



European Standardization Organizations

Webinar for Standard Drafters

Drafting for XML: How to draft the perfect XML standard"

*We start at
10:00 CEST*

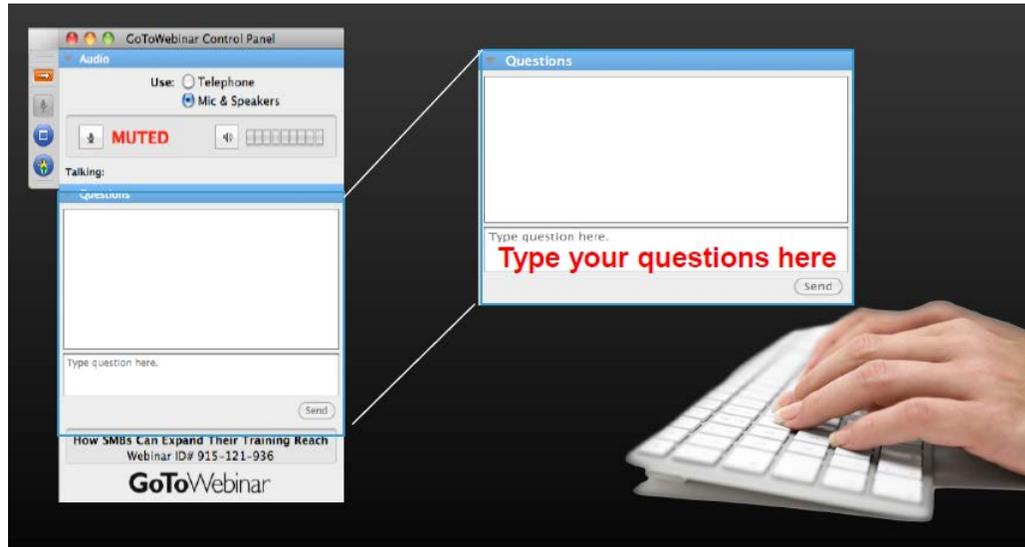
Your webinar moderator



Els Somers
Project Manager
Governance & Partnerships
esomers@cencenelec.eu

Get the most out of the webinar today

- ▶ Use the Q&A panel to submit your questions



- ▶ Talk about us on Twitter [#training4standards](#) [@Standards4EU](#)

Your speakers today



Amy Jayne CONLEY
ajconley@cencenelec.eu

Project Managers
Editing & Production
Standardization & Digital Solutions



Elysia BOOTH
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To be discussed...

- ▶ Drafting Templates
 - ▶ What they are + How to use them
- ▶ Styling
- ▶ Differences between CEN and CENELEC
- ▶ Drafting issues, tips and tricks

- ▶ TCs/Drafters **NOT** requested to provide XML
- ▶ Guidance given to help editors be more efficient when creating XML
- ▶ CCMC obliged to provide XML for 100% applicable deliverables

Drafting Templates

CEN & CENELEC Simple Templates



- ▶ Flat document to type or paste into
- ▶ Pre-styled, containing all obligatory/optional elements
- ▶ Gives correct layout of all elements (clauses, figures, notes...)
- ▶ Correct introductory wording

Standard (STD) Template

- ▶ Appears as an Add-in in Word
- ▶ Uses macros to help structure and format the document
- ▶ CCMC still accepts drafts in STD template, but the template is no longer being maintained

CEN & CENELEC Simple Templates



► The easiest way to ensure high-quality XML :

Reference documents

Guidance documents

Forms and templates

Formatted Decisions

Profiles

BT Decisions

[Home](#) > [Reference material](#) > **Forms and templates**

Forms and templates

TECHNICAL BODY ORGANIZATION

TECHNICAL WORK

- > [Commenting Form](#)
- > [IPR - Patents Declaration form](#)
- > [Drafting A-deviations](#)
- > [Draft Standardization Request - BT Commenting form](#)
- > [Environmental checklist - Service standards](#)
- > [Environmental checklist - Testing standards](#)
- > [Exploitation Rights License Agreement](#)
- > [HAS Consultants - meeting attendance - Guide](#)
- > [HAS Consultants - meeting attendance Request form](#)
- > [New activity field proposal](#)
- > [Proposal for a new work item](#)
- > [STD Template - \(Standard template\) - Overview of the revised template](#)
- > **[CEN Simple template for drafting standards - French translation](#)**
- > [Transmission Notice](#)

Reference documents

Guidance documents

Forms and templates

[Home](#) > [Reference material](#) > **Forms and templates**

Forms and templates

TECHNICAL BODY ORGANIZATION

TECHNICAL WORK

- > [Commenting template](#)
- > [HAS Consultants - meeting attendance - Guide](#)
- > [HAS Consultants - meeting attendance - Request form](#)
- > [IPR- Exploitation Rights License Agreement](#)
- > [IPR - Attendance list](#)
- > [IPR - Patents declaration](#)
- > [IPR - WS exploitation](#)
- > [NWI form](#)
- > [New Field of Technical Activity](#)
- > **[Standard template](#)**
- > [SSO - Opinion on draft ENs](#)
- > [Transmission Notice](#)
- > [Vilamoura - Notification of a new national project](#)
- > [Vilamoura - Notification of a revision of a national standard](#)

CEN Simple Template



CEN/TC XXX
Date: 20XX-XX
prEN XXXX:XXXX
Secretariat: XXX

Introductory element — Main element — Complementary element
Einführendes Element — Haupt-Element — Ergänzendes Element
Élément introductif — Élément central — Élément compl

prEN XXXX:XXXX (E)

Introduction

Text of the introduction.

Identification of patent holders, if any.

Heading 1
Body Text
Heading 1
Body Text
RefNorm
RefNorm
Body Text
Heading 1
Body Text
Body Text
List Bullet
List Bullet
Body Text
TermNum
Term(s)
Definition

1 Scope

Text of the scope.

2 Normative references

The following documents are referred to in the text in constitutes requirements of this document. For dated ; undated references, the latest edition of the referenced do

EN XXXX-1:XXXX, *General title of series — Part X: Title of pc*

EN XXXX (all parts), *General title of the series*

[NOTE to the drafter: The Normative references clau references, add the following text below the clause titl document.]

