

Webinar of 2020-04-28

[Webinar: Webinar for Standard Drafters: "Drafting for XML: How to draft the perfect XML standard"](#)

Questions & Answers

Questions asked by Attendees	Answers from the Presenter
<p>Could you tell us when the specific webinar on Figures will take place?</p>	<p>The webinar about technical requirements for Figures will take place on 28 May. More information and the possibility to register: https://www.cencenelec.eu/News/Events/Pages/EV-2020-19.aspx</p>
<p>How to reach easily the long 'em' dash?</p>	<p>In the Simple template, if you go to the Paragraph tab in the toolbar, you can select the long "Em" dash in the dropdown menu for a bulleted list.</p>
<p>If a draft is in Vienna agreement with ISO lead, should the CEN Simple template be used for the ISO draft?</p>	<p>Yes – for ISO and Vienna agreement, you can assume the work will be 'CEN' orientated in CCMC, and so CEN template applies.</p>
<p>Is it only possible to use the simple template, when there is a registered PWI or NWI?</p>	<p>No – the template can be used at the very start of drafting a text, even before the WI is registered.</p>
<p>I can't find the KeyText style in STD</p>	<p>The "key text " style is not available in the STD template, but can be found in the Simple template.</p>
<p>Can I use Free Office for writing standards in future?</p>	<p>Microsoft Office is better to use with the template.</p>
<p>So for table arrays used for keys, key text and not table body applies?</p>	<p>Yes. If it is a key, use key text. The style 'key title' expects the style 'key text' afterwards. For all other table arrays, use 'table body'.</p>
<p>What is the correct style for Annex sub clause headings?</p>	<p>Use styles a2, a3, etc.</p>

<p>I thought that where defined terms are used they should be in bold font. Italics is used for a test.</p>	<p>The terms should only be bolded where they are listed in Clause 3, but not in the rest of the text.</p>
<p>I have a question regarding the naming of the images that we must provide CEN. Is there a document where the correct way of naming those files is presented? This would be useful when a document includes a large number of figures, sub-figures and table figures...</p>	<p>Please see the CEN BOSS for the rules – Clause 3.3 of this link describes the naming: https://boss.cen.eu/reference%20material/guidancedoc/pages/enelecprep.aspx</p>
<p>The requirements for the figures are the file type (eps or tiff) and dpi only, correct?</p>	<p>https://boss.cen.eu/reference%20material/guidancedoc/pages/enelecprep.aspx Yes – see this link for the exact requirements.</p>
<p>Is it recommended to use links in the simple template? i.e. linking to sections where referenced in the body of a standard to ensure correct sections are indeed referenced</p>	<p>While this is a very useful tool to use during the drafting to ensure correctness of the cross references, please remove the autonumbering and any field codes before sending the text to us, as we do regularly lose the information and it can be time consuming to fix.</p>
<p>Which procedure do we use for joint CEN-CLC standards, where differences exist?</p>	<p>Depending on the 'lead' organization, pick either the CEN or CENELEC template.</p>
<p>Should all figures be in a table themselves? I have seen documents where even single figures have been put in a table.</p>	<p>No – the styles to be applied will lay the figures out properly. If you have subfigures that you can, for example, fit on a single page, then feel free to use a table, and sometimes the editors will do this to help. But it is not obligatory. Also for side-by-side sub-figures, a table should be used.</p>
<p>When is the complete change for XML planned?</p>	<p>We already issue standards in XML format as part of the delivered standards package.</p>

<p>Why does the CEN template not include an Annex ZA example?</p>	<p>The CEN simple template includes an example of the Generic Annex ZA. For some Directives/Regulations there are specific Annex ZA templates that have to be used, which can be found at the link below, and can be copy-pasted into your document:</p> <p>https://boss.cen.eu/reference%20material/Forms/Templates/Pages/default.aspx</p>
<p>Which kind of XML should be used in Word? Strict Open XML-Document (*.docx) Word XML-Document (*.xml)</p>	<p>The TC and drafters are not required to use XML, just the templates provided by CCMC for Word (.doc/.docx).</p>
<p>Regarding styling, can I use italicized terms throughout the draft to indicate that this term is defined in clause 3?</p>	<p>This is acceptable, alternatively you can use the clause number (3.1, 3.2) in brackets if this is easier.</p>
<p>What template do we have to use for a work item developed under Vienna Agreement with ISO lead?</p>	<p>CEN simple template – ISO is linked with CEN, IEC is linked with CENELEC.</p>
<p>For the figures why only tiff format while ISO also supports JPEG which allows for the same definition lower weighted files</p>	<p>This is a difference that we are looking to align in the future. For now, please follow our rules.</p>
<p>We have drafted a document now at FDIS ballot in CEN and probably got the styling all wrong (e.g. many changes to the template styles). Is CCMC supposed to take care of that automatically before publication or is the TC to take care?</p>	<p>For the moment, documents in parallel are not bound to be converted to XML.</p>
<p>How can we get a copy of the Word version of a standard being revised?</p>	<p>Email production@cencenelec.eu and our colleagues will be happy to help you!</p>
<p>What is the correct language: English (UK) or English (US)?</p>	<p>English (UK), although the 'z' spelling is preferred.</p>

