

Introduction.

The following guidelines are to be considered by authors (individuals or working groups) at their turn of drafting a new ESCC Detail Specification. These recommendations will help expedite the preparation of the specification in consistency with the general policies and procedures in place at the ESCC Secretariat. The adherence to these recommendations will also help achieving the necessary consistency requirements of the ESCC system of specifications.

These recommendations are partially based on various recommendations of ISO, such as the ISO/IEC Directives, Part 2, Rules for the structure and drafting of International Standards, publicly available [here](#).

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General guidelines.

Clarity and correctness

The objective of an ESCC Detail specification is to define clear and unambiguous provisions which will become contractual requirements with regards to characteristics and performance of EEE components when procured or qualified in accordance with that specification. To achieve this objective, the Detail specification needs to:

- be as complete as necessary within the limits specified by its scope,
- have the simplest possible structure to allow the suitable organisation of requirements
- be consistent, clear and accurate
- be comprehensible to qualified persons who have not participated in its preparation,

Homogeneity

In order to facilitate the comprehension of the ESCC specification, attention needs to be paid to maintaining uniformity of structure, of style and terminology, not only

Recommendations for the drafting of ESCC Detail specifications

within each document, but also within a series of associated documents. This can be achieved by starting the drafting exercise of a new specification on an existing (master) ESCC specification. In addition, the following guidelines would help achieving this purpose of homogeneity:

- Analogous wording should be used to express analogous provisions; identical wording should be used to express identical provisions.
- The same term should be used throughout the specification to designate a given concept. The use of an alternative term (synonym) for a concept already defined should therefore better be avoided.
- As far as possible, only one meaning should be attributed to each term chosen.
- New ESCC detail specifications should be written in English.

Guidelines on the electronic files to be exchanged.

- In order to complete its tasks up to the publication and maintenance of ESCC specifications, the ESCC Secretariat can only accept draft ESCC detail specifications provided as electronic files either produced with Microsoft Office 2010 Word (.docx) or readable with Adobe Acrobat 8.2 Professional. Drawings should also be provided separately.
- For Word documents (including embedded objects), to avoid memory saturation during treatment, a practical limit of 5 MB (approx. 5120 kB) per file is recommended.
- Only the most recent version of a document is necessary as input for the Secretariat; if versioning was used, delete obsolete versions before submitting the file.
- Electronic files exchanged with the ESCC Secretariat shall NOT be protected by passwords or by any other means. They shall not contain any form of active content, internet links nor macros.
- It is recommended that useful information be entered in the document properties (summary information) or similar. Do not insert in the file (e.g. as annotations or hidden characters) information necessary for the further processing of the file; give this information in the accompanying documents.
- For delivery, the files may be compressed (the preferred utility is Zip; the files shall not be password protected). Self-extracting executables shall be avoided unless prior agreement has been obtained from the ESCC Secretariat.
- The sender is requested to ensure that all files, and their supports if applicable, are virus-free.
- Revision marks and comments should be removed from the file before submitting it to the ESCC Secretariat to avoid confusion or conflicts of interpretation

Guidelines on the structure.

General

As long as possible, try to use the underlying structure of paragraphs, tables and figures present in the master specification.

Note that requirements should not be inserted anywhere except in the main body of text. The header and footer of the document, for example, should not be used to insert any explanations, comments or footnotes.

Guidelines on new elements of structure

If the appropriate definition of requirements seems to require the organisation of content by using a structure different from that of the given master specification, attention should be paid to the following guidelines:

- Please read the associated generic ESCC specification, which is part of the applicable documents, to see if the requirement that does not seem to fit easily in the master specification may actually be part of the generic specification, in which case one could avoid the repetition or just amend it, as suitable, though a deviation to the generic specification, for which there is already a placeholder in the existing structure of the master specification.
- The requirements in an ESCC specification are traceable to their paragraph number; therefore, if a new table or figure becomes necessary in a new specification, please ensure it is nested under a paragraph number that will become the actual identification of the requirements in the new table or figure. In other words, a new table or figure should be under a new paragraph.
- Product-specific deviations to the applicable generic specification are part of the body of the specification in the allocated paragraph; additional manufacturer-specific deviations to the detail specification can be listed as agreed deviations for a manufacturer as an annex to the specification.
- The ESCC detail specifications do not contain annexes other than the agreed deviations for a manufacturer. Informative annexes, with examples, additional recommendations or test results, for example, should be avoided. Normative annexes should also be avoided as the necessary requirements should be accommodated in the body of the specification. Consult the Secretariat

Guidelines on the format and presentation.

General Guidelines on the editing style

- To facilitate your work, it is recommended to set the display parameters so as to show the paragraph marks, tabulation characters, etc. (typically, clicking on the button labelled with a ¶ symbol)
- The style-sheet set with the master specification in Word 2010 should allow for the insertion of content as expected. Think twice before changing this sort of general settings.
- To indent paragraphs use the paragraph-formatting commands and refrain from using tabulations for that purpose.
- To create tabular material without rules make a real table with invisible rules, do not use tabulations or spaces to distribute contents in a table-like format.
- In general, do not insert manual page breaks just to distribute the content so that a certain sequence of paragraphs remains together.
- To repeat table headings on each page use that functionality of your word processor, do not just repeat the table heading by copying and pasting it across pages.

- ESCC specifications do not have footnotes. Notes can be inserted within the main body of the document.
- Do not use a style for a purpose other than that for which it is defined

Guidelines on the Title

The wording of the title should be as concise as possible and should indicate, without ambiguity, the component(s) specified in the document. If possible, reference should be made to internationally acceptable identification of the part's function so to avoid manufacturer's specific designations. If that is not possible, the specification can refer to components based on part type XYZ without the specific mention of the manufacturer himself.

Guidelines on the Legal disclaimer, copyright and table of contents

Note that these elements will be produced by the secretariat in any case for the final published specification in full consistency with the rest of the body of specifications. No deviations or manufacturer-specific provisions or legal claims are possible.

Guidelines on the format and presentation of the main body of the specification

The main body of the specification should be written with a style as homogenous as possible:

- Avoid the choice of fonts other than the ones provided in the specification.
- Avoid different font sizes or paragraph styles in clauses of similar hierarchy.
- Inserted drawings should be free of any manufacturer-specific pieces of information like manufacturer's Name, component's (manufacturer) Part-number, traceability information (position and elements of marking), manufacturer's logo or trademark
- Scanned drawings should be avoided, computer-generated drawings are to be inserted. Best practice: manage graphics files separately from text files, and insert copies of them in the text file, do not edit the drawings within the draft specification file itself..
- The choice of format of the inserted drawing should be such that the drawing is legible and the size of the file of the overall specification does not exceed a 1 or 2 Mb size. Typical examples of acceptable drawing formats are any vector based formats or JPEG and TIFF.
- Graphics generated using the drawing capabilities of Word, like Microsoft Word picture, Paintbrush, should be avoided
- The format of the tables already existing in the master specification should be respected if it serves the purpose of organising the necessary information. In particular, if the source of the data has been prepared using a spread-sheet software, unless it is essential that the data remain in this format, do not insert such tables as images or objects. Instead, insert them as a table.
- Photographs are in general not necessary, hence not acceptable, for the purpose to be met by ESCC detail specifications