15 July 2011

Re: Pre-ballot Mandatory Editorial Coordination (Pre-ballot MEC)

Dear Subir:

I have reviewed Draft 4 of IEEE P802.21a™, and I have the following comments. Please note that this review has been organized into three sections and uses the “language of standards” to communicate necessary requirements (shall) of the IEEE-SA standards process versus those issues that are voluntary (should) in nature.

**Section I: Items/issues that shall be resolved before the ballot begins**

The draft cannot be balloted or recirculated until these issues are resolved. Your Staff Liaison will review the updated draft for compliance prior to upload of the PDF for ballot.

**Section II: Items/issues that shall be resolved before the final recirculation**

These issues have to be resolved and viewed by balloters. The items will be checked for completion by the Project Editor during the Sponsor ballot, then checked by the Review Committee (RevCom) of the IEEE-SA Standards Board (IEEE-SASB), and will impact approval unless rectified.

*Please note that professional editing takes place once the document has been approved and, as such, this MEC does not address all of the editorial items that will be reviewed then (i.e., punctuation, grammar, formatting).*

|  |
| --- |
| The following comments are derived from the *IEEE Standards Style Manual*. The complete *IEEE Standards Style* *Manual,* in viewable/downloadable format, can be found at:  http://standards.ieee.org/guides/style/index.html |

**SECTION I: Items/issues that shall be resolved before the ballot begins:**

**Copyright**

* If applicable, all copyright permission for excerpted text, tables, and figures shall be submitted to the IEEE prior to the start of ballot. If there are missing permission response letters, please submit them immediately to me (m.d.turner@ieee.org).   
    
  Sample permission request and response letters are available at the following Internet location:

**Sample letters can be found in Annex D of the 2009 Style Manual.**

**https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf**

* Please insert the following information immediately after the copyright line on the footers of each page as shown below:

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This is an unapproved IEEE Standards Draft, subject to change.

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**SECTION II: Items/issues that shall be resolved before the final recirculation**

**Trademarks or service marks**

* Please review the use of trademarks in the draft, if applicable. References to commercial equipment or products in a standard shall be generic and shall not include trademarks or other proprietary designations. Where a sole source exists for essential equipment or materials, it is permissible to supply the name of the trademark owner in a footnote. The proper use guidelines for trademarks shall be determined by the trademark owner. Trademark owners must grant written permission before their trademarks may be referenced in a standard.
* Trademarks or other proprietary designations that are not commercial equipment or products should be avoided in standards. If used however, all trademarks shall be credited to the trademark owner in the front matter of the standard. The following text shall introduce any mention of specific trademark information:

The following information is given for the convenience of users of this standard and does not constitute

an endorsement by the IEEE of these products. Equivalent products may be used if they can be shown

to lead to the same results.

**Registration objects**

* If the draft contains a registration of objects (for additional information, visit the IEEE Standards Web site <http://standards.ieee.org/regauth/index.html>), the working group shall submit the document to the IEEE Registration Authority (IEEE-RA) for mandatory coordination (submit to a.n.weaver@ieee.org for review). The text containing the registration information should be highlighted in the draft and the clause should be noted in the email. If the working group believes that the draft may potentially contain a registration of objects or if the working group would like information about setting up a registration, contact the IEEE-RA as early as possible to prevent a delay in approval by the IEEE-SA Standards Board. Search on the following words: object identifier, unique identifier, and assignment of unique numbers.

**Please see the 2009 Style Manual for information on the structure of an amendment. There is no need to include the subclause of the base unless the subclause is being amended. For instance it the draft has**

1. **Overview**
   1. **Scope**
   2. **Purpose**
   3. **General**

**It should be structured as shown below:**

1. **Overview**

**1.3 General**

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**Please note that the following are next steps for this project.**

**a) After you have implemented this review, create the pdf that will be used for ballot <recirculation> (remember that the draft number shall be rolled to reflect that changes have been made to this document, e.g., P1234™/Dx+1).**

**b) Upon completion of the invitation to ballot please follow the next steps:**

**Instructions:**   
1. Login to myProject and click the **Balloting** tab   
2. Click **Initiate Sponsor Ballot**   
3. Select your project from the PAR drop down list   
4. Enter the **Ballot Open Date**   
5. Enter the **Ballot Close Date** (should be minimum of 30 days)   
6. Enter the **Draft #**: (must match the draft number in the draft )   
7. **Select File for Uploading:** Click the Browse button to find your draft file. The file must be in pdf.   
8. Review the system generated text. If you would like to add additional instruction or information, use the **Sponsor Text** Area.   
9. Click **Initiate Ballot.**

**c) Note that compliance with items in Section I will be reviewed by the Staff Liaison when you upload the pdf to the URL in item b). The Project Editor will not review your draft until the Ballot MEC <RevCom MEC>, which occurs during the Sponsor ballot <RevCom review of your submission to the IEEE-SA Standards Board>.**

**d) The RevCom MEC will occur after you submit the final balloted draft to RevCom. At that time you will also be required to submit the document source file. If the figures are not native Word or Framemaker graphics, each graphic shall be submitted as a separate file following the requirements outlined in Clause 16 of the *IEEE Standards Style Manual.***

**http://standards.ieee.org/resources/development/writing/writinginfo.html**

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

cc: Patricia Gerdon