<p>When you are talking about "generating XML", are you then indeed talking about Office OpenXML source for the Word document?</p>	<p>The conversion of a styled word document into an XML file. The tool we use is eXtyles, by INERA.</p>
<p>Many documents submitted to Enquiry have a long history. Often several editors were involved in drafting. Therefore, some documents contain a large number of styles that are not used at all. Is there any way to delete these unused styles? Some styles are also present more than once or incorrectly assigned. Is there a tool to replace styles in the whole text without having to manually format the whole document again?</p>	<p>If you go to the Style Palette in Word and click "Options" you can choose to only display styles that are used in the document or "Recommended" styles that you can set yourself. You can also use the "Find and replace" tool in Word to replace one style with another throughout the document.</p>
<p>How to remove the former used STD template from the document without rebuilding the document?</p>	<p>We recommend getting in touch for more specialised help with this. Please email production@cencenelec.eu and we can guide you.</p>
<p>Figures provided from a drafter to the secretary are usually not in 600 dpi. Is it possible to provide figures also in a different dpi number?</p>	<p>600 dpi is preferable to ensure that the quality of the figure when inserted it readable and clear.</p>
<p>When will Cambria be used by CENELEC?</p>	<p>For the moment, the difference remains. It is possible that this may change in the future, but for now, CEN work is in Cambria, CENELEC work uses Arial.</p>
<p>Numbering of figures, tables and formula. The directives say numbering should be sequential. Is there any technical reason why you cannot use numbering based on section?</p>	<p>The numbering rule is defined in the Internal Regulations Part 3, and our tools run according to those rules.</p>
<p>Since the CEN Simple Template is preferred, were the NSBs asked to provide CEN Simple Templates instead of STD template whenever possible?</p>	<p>Yes. The STD template will no longer be maintained, so you can be sure that the Simple template will be up to date and correct.</p>

<p>Formulas provided as figures not accepted, I guess?</p>	<p>No. Please use either plain body text for simple formulae (i.e. $1 + 2 = 3$) or use MathType. If MathType is not available, use the built-in equation tool in Word.</p>
<p>Why do CEN and CENELEC use different fonts? As someone who is involved in both CEN and CENELEC committees it would be helpful to use the same font and layout.</p>	<p>These decisions were made by the Technical Boards. It is better to address your comments and concerns to them directly.</p>
<p>I would also have a question regarding formulas, is it required or recommended to use MathType when adding formulas?</p>	<p>Recommended. If you have a number of standards with a large volume of formulae, MathType is a worthwhile investment.</p>
<p>In some standards we have XML file specifications, how they could be managed?</p> <p>They are involving software specification and the standard have to provide the XML file.</p>	<p>We recommend getting in touch for more specialised help with this. Please email production@cencenelec.eu and we can guide you.</p>
<p>I work on the revision of EN 1873, and there are colours in figures. Any rules about colours to be used?</p>	<p>No, just ensure that the guidance given on the CEN BOSS and in following webinars is followed.</p>
<p>Is there a template for CEN technical reports? Or other any other deliverables?</p>	<p>The simple template can also be used for CEN Technical Reports/Specifications.</p>
<p>Which style is used for code (like html examples...)</p>	<p>There is a "Code" style in the Simple template that can be used.</p>
<p>What is the +A1 version does provide consolidated text?</p>	<p>Standalone amendments are not bound to be converted to XML for the time being.</p>
<p>How to present Table continuing on several pages for the title: "Table 1 on 2" or "Table continued" or nothing?</p>	<p>Allow the table to break across the pages, and simply "Repeat header rows" using the layout tab at the top of the Word window. Please don't repeat the title or split the table up.</p>
<p>May be you can show the tool bar when explaining matters related to the style ?</p>	<p>Thank you for the feedback – we will use this for future webinars!</p>

