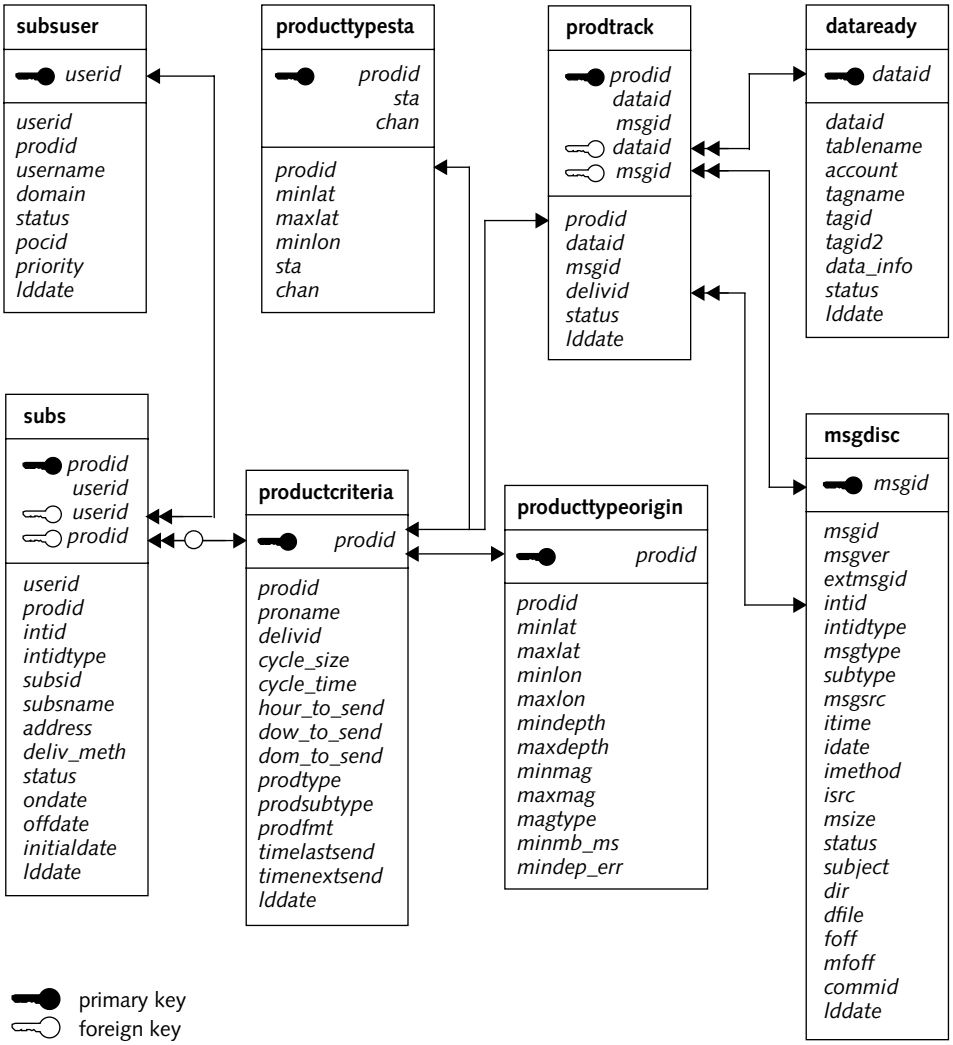

FIGURE A-11. REPRESENTATIVE ENTITY-RELATIONSHIP DIAGRAM

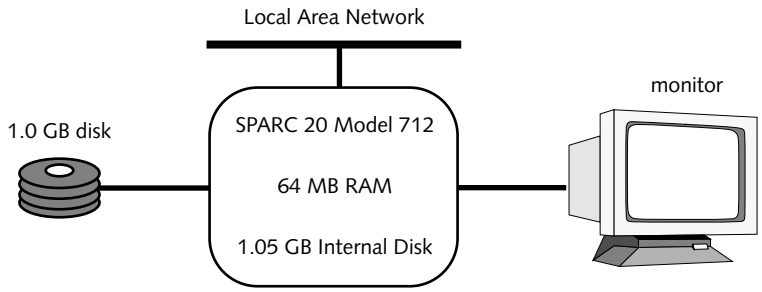

FIGURE A-12. REPRESENTATIVE HARDWARE CONFIGURATION DIAGRAM

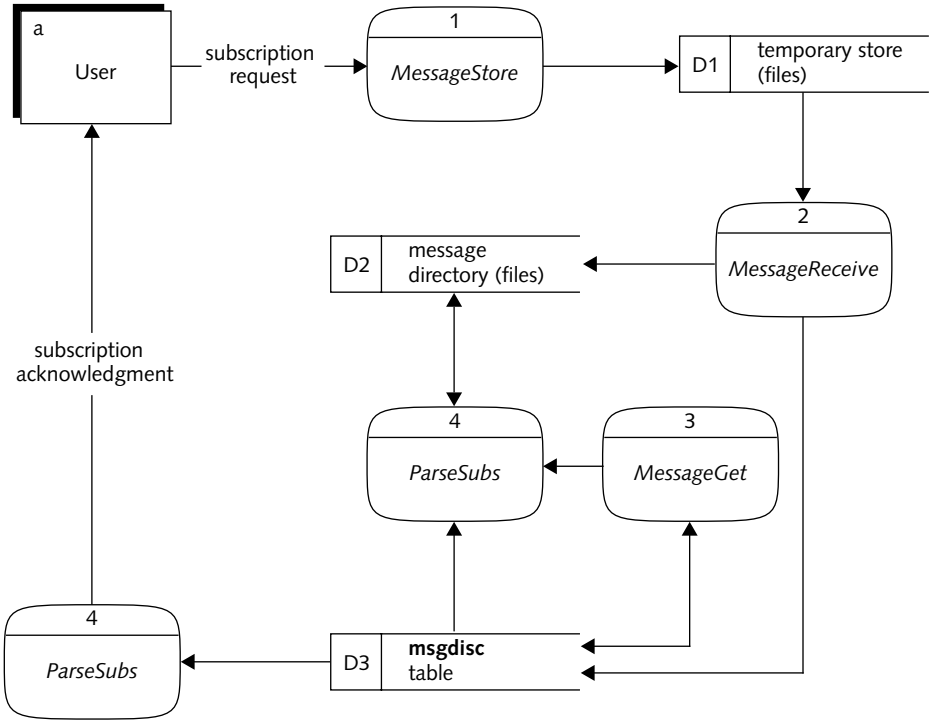

FIGURE A-13. REPRESENTATIVE DATA PROCESSING DIAGRAM

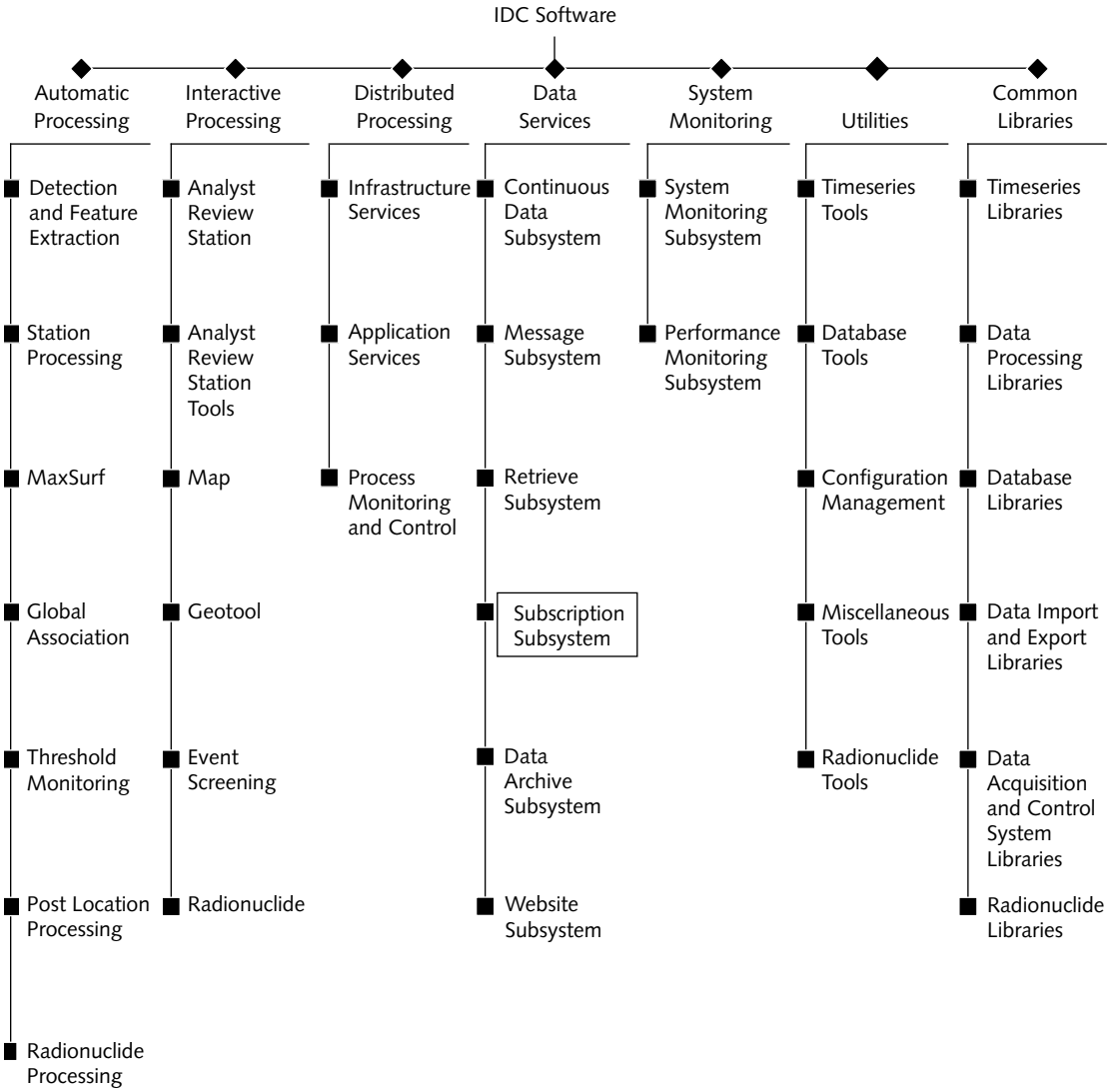

FIGURE A-14. IDC SOFTWARE CONFIGURATION HIERARCHY

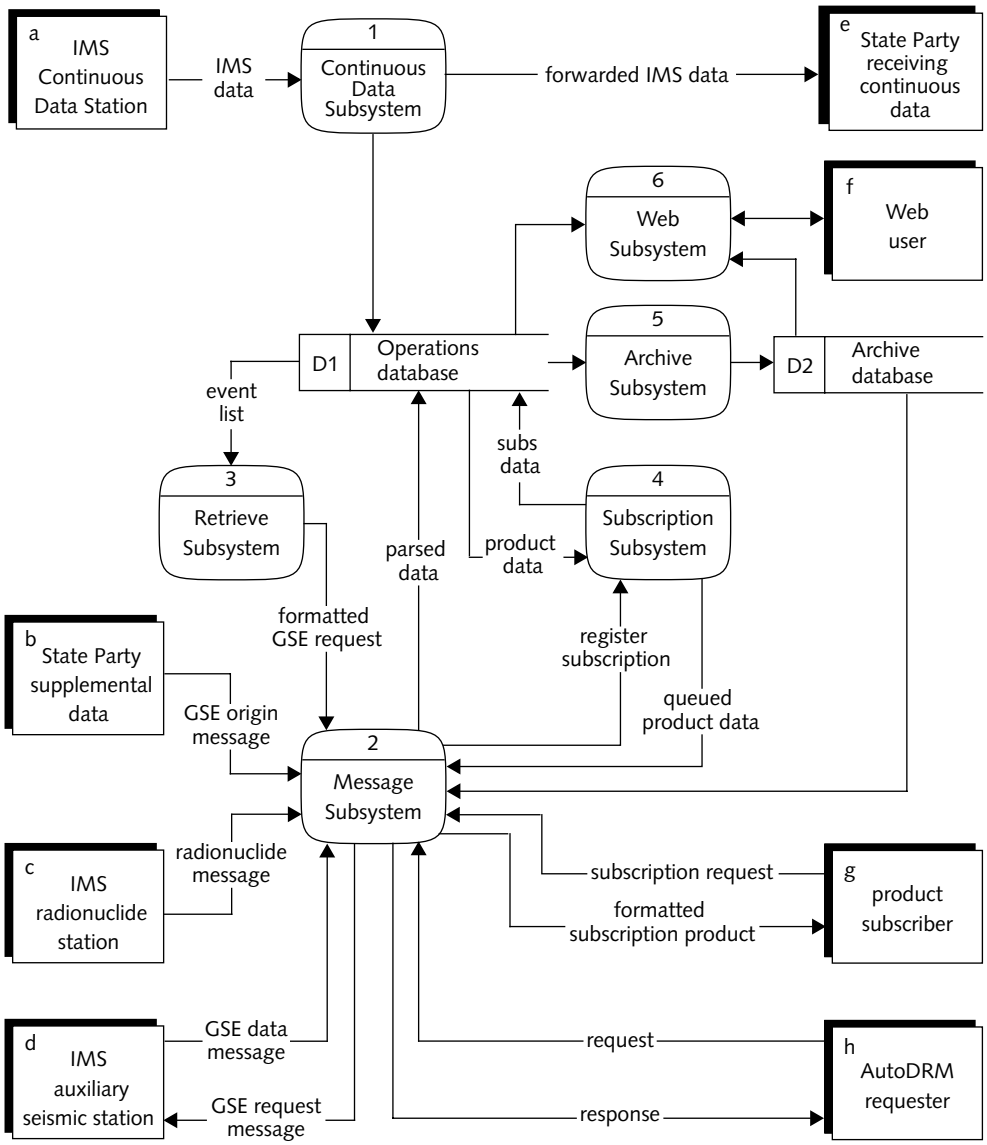

FIGURE A-15. RELATIONSHIP OF [SOFTWARE NAME] TO OTHER SOFTWARE UNITS OF DATA SERVICES CSCI

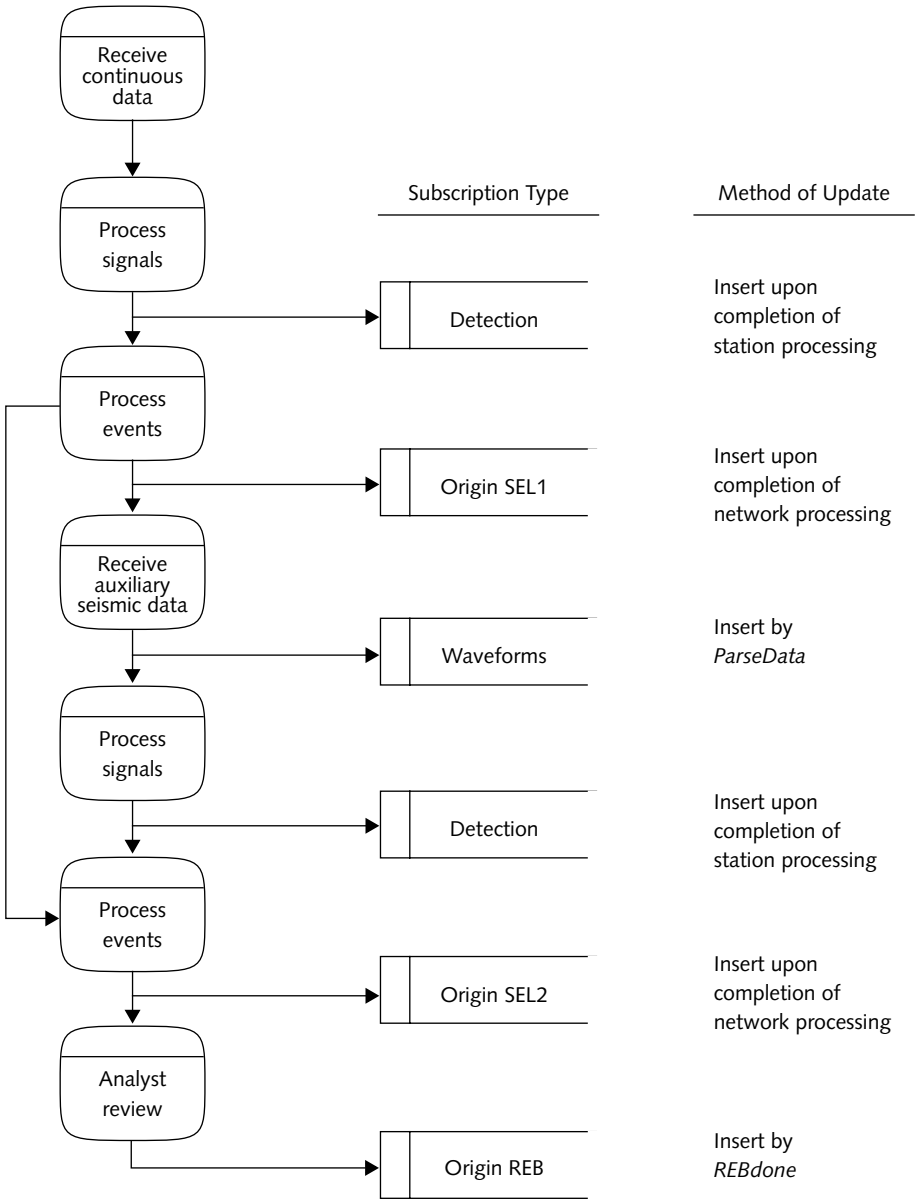

FIGURE A-16. PROCESSING FLOW AND CREATION OF DATA PRODUCTS

Appendix B: Writing Tips

