

**WP WG1/5-26**  
**JWG**  
**WP WG2**  
**WP WG3/7-39**

**Aeronautical Telecommunication Network Panel**  
**Working Group 1/2/3**  
**Munich, 17-28 June 1996**

**Matters of Style**

**(Presented by Steve Van Trees)**

**Abstract**

**Style Matters pertinent to the ATNP/2 SARPs deliverable are presented.**

## 1. Introduction

As ATNP/2 approaches, certain practical and stylistic matters are important if the ATNP/2 deliverables are to proceed effectively through the ICAO publication process. It is our experience that adherence to ICAO publication standards will shorten the publication process by years. The general matters of style for ATNP/2 are recapitulated from the Brussels meeting. Direction from ICAO is then presented. Publication ground rules are then presented along with final guidelines on ATNP/2 publication.

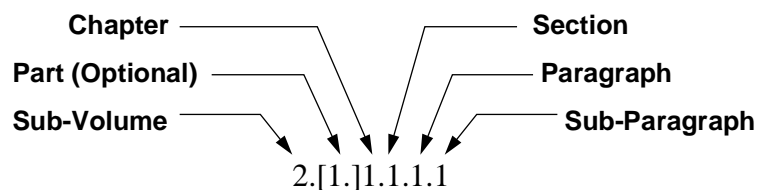
## 2. Matters of Style

Certain style matters were codified at the meeting in Brussels.

1. Sub-Volumes and Parts are numbered with Arabic numerals. Thus, the term Sub-Volume need not be used, since the first-level heading suffices.

Sub-Volume 1                      (Section 1.0 of the Appendix to Annex 10, chapter 3 )  
Sub-Volume 2, Part 1              (Section 2.1 of the Appendix to Annex 10, chapter 3)

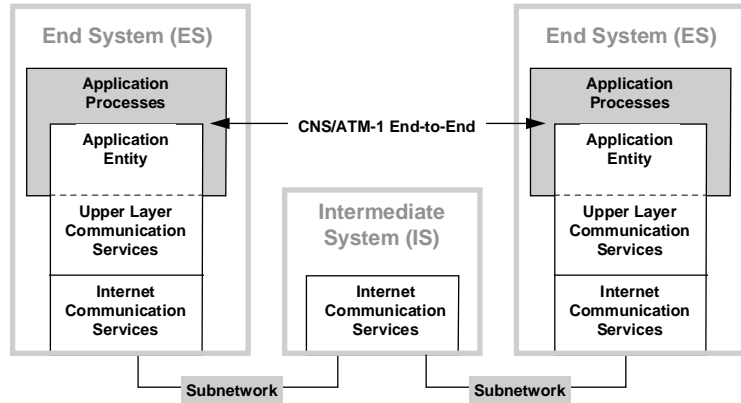
2. Use the following numbering and naming convention to number and reference chapters, sections, paragraphs, and sub-paragraphs. The Part number is only used where Parts exist within a Sub-Volume.



3. Figure and Table references are prefixed with the chapter reference followed by a hyphen and then numbered sequentially within that chapter using Arabic numerals starting 1, 2, 3,... Figure and table captions are bold text and include Figure and Table references, followed by a period, optionally followed by a title and no punctuation. Table captions appear at the top of the table. Figure captions appear at the bottom of the Figure.

**Table 2.1.1-1. Symbols Used in Tables**

Symbol	Meaning
blank	the parameter is not applicable
C	Conditional - the presence or absence of the parameter is dependent upon some stated condition
M	Mandatory - the parameter shall be present
U	the presence of the parameter is a User option



Note: Shading indicates elements outside the scope of these SARPs.

**Figure 1.1-1. Overview of CNS/ATM-1 Package**

4. For multilevel lists, use lowercase alphanumeric character followed by a right parenthesis for Level 1, Arabic numeral followed by right parenthesis for Level 2, lower case Roman numeral followed by a parenthesis for Level 3, and upper-case alphabet for Level 4.. E.g.,

- a) Level 1 list
  - 1) Level 2 list
    - i) Level 3 list
      - A) Level 4 list

5. The authoritative reference list and edition version is held in Sub-Volume 1. References are called out by reference order number. E.g., ACSE, as defined in ISO/IEC 8650-1.

6. The authoritative terminology, glossary, and acronym list is held in Sub-Volume 1.

7. APRLs use capital letters for both the ISO Status Column and ATN Support column, e.g., the following APRL.

<b>Feature</b>	<b>ISO Support</b>	<b>ATN Support</b>
<b>NULL SPDU</b>	<b>M</b>	<b>M</b>

8. The standard font is “Times New Roman”, 10 point type, and single-column format (two-column format is optional).

9. The word “Recommendation” is capitalized and bold. Recommendations are prefixed with paragraph numbers. A “Recommendation” is followed by a period, em-dash, space. Text following is italics.