3 Terms and definitions

For the purposes of this document, the following terms a given in... and the following apply.

ISO and IEC maintain terminological databases for use in e

- IEC Electropedia: available at <http://www.electropedi>
- ISO Online browsing platform: available at <http://ww>

[NOTE to the drafter: The Terms and definitions clau definitions, add the following text: "No terms and definitic

3.1

term

text of the definition

European foreword

This document (prEN XXXX:XXXX) has been prepared by Technical Committee CEN/TC XXX "Title", the secretariat of which is held by XXX.

This document is currently submitted to the CEN Enquiry.

This document will supersede EN XXXX:XXXX.

In comparison with the previous edition, the following technical modifications have been made:

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

For relationship with EU Directive(s), see informative Annex ZA, which is an integral part of this document.

[NOTE to the drafter: Add information about related documents or other parts in a series as necessary. A list of all parts in a series can be found on the CEN website.]

Everything included +
fully pre-styled

CENELEC Simple Template



CLC/TC XXX

Date: 20XX-XX

prEN XXXXX:XXXX

Secretariat: XXX

Foreword Title

European foreword

Foreword Text

This document [CLC standard reference] has been prepared by CLC/TC/SR/SC XX "Title".

Foreword Text

This document is currently submitted to the Enquiry/ Primary Questionnaire.

Foreword Text

The following dates are proposed:

<ul style="list-style-type: none"> latest date by which the existence of this document has to be announced at national level 	(doa)	dor + 6 months
<ul style="list-style-type: none"> latest date by which this document has to be implemented at national level by publication of an identical national standard or by endorsement 	(dop)	dor + 12 months
<ul style="list-style-type: none"> latest date by which the national standards conflicting with this document have to be withdrawn 	(dow)	dor + 36 months (to be confirmed or modified when voting)

Foreword Text

This document will supersede and all of its amendments and corrigenda (if any).

Foreword Text

EN XXX:YYYY includes the following significant technical changes with respect to EN XXX:YYYY:

Foreword Text

This document has been prepared under a mandate given to CENELEC by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

Foreword Text

For the relationship with EU Directive(s) see informative Annex ZZ, which is an integral part of this document.

Foreword Text

[NOTE to the drafter: Add information about related documents or other parts in a series as necessary. A list of all parts in a series can be found on the CENELEC website.]

Introductory element — Main element — Complementary element

Einführendes Element — Haupt-Element — Ergänzendes Element

Élément introductif — Élément central — Élément complémentaire

ICS:

ANNEXZ

Annex ZZ (informative)

Relationship between this European Standard and the [essential] / [interoperability] / [...] requirements of [Directive] / [Regulation] / [Decision] / [...] [OJEU reference] aimed to be covered

Body Text

[NOTE to the drafter: This is the Generic Annex ZZ template. For some Directives/Regulations, specific templates need to be used and these can be found on the CENELEC BOSS: <https://boss.cenelec.eu/reference%20material/FormsTemplates/Pages/default.aspx>]

Body Text

This European Standard has been prepared under a Commission's standardization request [Full reference to the request "M/xxx" / "C(2015) xxxx final"] to provide one voluntary means of conforming to [essential] / [interoperability] / [...] requirements of [Directive] / [Regulation] / [Decision] / [...] [Full title] [OJEU reference].

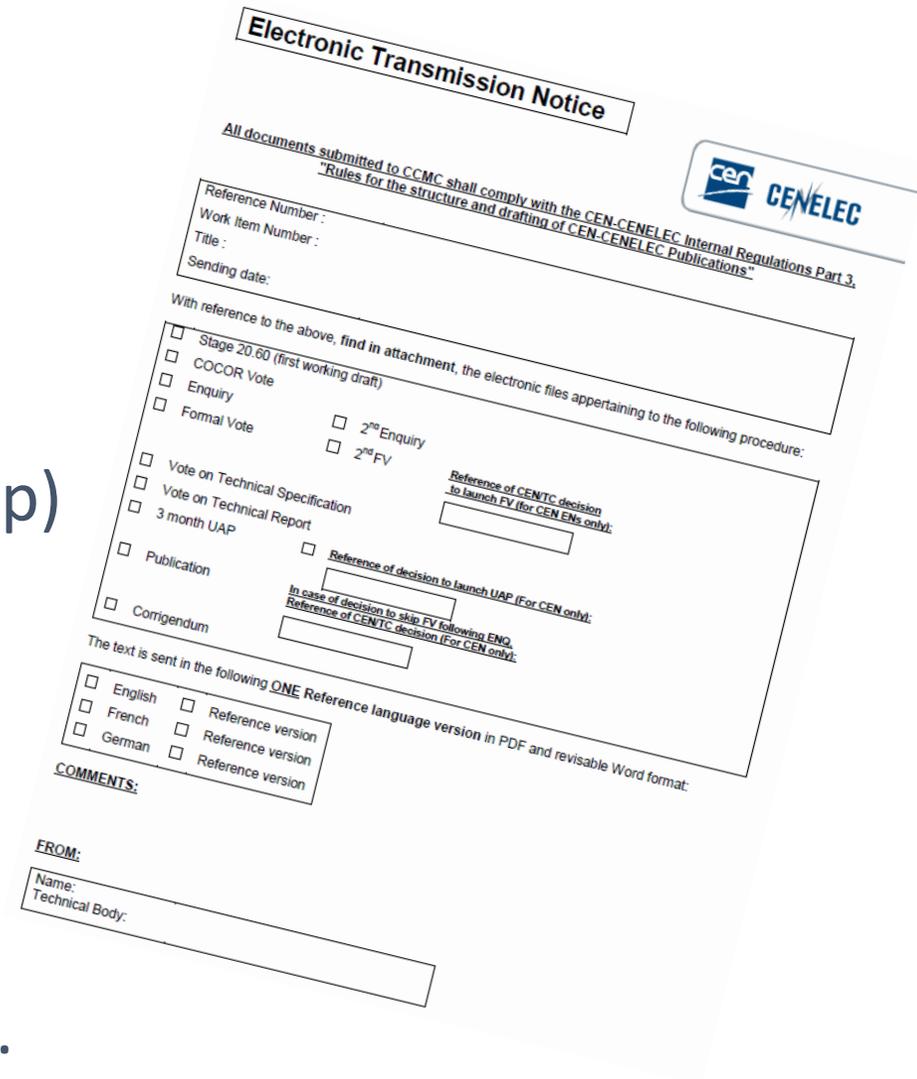
Body Text

Once this standard is cited in the Official Journal of the European Union under that [Directive] / [Regulation] / [Decision] / [...], compliance with the normative clauses of this standard given in Table ZZ.1 confers, within the limits of the scope of this standard, a presumption of conformity with the corresponding [essential] / [interoperability] / [...] requirements of that [Directive] / [Regulation] / [Decision] / [...], and associated EFTA regulations.