This chapter provides help for cleaning up your writing and includes the following topics:

- Word Choice
- Punctuation
- Sentence Structure

Appendix B: Writing Tips

WORD CHOICE

Words are the most obvious elements of your writing style. Your choice of a particular word or technical term helps define your style and set the tone of your document. Use the following rules for choosing words that will help you convey a direct message.

- Choose strong verbs. The following weak verbs have little impact:

  `is, are, was, were, can, could, has, had, have, do, did, done, use, come`

  Example: The software ~~has~~ wide applicability...
  The software applies to a variety of...

- Avoid words that unnecessarily distinguish between female and male.

  Example: workforce (versus) ~~manpower~~

- Do not substitute `he/she` or `his/her` for standard personal pronouns. Instead, either remove the pronouns or change the sentences to plurals.
- Choose technical terms that are appropriate for your readers. Write for the least technically sophisticated reader in your audience.
- Avoid wordiness and pretentious language that make ideas difficult to read and understand.
- Avoid using `and/or`, which is sometimes difficult to read with surety.
- Eliminate words and phrases that do not contribute to the meaning of your sentence. Table B-1 lists redundancies and possible substitutes.

TABLE B-1: REDUNDANT AND CONFUSING WORDS

Revise	To
a duration of 10 minutes	10 minutes
a time interval of four seconds	four seconds
a total of six minutes	six minutes
amount of 10 hours	10 hours
and then	then
at this time no information is available	no information is available
bimonthly	twice a month (or) every two months
condition of extreme heat	extreme heat
during the period of July to August	July to August
electronic type of device	electronic
extent of 10 days	10 days
extraction process	extraction
figure of 100	100
from time to time	occasionally
in order to	to
in regard to	regarding
large in size	large
left in direction	left
nature of the business	the business
noise level	noise
parsed at a given time	parsed
physically big	big
quantity of 100 Mb	100 Mb
range of one to three	one to three
rate of 10 km per second	10 Km per second

TABLE B-1: REDUNDANT AND CONFUSING WORDS (CONTINUED)

Revise	To
scaling devices	scales
search function	search
semimonthly	twice a month
simulation effort	simulation
square in shape	square
software units	software
temperature of 32°	32°
test procedure	test
transmitter equipment	transmitters
unit of measurement	measurement
utilization, usage, utilize	use
value of $25	$25

Table B-2 shows the correct spelling of commonly misspelled words.

