

MEC Draft Review Checklist

The following items are derived from the [IEEE Standards Style Manual](#).

___1) **Labeling:** Is the draft properly labeled? For example, the designation, draft number, and date (month and year). Does the title start with “Draft”? (See 9.1.1 and Annex C the [IEEE Standards Style Manual](#).)

___2) **Frontmatter:** Does the first page include the copyright statement? Do all pages include the copyright footer? Has the current year been added as the copyright year? (See 9.1.2 and Annex C the [IEEE Standards Style Manual](#).)

___3) **Introduction and committee list:** Has an introduction been prepared, giving the history of the standard and a description of its purpose? Has a list of the working group members been included? (See 9.5 and 9.6 and Annex C of the [IEEE Standards Style Manual](#).)

___4) **Extraneous information:** Has any material erroneously been included that belongs only in published standards, such as the IEEE SA Standards Board member list, or the ISBN number from a previously published version of the draft standard being developed? If so, please delete the material.

___5) **Overall completeness and quality:** Is the draft complete and legible? Are all pages included, with art and tables? All pages should be numbered, preferably consecutively so there is no doubt that the draft is complete.

___6) **Artwork:** Is artwork clean, are fonts used consistently throughout, and is the artwork suitable for publication in both print and electronic formats? **Important:** Electronic files of artwork that was not created in MS Word or Adobe FrameMaker need to be submitted separately in either TIF or EPS format prior to submittal for RevCom approval. Separate files are not a necessity during the balloting process. (See Clause 16 of the [IEEE Standards Style Manual](#).)

___7) **Organization:** Is the draft properly structured, with clauses in order according to IEEE requirements (e.g., Clause 1 is the Overview or Scope, Clause 2 is Normative references, and Clause 3 is Definitions)? (See 10.3 of the [IEEE Standards Style Manual](#).)

___8) **Normative references:** Are the references cited in normative text? Are drafts or withdrawn standards included? If so, are they clearly marked as drafts (draft number and date) or withdrawn standards? Are non-standards documents included? If so, include the edition or date of publication in the citation. Are the references needed to implement the standard? If not, move the references to an informative annex titled “Bibliography?” (See 10.5 of the [IEEE Standards Style Manual](#).)

___9) **Cross-referencing:** Do in-text references to a specific clause, subclause, table, or figure of a specific reference include the year of publication? Are cross-references to main clauses of the standard labeled as “Clause” instead of “Section” or “Part”? Are all figures and tables called out in the text?

___10) **Definitions:** Are the definitions properly constructed? References to other parts of the standard need to be part of an informative note. Are sources cited in parentheses after the definition? (See 10.6 of the [IEEE Standards Style Manual](#).)

___11) **Standard verbs:** Are the verb choices (shall, should, or may) appropriate for the type of standard (standard, recommended practice, or guide)? (See 10.2.2 of the [IEEE Standards Style Manual](#).)

___12) **Permissions/copyright:** Does the draft contain borrowed material (e.g., text, tables, figures) from copyright previously published material (other than IEEE)? If so, letters of permission must be sent to STDS-PERM-LTRS@ieee.org before the start of the IEEE SA ballot. Sample IEEE Permission Form Request and Response Letters for working groups may be downloaded at <http://standards.ieee.org/develop/permissionltrs.zip> (See Annex A of the [IEEE Standards Style Manual](#).)

__13) Trademark or service marks: Please review the use of trademarks in the draft. References to commercial equipment or products in a standard shall be generic and shall not include trademarks or other proprietary designations. (See **Clause 7** and **Clause 8** of the [IEEE Standards Style Manual](#).)

__14) Registration objects: If the working group is aware of possible registration of objects or numbers, or if the working group would like information about setting up a registration, contact the IEEE Registration Authority (IEEE RA) as early as possible to prevent a delay in IEEE SA Standards Board approval. If the draft contains a registration of objects, the working group shall submit the document to the IEEE RA for a mandatory coordination review (<https://standards.ieee.org/products-services/regauth/contact.html>). The text containing the registration information should be highlighted in the draft and the clause should be noted. (See the [IEEE-RA webpage at https://standards.ieee.org/products-services/regauth/index.htm](#).)

__15) Units: Are metric units provided, according to the 9.16 of the [IEEE Metric policy](#)? Metric units must be provided, and inch-pound data may be included parenthetically to the metric unit. (See **12.3** of the [IEEE Standards Style Manual](#).)

__16) Mathematical expressions: Are equations formatted properly? Are variables in italics, while constants appear Roman? Are variables defined in an equation variable list following each equation? Are equations correctly numbered? Are equations called out in text? (See **Clause 15** of the [IEEE Standards Style Manual](#).)

__17) Amendments or Corrigenda: If the draft is an amendment (adds to, removes from, or alters material in a portion of a standard; may include editorial or technical) or corrigendum (corrects editorial errors, technical errors, or ambiguities) to an existing standard, are instructions on changes to the existing standard clearly shown and explained? Would a layperson be capable of following the editing instructions? If not, please simplify the instructions. (See **Clause 18** of the [IEEE Standards Style Manual](#).)