Everything included +
fully pre-styled

When submitting... Don't forget!

- Transmission notice
- Word file
- PDF of Word
- Figure files*
 - .eps (illustrator) or .tiff (Photoshop)
 - Compression LZW
 - 600dpi
 - Size 100%
 - Even for figures in tables, keys...



Electronic Transmission Notice

All documents submitted to CCMC shall comply with the CEN-CENELEC Internal Regulations Part 3, "Rules for the structure and drafting of CEN-CENELEC Publications"

Reference Number :
Work Item Number :
Title :
Sending date :

With reference to the above, find in attachment, the electronic files appertaining to the following procedure:

<input type="checkbox"/> Stage 20.60 (first working draft)	<input type="checkbox"/> 2 nd Enquiry
<input type="checkbox"/> COCOR Vote	<input type="checkbox"/> 2 nd FV
<input type="checkbox"/> Enquiry	
<input type="checkbox"/> Formal Vote	
<input type="checkbox"/> Vote on Technical Specification	Reference of CEN/TC decision to launch FV (for CEN ENs only):
<input type="checkbox"/> Vote on Technical Report	
<input type="checkbox"/> 3 month UAP	Reference of decision to launch UAP (For CEN only):
<input type="checkbox"/> Publication	In case of decision to skip FV following ENQ, Reference of CEN/TC decision (For CEN only):
<input type="checkbox"/> Corrigendum	

The text is sent in the following ONE Reference language version in PDF and revisable Word format:

<input type="checkbox"/> English	<input type="checkbox"/> Reference version
<input type="checkbox"/> French	<input type="checkbox"/> Reference version
<input type="checkbox"/> German	<input type="checkbox"/> Reference version

COMMENTS:

FROM:
Name:
Technical Body:

*Figure files not obligatory for CENELEC.

Styling

Styling

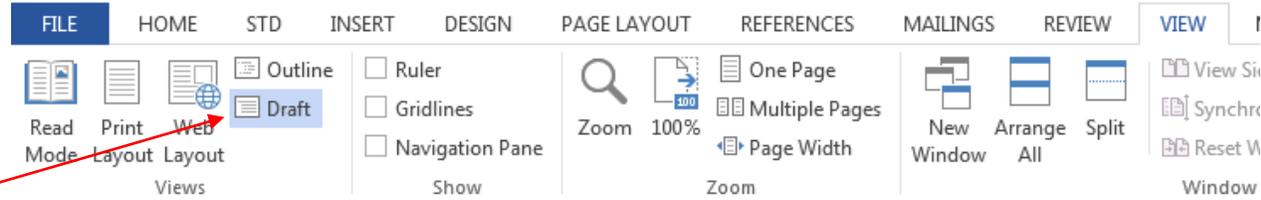
- ▶ Applies certain characteristics to the text

- ▶ Commonly used styles include:
 - ▶ Headings 1, 2 and 3
 - ▶ Body Text
 - ▶ Note

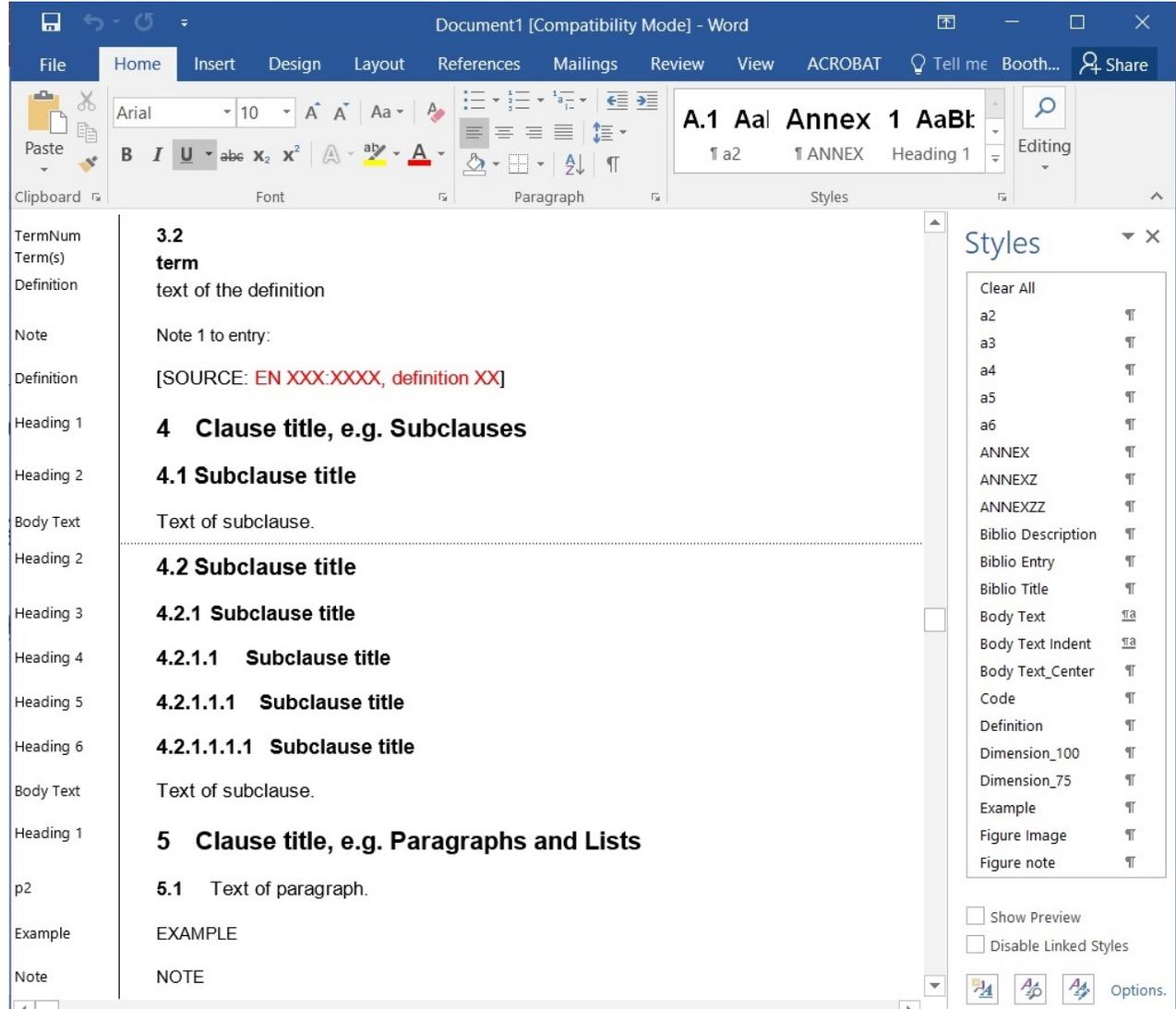
- ▶ Incorrect styling/layout will cause problems!

