

Mandatory Editorial Coordination for IEEE P802.15.3mb
8 January 2023

Dear Thomas:

I have completed the pre-ballot review of Draft 2 of IEEE P802.15.3™, and I have made comments (below) that will help ensure your draft is ready for ballot.

Section I comments shall be resolved before the ballot begins. The draft *cannot* be balloted or recirculated until these issues are resolved.

Section II comments shall be resolved before the final recirculation. These issues have to be resolved, then reviewed by balloters.

Please note that comprehensive formatting and editing (i.e., spelling, punctuation, grammar) will take place after the draft has been approved. This MEC addresses only issues that may stand in the way of IEEE SA Standards Board approval.

Thank you for the opportunity to review this draft. If you have any queries about the comments in this MEC, please contact **Michelle Turner** via email (m.d.turner@ieee.org).

Your OPM Program Manager, **Christy Bahn** will assist you with next steps.

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SECTION I: Shall be resolved before the ballot begins.

COPYRIGHT¹

Permission letters for borrowed content²

Copyright permission letters for borrowed text (including definitions), tables, and figures shall be submitted to IEEE prior to the start of ballot. Submit all copyright permission letters to your OPM Program Manager or to stds-permltrs@ieee.org.

SECTION II: Shall be resolved before the final recirculation.

TRADEMARKS or SERVICE MARKS³

If Applicable:

References to commercial equipment or products in a standard shall be generic and shall not include trademarks or other proprietary designations.

IEEE standards shall not include terms or conditions that are primarily contractual or commercial in nature, as opposed to technical or scientific in nature.

REGISTRATION OBJECTS⁴

Drafts containing a registration of objects shall be submitted to the IEEE Registration Authority (IEEE RA) for mandatory coordination. The text containing the registration information should be highlighted in the draft, and the clause should be noted in the email to the IEEE RA.⁵

WORD USAGE SUBCLAUSE

ACTION: Please include the Word usage subclause in Clause 1:

Placement

A Word usage subclause shall appear in Clause 1 of the draft. It shall be either 1.3 after 1.2 Purpose; or, if the draft does not contain a Purpose subclause, as 1.2 after 1.1 Scope.

Mandatory text

The Word usage subclause shall consist of the following text with the following footnotes:

The word *shall* indicates mandatory requirements strictly to be followed in order to conform to the standard and from which no deviation is permitted (*shall* equals *is required to*).

¹ More information on the IEEE SA Copyright Policy can be found at: <http://standards.ieee.org/ipr/copyright.html>.

² Sample permission letters can be downloaded from the Resources web page at <https://standards.ieee.org/develop/drafting-standard/resources.html>.

³ More information on commercial terms and conditions can be found in the IEEE SA Policy on commercial terms set forth in 6.2 of the IEEE SA [Standards Board Operations Manual](#).

⁴ More information on registration objects can be found at <https://standards.ieee.org/products-services/regauth/index.html>.

⁵ Submit drafts for Registration Authority review to rac-chair@ieee.org.

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The word *should* indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required (*should* equals *is recommended that*).¹

The word *may* is used to indicate a course of action permissible within the limits of the standard (*may* equals *is permitted to*).²

The word *can* is used for statements of possibility and capability, whether material, physical, or causal (*can* equals *is able to*).

¹The use of the word *must* is deprecated and cannot be used when stating mandatory requirements, *must* is used only to describe unavoidable situations.

² The use of *will* is deprecated and cannot be used when stating mandatory requirements, *will* is only used in statements of fact.

GRAPHICS

Quality of line art and photos shall comply with minimum requirements for print reproduction.⁶

Separate electronic files of figures shall be supplied (unless created in Microsoft® Word® or Adobe® Framemaker®).

⁶ Graphics requirements are outlined in Clause 17 of the [IEEE Standards Style Manual](#).