1.1.2.1 **Recommendation.**— *CNS/ATM-1 should ...*

10. Notes are italics. A single note does not have a number. A “Note” is followed by a period, em-dash, space.

*Note.*— *This parameter contains the aircraft’s 24 bit ICAO address.*

11. Introductions are written in plain English text, with no shalls, notes, or recommendations.
12. Where acronyms are used the first time within a Sub-Volume or Part, they will be spelled out the first time within that Part or Sub-Volume.
13. The title of the SARPs is ATN SARPs. Only meeting reports refer to CNS/ATM packages. The Sub-Volumes do not refer to themselves as 'these SARPs' or 'Sub-Volumes'.

### **3. Direction from ICAO for ATNP/2 publication**

Mr. Van Trees and Mr. Paydar held a separate conference with Mr. Victor Stchekotchikhine, in charge of ANB word processing and automation. The results warrant discussion in Munich. Mr. Stchekotchikhine indicated that he saw no reason ATNP spent any time on the appearance of documents, since he expected to reformat. He indicated that Word was not acceptable, and in fact he would rather have ASCII than Word. He indicated that PowerPoint also was not acceptable. What he requests is WordPerfect 6.1 using WP Presentation, with separate graphic files. He has a couple of copies of MS Office, and only one copy of Corel Draw, and sees it as logically impossible to use them. ICAO is going to a new package, but (.99) expects that to be Corel Perfect Office, because of their archive of WP documents.

#### **4. Ground Rule and Observations on Converting the ATN SARPs into WordPerfect for delivery to ICAO**

##### **Ground Rules -**

The ATN SARPs files must in be WordPerfect format (version 6.1 for Windows recommended)

Graphic must be in a format directly handled by Corel Presentation

The files must be given to the panel secretary by mid-July in order for the SARPs to be translated for distribution by State Letter in late March 1997. This is the cut-off date for publication of the SARPs in Annex 10 in 1998 otherwise we are looking at 2000-2001 publication date.

##### **Observations -**

1. Using MS Word and saving the file in a WordPerfect format does not generally work very well (or at all in many cases) for the ATN SARPs. Frequently this produces an application error. Note that Word only supports conversion to WordPerfect 5.2 and older versions. In some cases it works best to save in WordPerfect 5.0 or 5.1 format (DOS version) rather than in the WordPerfect 5.2 for Windows format.
2. WordPerfect for Windows version 6.1 allows for importing Word for Window 6.0 files. This works in some cases as long as you keep the size of the file modest. Graphics (i.e., figures) in the SARPs can cause problems. It is best to move the figures into separate file(s) (see number 4 below) and convert the document in modest size sections without the figures. Having many pages of APRLs (i.e., tables) can also cause problems but dividing the SARPs material into several files seems to help.
3. Using "Word-for-Word" file conversion utility (include with 'Adobe File Utilities') in some cases seems to work better than number 2 (i.e., importing directly into WordPerfect 6.1) in that it can convert larger files. We have found that it is still best to move the figures into separate file(s) (see number 4 below) and in some cases (e.g., Chapter 5 of SV-5) the existing files will need to be divided into multiple files in order to keep the number of pages of tables to a modest level.
4. ICAO plans on supporting Corel Presentation for the graphic files. The current version of Corel Presentation can import PowerPoint (3.0) files directly. We tried this on a few of the figures in the SARPs and it worked without any problems. The figures once loaded into Corel Presentation can then be inserted back into the WordPerfect version of the SARPs. For figures created in other graphic formats we will need to see if we can convert them into some format that Corel Presentation can handle. We have not attempted this and we may need to use the graphics package that was used to create the figure in the first place, then save the file in some more portable format. I believe all figures in the ATN SARPs, except for some in Sub-Volume 5, are in PowerPoint format currently. All the ATN Manual figures are available in Designer.

5. All technical development of SARPs is complete at the end of the Munich meeting.

Any changes between Munich and Montreal are to be brought in as change proposals to Munich. It is noted that this will lead to two versions of a SARPs: a Word (editor's) version and a WordPerfect (publisher's) version. We need to work this matter with ICAO and our editors.

A drafting group is forming to meet in Munich 1-4 July 1996 to work on CNS/ATM-1 SARPs style and ICAO production matters.