- ▶ If in doubt, Body Text!

Styling

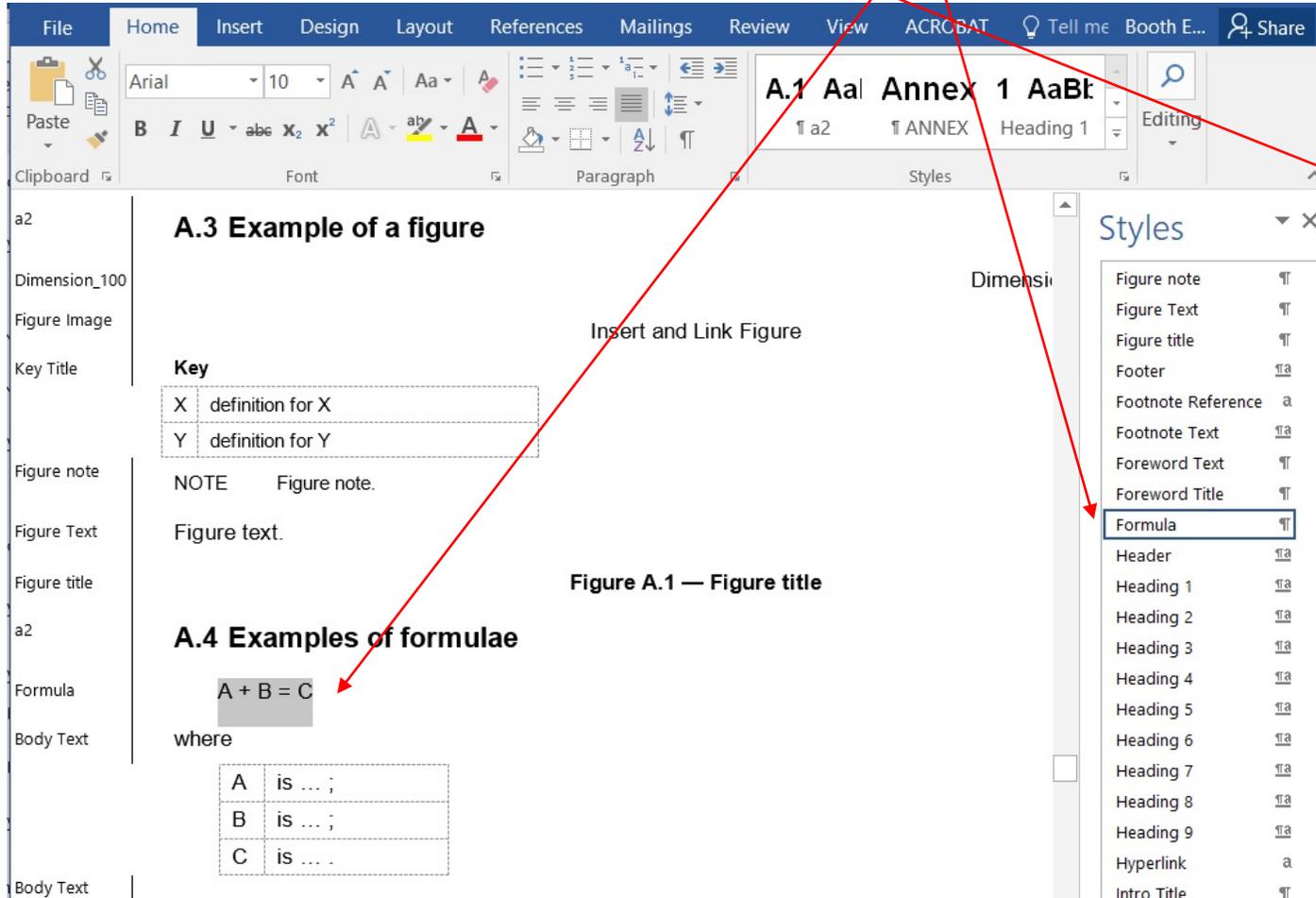


Draft view shows all styling OR press (Ctrl+alt+N)



Styling

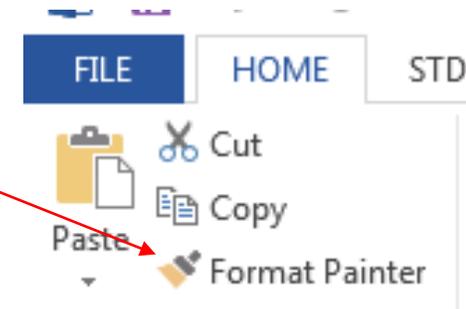
- Select the style you want from the Style Palette each time, or click on Format Painter...