TABLE B-2: COMMONLY MISSPELLED WORDS

accessible	controlled	permanent	surveillance
acoustic	definitely	preferred	technique
acquire	descend	prevalent	thorough
adaptor	desirable	privilege	totaled, totaling
a lot	despair	proceed	transferable
analysis (singular)	desperate	prominent	transferred
analyses (plural)	disastrous	referring	traveled, traveling
apparent	discipline	resemblance	twelfth
appearance	manageable	resistance	unanimous

TABLE B-2: COMMONLY MISSPELLED WORDS (CONTINUED)

calendar	mileage	satellite
canceled, canceling	noticeable	schedule
cancellation	occasion	seismology
census	occurred	separate
changeable	occurrence	signaled, signaling
concede	occurring	similar
consensus	parallel	sizeable
consistent	paralleled	supersede

Table B-3 defines commonly confused words.

TABLE B-3: COMMONLY CONFUSED WORDS

Word	Description
accent	to emphasize or stress
ascent	a going up or rising movement
assent	to agree
accept	to receive willingly
except	to leave out, to the exclusion of
adapt	to adjust to a situation
adept	skillful
adopt	to put into practice or to borrow
affect	(verb) cause
effect	(noun) result
all ready	all prepared
already	previously
all together	completely, entirely
altogether	in a group

TABLE B-3: COMMONLY CONFUSED WORDS (CONTINUED)

Word	Description
alternate	occurring in turns, every other one
alternative	allowing for a choice between two or more options
among	refers to more than two choices
between	refers to two choices only
any one	any specific person or object
anyone	any person
assure	guarantee a person (assure you)
ensure	guarantee some thing (ensure *that)*
insure	protect financially
a while	(noun)
awhile	(pronoun)
beside	next to
besides	in addition
can	ability and power
may	implies permission is needed
capital	central city or site of government
capitol	invested money
choose	(present tense)
chose	(past tense)
cite	to quote
sight	vision
site	location
complement	complete
compliment	praise
continual, continually	intermittent, but recurring often
continuously	uninterrupted or constant
discreet	prudent
discrete	distinct or separate

TABLE B-3: COMMONLY CONFUSED WORDS (CONTINUED)

Word	Description
device	(noun)
devise	(verb)
disburse	to pay out
disperse	to scatter
eminent	outstanding, prestigious
imminent	very near or impending
every day	every day
everyday	ordinary
fewer	number, use for things that can be counted
less	volume, mass items (for example, fewer wave-forms, less analysis)
forward	ahead
foreword	preface
if	conditional
whether	always means whether or not
imply	suggest or hint
infer	draw a conclusion or deduce
lie	rest or recline
lay	put in place
that	(introduces an essential clause and is not preceded by a comma)
which	(introduces a nonessential clause and is preceded by a comma)
perspective	viewpoint
prospective	expected
precedence	priority
precedents	prior instances
principal	(adjective) main, chief
principle	(noun) rule, theory, or idea

TABLE B-3: COMMONLY CONFUSED WORDS (CONTINUED)

Word	Description
some time	some time ago
sometime	formerly
sometimes	at times
stationary	fixed
stationery	paper

PUNCTUATION

Use punctuation to clarify the meaning of a sentence. If your sentence is so complicated that no amount of punctuation seems adequate, reorganize your thoughts. The following rules address the most common punctuation errors:

Quotation Marks

- Place commas and periods inside closing quotation marks.

  Example: "We hope," said the manager, "that the company will announce the merger this week."

- Place semicolons and colons outside closing quotation marks.

  Example: The airline offered the following "incentive": a hot meal.

Commas

- "Which" clauses are almost always nonessential to the meaning of a sentence and should be set off with commas.

  Example: The program, which easily gained support, went into effect today.

- "That" clauses are always essential to the meaning of a sentence and should never be set off with commas.

  Example: The system that broke last week is running properly now.

Colons

- Do not place a colon after a verb when introducing a list. Instead, use one of the following expressions: thus, that is, as follows, the following.

  Example: The document contains the following chapters: Content, Format, and Process.