<p>When introducing photos the definition of 600 ppp leads to very heavy weighted files and such a definition is not necessary, in this case is it possible to waive the 600 ppp definition ?</p>	<p>We recommend getting in touch for more specialised help with this. Please email production@cencenelec.eu and we can guide you.</p>
<p>Math Type is not available to me (this is quite expensive with regular fees to be paid). Which other tool is recommended? Is it possible to get a license for Math Type via CEN-CENELEC?</p>	<p>CEN CENELEC does not provided licenses for the moment. Please use the built-in equation tool in Word.</p>
<p>Is another exception for hanging paras, the Terms & Defs? And Normative References?</p>	<p>Yes! Normative references, Terms & defs and reagents/apparatus clauses do not follow the hanging paragraph rule.</p>
<p>Spaces or "fixed" between e.g EN and the number?</p>	<p>If you know how to do a fixed space, this is better. If not, a simple space using space bar is perfect.</p>
<p>This presentation is very useful, a few points I did not know but are very easy for me to implement. Do you have any plans to turn this presentation into a "quick guide"?</p>	<p>This is a very good idea, and something we will certainly look into! Watch this space...</p>
<p>The table template does not have a dash after NOTE</p>	<p>This was a rendering error on the screenshot taken. Indeed there is no dash after NOTE.</p>
<p>Is a Figure exceptionally authorized in the scope? (It is not clearly stated in the CEN CLC internal regulations)</p>	<p>Yes.</p>
<p>We have sometimes problems when receiving templates from other countries, the mention or codes are in German and it is not possible to change the language.</p>	<p>We recommend getting in touch for more specialised help with this. Please email production@cencenelec.eu and we can guide you.</p>
<p>When submitting a translation, does the CCMC editor control the quality of text or transmit as such to national NSB ?</p>	<p>The editor will control the quality of the English reference version of the text. For the additional language versions, the translation bodies are responsible.</p>

<p>Standards drafted at IEC use different templates and styles, but will be used as EN when adopted. It is planned to harmonise the styling of standards between IEC and CENELEC?</p>	<p>For parallel texts, CENELEC has its own template that defines it as a European-level adoption. We are currently researching the possibility of such documents being converted to XML, but for the moment please follow our rules. We will update you as and when there is new information.</p>
<p>Have the templates been tested with Word for Mac OS?</p>	<p>Provided that you have Word for MacOS, the template should work fine.</p>
<p>For revisions of large standards, should we make a "red-line" version? Clearly this is easy to do when drafting but how will it work with XML?</p>	<p>Please only submit clean documents to CCMC for editing, with no comments or tracked changes. These will be removed prior to editing and will not be kept for the next stage.</p>
<p>Referring to reference in the text - what is the rule on those with amendments?</p>	<p>Typically only the mother standard needs to be referred to. Please only refer to the amendment in the text if the amendment affects the requirements needed. If the amendment does not affect the requirements needed, please only refer to the mother standard.</p>
<p>What about the Bibliography? *How to make reference to a bibliographic element in the draft? using []? italic? **In which order elements shall appear in bibliography? When you have references to articles or regulatory text in addition to standards references for example.</p>	<p>A bibliographic item can be referenced in the text by citing the bibliographic number in brackets. Normally standards are listed before other references (e.g. journals, Directives) but for those bibliographic items that are cited in the text, these can be listed in the order in which they are cited.</p>
<p>When providing very heavy weighted figure to be on line with the requested definition of 600 DPI, do CCMC editors use compressing tools to reduce the weight?</p>	<p>No, editors use the figure files as provided by the TC and drafters.</p>
<p>I am working on a revised CEN standard that is very old. A lot of the styles have been extremely modified (e.g. table header+bold+italic+spacing, etc). Will it make any difference when it comes to final editing and working with you xml tools?</p>	<p>It may be worth copy-pasting the old standard into the Simple template for ease of XML conversion.</p>

<p>Referring to standards with amendments you suggested a footnote - is this also the case is the amendment is provided as consolidated text... and how are we expected to make the reference within the body text?</p>	<p>If the amendment was consolidated, you can refer to the consolidated publication as this will have replaced the previous version. For documents affected by standalone amendments, you can refer to the mother standard and (if dated) make reference to the amendment in a footnote.</p>
<p>Is it possible to reference a withdrawn document?</p>	<p>Withdrawn documents may not be available to the public, therefore it is best to refer to the latest versions. Please bear this in mind for normative references.</p>
<p>What is the contact point for CCMC editors?</p>	<p>production@cencenelec.eu will be able to guide you towards an available editor.</p>