The screenshot shows the Microsoft Word interface with the Styles pane open on the right. The document content includes:

- Section **A.3 Example of a figure** with a key table and a figure note.
- Section **A.4 Examples of formulae** with a formula $A + B = C$ and a table defining variables A, B, and C.

The Styles pane on the right lists various styles, with **Formula** highlighted. A red arrow points from the **Format Painter** icon in the ribbon to the **Formula** style in the Styles pane.



Styling – Clauses 2 & 3

▶ Clause 2 styling

- ▶ Body text – introductory wording
- ▶ RefNorm – Each reference, including non-EN/ISO/IEC references

Heading 1	2 → Normative references
Body Text	The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.
RefNorm	<code><std>prEN¹15947-1:2020, Pyrotechnic articles²— Fireworks, Categories F1, F2 and F3²— Part 1: Terminology</std></code>

▶ Clause 3 styling

- ▶ Body text
- ▶ TermNum
- ▶ Term
- ▶ Definition

Heading 1	3 → Terms and definitions
Body Text	For the purposes of this document, the terms and definition following apply.
Body Text	ISO and IEC maintain terminological databases for use in standardization.
List Continue 1	• → IEC Electropedia: available at http://www.electropedia.org/
List Continue 1	• → ISO Online browsing platform: available at http://www.iso.org/
TermNum	3.1
Term(s)	commercial butane
Definition	hydrocarbon product composed predominantly of butanes and/or isobutanes.
Note	Note 1 to entry: → The remaining part can consist mainly of propane/propane derivatives.
Definition	[SOURCE: ISO 9162]

Styling – Clause 2 & 3

► Incorrect styling is time consuming and prevents editors from generating XML

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Incorrect:

EN 825:2013	Thermal insulating products for building applications — Determination of flatness
EN 1604:2013	Thermal insulating products for building applications — Determination of dimensional stability under specified temperature and humidity conditions

Correct:

EN 825:2013, *Thermal insulating products for building applications — Determination of flatness*

EN 1604:2013, *Thermal insulating products for building applications — Determination of dimensional stability under specified temperature and humidity conditions*

Incorrect: EN 60529:1991+A1:2000+A2:2013, *Degrees of protection provided by enclosures (IP Code) (IEC 60529)*

What is meant: EN 60529:1991 as amended by EN 60529:1991/A1:2000 and EN 60529:1991/A2:2013

Correct: EN 60529:1991¹⁾, *Degrees of protection provided by enclosures (IP Code) (IEC 60529)*

1) As amended by EN 60529:1991/A1:2000 and EN 60529:1991/A1:2013]

Heading 1	3 Terms and definitions
Body Text	For the purposes of this document, the following terms and definitions apply.
Body Text	ISO and IEC maintain terminological databases for use in standardization at the following addresses:
List Bullet	— ISO Online browsing platform: available at https://www.iso.org/obp
List Bullet	— IEC Electropedia: available at http://www.electropedia.org/
List Bullet	Incorrect:
Heading 2	3.1 term
Definition	text of the definition
Heading 2	3.2 term
Definition	text of the definition
Definition	Correct:
TermNum	3.1
Term(s)	term
Definition	text of the definition

► Note X to entry and not NOTE!

Styling – Main text

▶ Headings 1, 2 and 3

- ▶ ONLY for clause titles/subtitles, NOT terms and definitions
- ▶ NOT for numbered paragraphs (e.g. list of apparatus)
- ▶ NOT for Annex headings/sub-headings

Heading 2	4.2 Subclause title
Heading 3	4.2.1 Subclause title
Heading 4	4.2.1.1 Subclause title
Heading 5	4.2.1.1.1 Subclause title
Heading 6	4.2.1.1.1.1 Subclause title

▶ Body text

- ▶ For plain text, paragraphs...

Note: Body text is equivalent to “Normal” text in the STD template

Styling – Main text

▶ p3, p4...

- ▶ like body text, but used for numbered paragraphs in the main text and annexes:

p3	5.1.1 Text of paragraph.
p4	5.1.1.1 Text of paragraph.
p5	5.1.1.1.1 Text of paragraph.
p6	5.1.1.1.1.1 Text of paragraph.

▶ Lists

- ▶ For bulleted/numbered lists:

p2	5.2 Text of paragraph:
List Bullet	— List item
List Bullet 2	— List item
List Bullet 3	— List item

Heading 6	4.2.1.1.1.1 Subclause title
Body Text	Text of subclause.
List Number	a) List item
List Number 2	1) List item
List Number 2	2) List item
List Number	b) List item

Styling – Main text

▶ NOTES and EXAMPLES

- ▶ Styles the text slightly smaller than the rest

Note	NOTE → Classes 1 and 2	p2	5.1 Text of paragraph.
		Example	EXAMPLE
		Note	NOTE

▶ Dashes – long v short

- ▶ Table and figure titles – long ‘em’ dash obligatory (no colon)
- ▶ For references, short or long dash is accepted but be consistent in Clause 2 and Bibliography

Table²—Dimensions of

Figure¹—Possible m

Styling – Main text

▶ Hanging paragraphs

▶ WILL be removed!

▶ Exception – Clause 3 introductory wording; reagents/apparatus clauses

Incorrect	Correct
<p>5 Uncertainty of the certified value The combined expanded uncertainty of the measurement is calculated... } hanging paragraph 5.1 Budget of uncertainty [...]</p>	<p>5 Uncertainty of the certified value 5.1 General The combined expanded uncertainty of the measurement is calculated... 5.2 Budget of uncertainty [...]</p>

Figure 4 – Example of a hanging paragraph (left) and one way to avoid it (right)

▶ Simple to avoid

Styling – Tables and table-arrays

- ▶ Tables – a normal table designed to lay out information in a clear manner. Titled, numbered.

Table Title

Table Header
(First row only)

Table body
Table body (-)

Hidden border
(not split/merged cell)

Class	Maximum working pressure bar	Minimum ambient temperature °C
1 (tubing)	0,2	-20
2 (hose)	10	-30
3 (hose)	30	

Styling – Tables and table-arrays

- ▶ Notes and footnotes in tables
 - ▶ Styled differently
 - ▶ Have to be in different cells

Table footer note

If the callout in the table is superscript, the corresponding footnote callout has to be superscript too

Table 1 – Classification of tubings and hoses

Class	Maximum working pressure bar	Minimum ambient temperature °C
1 (tubing) ^a	0,2	-20
2 (hose)	10	-30
3 (hose)	30	
NOTE – Hoses can be used inside or outside.		
^a tubing is any length.		