Hyphens

Conventions and tradition dictate the rules of hyphenation, so if you are not sure which form is correct, look up the word in a current dictionary.

- Hyphenate two or more words that together create a new meaning.

  Example: follow-up (as nouns)
  two-thirds

  Example: to double-click (as verbs)
  to spot-check

  Example: up-to-date methods (as adjectives)

- The following words are not hyphenated:
  - worldwide system
  - well known technology
  - twofold increase
- Hyphenate words that modify another word:

  Example: well-documented plan

- Hyphenate compound adjectives with a numerical first part:

  Example: 24-day plan
  (but)
  24 percent increase

- Do not hyphenate words that act as adjectives but occur after the word they modify:

  Example: The plan is well documented.
  (but)
  well-documented plan

- Do not hyphenate words that act as adjectives if the first word ends in "ly":

  Example: completely revised plan

SENTENCE STRUCTURE

The following guidelines will assist you in writing clear, direct sentences:

- Express one idea per sentence.
- When possible, write active versus passive sentences.

  Active sentences, which are structured as performer–action–recipient, are more dynamic than passive sentences, which are structured as action–performer. Passive writing can seem weak to the reader, who in some cases never discovers the performer.

  Example: (incorrect) The software was installed by IDC Operators.
  (correct) IDC Operators installed the software.

- Use imperative commands to give directions or instructions.

  Example: Choose an option.

- Avoid using false subjects. False subjects are pronouns (it, there, and that) that do not refer to anything real.

  Example: ~~It is this waveform that is significant to the analysis~~.
  This waveform is significant to the analysis.

Paragraphs

- Limit paragraphs to a single topic or main idea.
- Do not allow paragraphs to become too long. Most readers have difficulty reading dense pages of print, no matter how logically organized the content may be.

Glossary

A

Annexes

Formal additions to the Comprehensive Nuclear Test-Ban Treaty.

C

CMR

Center for Monitoring Research.

Configuration Control Board

Organizational body that approves and releases new versions of software.

CSC

Computer Software Component.

CSCI

Computer Software Configuration Item.

CSP

Conference of States Parties; the principal body of the CTBTO consisting of one representative from each State Party accompanied by alternate representatives and advisers. The CSP is responsible for implementing, executing, and verifying compliance with the Treaty.

CTBT

Comprehensive Nuclear Test-Ban Treaty (the Treaty).

CTBTO

Comprehensive Nuclear Test-Ban Treaty Organization; Treaty User group that consists of the Conference of States Parties (CSP), the Executive Council, and the Technical Secretariat.

D

download

To copy a document or application from a network to a personal computer.

E

email

Electronic mail.

F

FTP

File Transfer Protocol. A method for transferring files between computers.

G

GSE

Group of Scientific Experts.

GSETT-3

Group of Scientific Experts Third Technical Test.

I

IDC

International Data Centre.

IDC Operators

Technical staff that install, operate, and maintain the IDC systems and provide additional technical services to the individual States Parties.

IMS

International Monitoring System.

IMS Operators

Technical staff that operate and monitor the IMS facilities.

infrastructure

Foundation and essential elements of a system or plan of operation.

N

NDC

National Data Center.

O

online

Logged onto the network or having unspecified access to the Internet.

Operations Manuals

Treaty-specified, formal documents that describe how to provide data, receive IDC products, access the IDC database, and evaluate the performance of the IDC.

P

PIDC

Prototype International Data Centre.

PIDC System Developers

Contractors and other organizations who are developing and testing components of the PIDC technology.

Preparatory Commission

Preparatory Commission for the CTBTO; New international body funded by State Signatories to prepare for implementation of the Treaty. This body will become the CTBTO after entry-into-force of the Treaty.

S

States Parties

Treaty user group who will operate their own or cooperative facilities, which may be NDCs.

T

taxonomy

Systematic arrangement; classification.

Treaty

Comprehensive Nuclear Test-Ban Treaty (CTBT).

Treaty Users

CTBTO and States Parties.

U

upload

Transfer a file from a PC to a server or onto the Web.

W

Web

World Wide Web; a graphics-intensive environment running on top of the Internet.