Table footer

Styling – Tables and table-arrays

- ▶ Sometimes tables are used for layout purposes, with borders hidden
 - ▶ Subfigures/figures with text
 - ▶ Formulae explanations

Table body

where

m_0	is the mass of each test pieces prior to immersion in n-pentane, in g.
m_1	is the mass of each test pieces following 72 h immersion and 5 min conditioning, in g.
m_2	is the mass of each test pieces following immersion and temperature conditionings, in g.

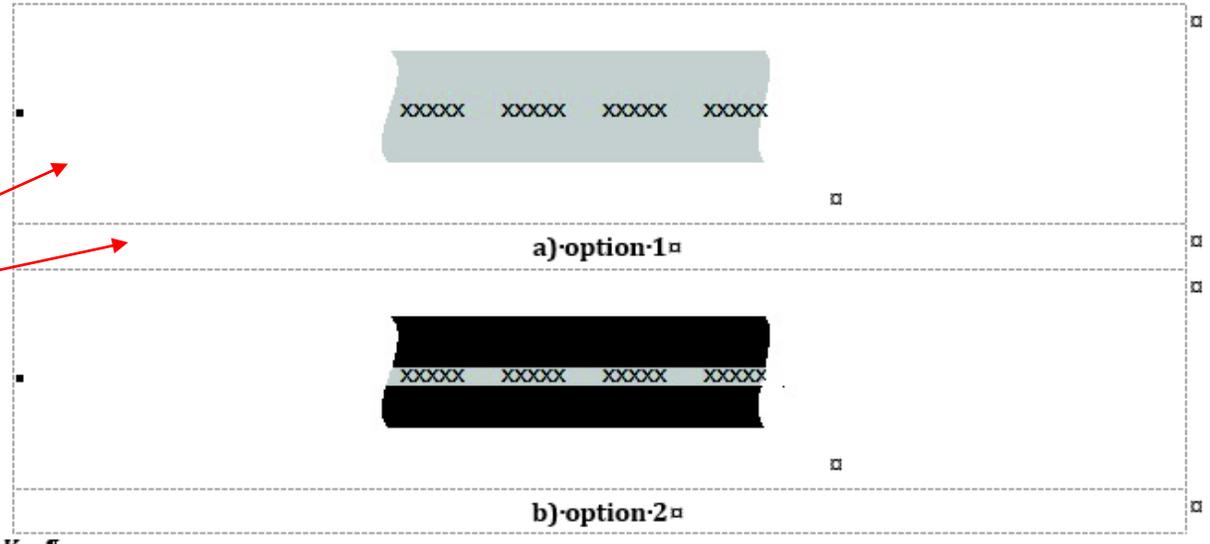
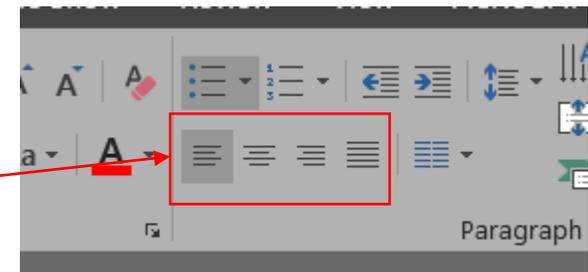


Table header is not needed.

Use the justification buttons to justify the text, NOT tabs!



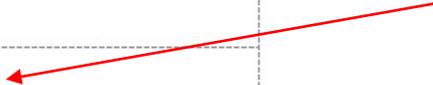
Styling – Tables and table-arrays

3.2 Symbols and abbreviated terms

For the purposes of this document, the following symbols, units and abbreviated terms apply.

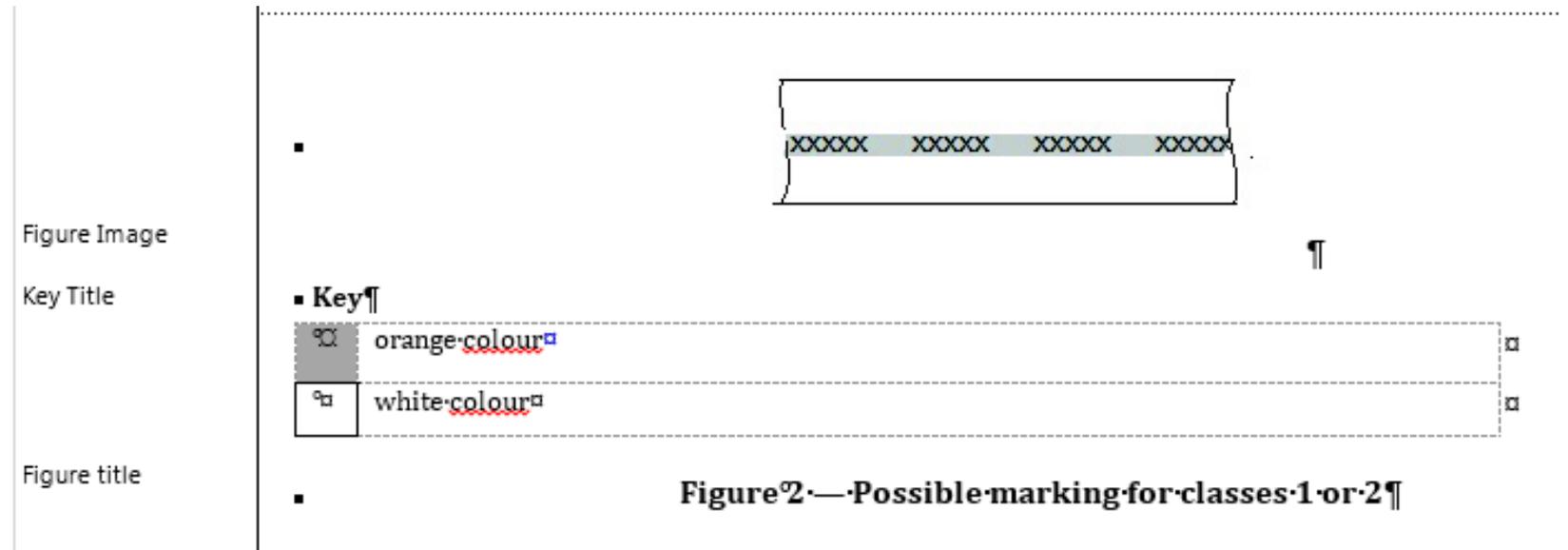
A	the surface area of the VIP	m^2
A_m	the metering area of the GHP or HFM apparatus used for the measurement	m^2
b_c	the core width	m
b_w	the working width	m
CS(Y)	compressive stress/strength(Y=yield)	kPa
d	the thickness	m
$d_{ambient}$	the thickness of the ventilated VIP	m
d_N	the nominal thickness of the product	m
f_{air}	the acceleration factor for dry air of the VIP envelope	–

Table body



Styling - Figures

- ▶ Mandatory to provide files in CEN, optional for CLC (**but very useful to the editor**)
- ▶ Basic styles needed:
 - ▶ Figure image + Figure title
 - ▶ Key title
 - ▶ Key text
- ▶ Additional styles:
 - ▶ Figure text
 - ▶ Figure note



Styling – Formulae

- ▶ The Simple templates have a Formula style that allows use of a tab between formula and number
- ▶ No need to put formulae in tables for layout purposes!
- ▶ For variables in the text, use the keyboard

a2	A.4 Examples of formulae						
Formula	$A + B = C$ (1)						
Body Text	where						
	<table border="1"> <tr> <td>A</td> <td>is ... ;</td> </tr> <tr> <td>B</td> <td>is ... ;</td> </tr> <tr> <td>C</td> <td>is</td> </tr> </table>	A	is ... ;	B	is ... ;	C	is
A	is ... ;						
B	is ... ;						
C	is						
Body Text							
Body Text							
Formula	<p>[NOTE to the drafter: For simple formulae, the keyboard can be used. For more complex formulae, it is recommended to use a Word equation tool, such as MathType.]</p> $D_1 = 5,77 \times 10^{-13} \frac{C_1 \rho_1}{4\pi} \sum \gamma_i \left(\frac{\mu_{\text{en}}}{\rho} \right) E_i \int B_i(1) \frac{e^{-\mu_i(1)s_1}}{\ell^2} dV$ (2)						

■ The trueness of the method shall be evaluated to investigate the potential for bias in the method. ¶
 The method bias b can be estimated by comparing the mean of analytical results \bar{x} (with uncertainty $u_{\bar{x}}$) with the assigned value x_{av} (uncertainty u_{av}) ¶

Styling – in-text references+citations

- ▶ When citing sections of a standard reference, add clause/table/etc. after the standard:
EN 505:2018, 4.3 and **NOT** 4.3 of EN 505:2018
- ▶ Ensure space between “EN” and number
EN 505 and **NOT** EN505
- ▶ Double-check cross references!
- ▶ All figures, tables and Annexes have to be cited in the text

Styling – Autonumbering

- ▶ Okay to use when drafting, but remove before submitting draft to CCMC!
- ▶ Clause numbering and in-text citations and auto numbering of p3/p4/etc. interfere with the links in XML, time consuming to correct

To cover most eventualities, two distinct (and hierarchical) levels of method validation, V1 (Error! Reference source not found. Error! Reference source not found.), resp. V2 (Error! Reference source not found.), are described in this document. The validation levels are organized as shown in Error! Reference source not found. ¶

Styling – Annex ZA/ZZ

- ▶ Generic Annex ZA/ZZ provided in templates
- ▶ Other specialized Annex Z templates can be found on the CEN BOSS

ANNEXZ	Annex ZA (informative)	ANNEXZ	Annex ZZ (informative)
	<p>Relationship between this European Standard and the [essential]/[interoperability]/[...] requirements of [Directive]/[Regulation]/[Decision]/[...] [Reference numbers of the legal act] aimed to be covered</p>		<p>Relationship between this European Standard and the [essential] / [interoperability] / [...] requirements of [Directive] / [Regulation] / [Decision] / [...] [OJEU reference] aimed to be covered</p>
Body Text	<p>[NOTE to the drafter: This is the Generic Annex ZA template. For some Directives/Regulations, specific templates need to be used and these can be found on the CEN BOSS: https://boss.cen.eu/reference%20material/FormsTemplates/Pages/default.aspx</p>	Body Text	<p>[NOTE to the drafter: This is the Generic Annex ZZ template. For some Directives/Regulations, specific templates need to be used and these can be found on the CENELEC BOSS: https://boss.cenelec.eu/reference%20material/FormsTemplates/Pages/default.aspx</p>
Body Text	<p>This European Standard has been prepared under a Commission's standardization request [Full reference to the request "M/xxx"/"C(2015) xxxx final"] to provide one voluntary means of conforming to [essential] / [interoperability] / [...] requirements of [Directive] / [Regulation] / [Decision] / [...] [Reference numbers of the legal act] [Full title].</p>	Body Text	<p>This European Standard has been prepared under a Commission's standardization request [Full reference to the request "M/xxx" / "C(2015) xxxx final"] to provide one voluntary means of conforming to [essential] / [interoperability] / [...] requirements of [Directive] / [Regulation] / [Decision] / [...] [Full title] [OJEU reference].</p>
Body Text	<p>Once this standard is cited in the Official Journal of the European Union under that [Directive] / [Regulation] / [Decision] / [...], compliance with the normative clauses of this standard given in Table [...]</p>	Body Text	<p>Once this standard is cited in the Official Journal of the European Union under that [Directive] / [Regulation] / [Decision] / [...], compliance with the normative clauses of this standard given in Table ZZ.1 confers, within</p>

CEN vs CENELEC – key differences



► Font – CEN = Cambria, CENELEC = Arial (TNR for variables ONLY)

► Forewords

This document (FP) prEN NNNNN:20YY) has been prepared by Technical Committee CEN/TC NNN-[TC-Title], the secretariat of which is held by XXX.

This document is currently submitted to the Enquiry/Formal Vote.

This document will supersede EN NNNNN.

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

For relationship with EU Directive(s), see informative Annex ZZ, which is an integral part of this document.

This document supersedes EN XXX:20YY.

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

For relationship with EU Directive(s), see informative Annex ZA, B, C or D, which is an integral part of this document.

According to the CEN-CENELEC Internal Regulations, the national standards organisations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

This document [CLC standard reference] has been prepared by CLC/TC/SR/SC-XX "Title".

This document is currently submitted to the Enquiry/Formal Vote.

The following dates are proposed:

latest date by which the existence of this document has to be announced at national level	(doa)	dor ² + ^c		
latest date by which this document has to be implemented at national level by publication of an identical national standard or by endorsement	(dop)	dor ³ + ^c		
latest date by which the national standards conflicting with this document have to be withdrawn	(dow)	dor ³ + ^c (to be modified)		

This document (EN XXXX:YYYY) has been prepared by CLC/TC/SR/SC-XX "Title".

The following dates are fixed:

latest date by which this document has to be implemented at national level by publication of an identical national standard or by endorsement	(dop)	[see Celis defined date]
latest date by which the national standards conflicting with this document have to be withdrawn	(dow)	[see Celis defined date]

This document supersedes and all of its amendments and corrigenda (if any).

EN XXXX:YYYY includes the following significant technical changes with respect to EN XXXX:YYYY.

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This document has been prepared under a mandate given to CENELEC by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

For the relationship with EU Directive(s) see informative Annex ZZ, which is an integral part of this document.

► CENELEC – Line-numbering for ENQ & FV (although no issue with XML for line numbers)

Tips and tricks

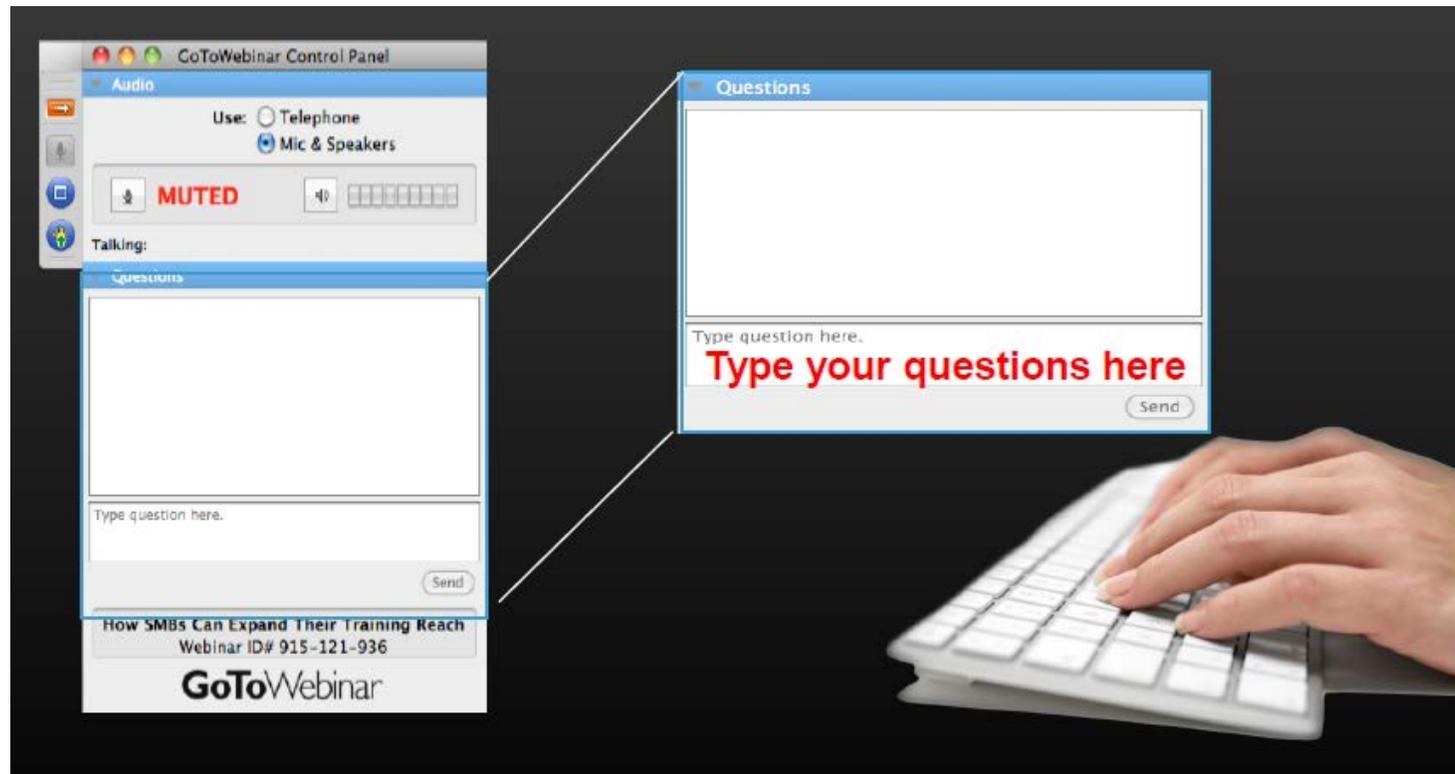
For happy drafting

Tips and tricks

- ▶ Provide ALL elements when submitting to CCMC
 - ▶ Word and PDF
 - ▶ Figure files, appropriately named, which follow technical requirements
 - ▶ Transmission notice
- ▶ Use the templates provided
 - ▶ When starting new work
 - ▶ When revising a standard (especially very old standards)
- ▶ If in doubt on how to style, use **Body Text**
- ▶ Get in touch!
 - ▶ Webinars, drafting guidance available online ([archives are here](#))
 - ▶ Free editorial help via videoconferencing/telephone

Question time

- ▶ Use the Q&A panel to submit your questions





European Standardization Organizations

Thank you for your participation!

Series of webinars for standards drafters 2020: Register [here](#).

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