

# ANSC C63® Draft Standard Definitions Development

## 1.0 Overview:

In accordance with the 2021 IEEE SA Standards Style Guide, working groups are strongly encouraged to use definitions that already exist instead of creating new definitions or slightly modifying existing definitions. During MEC and during IEEE SA ballot, working groups may be asked to validate the use and presentation of terms. Additionally, ANSC C63® policy requires that all C63® standards working groups complete a pre-ballot coordination review of their terms and definitions with subcommittee 2. Consequently, the first step to be taken in definitions development should be reviews of the IEEE 100 Dictionary Online and the current version of ANSI C63.14 to determine if a suitable definition already exists. Working groups are also encouraged to reach out to subcommittee 2 for assistance in the development of specific definitions.

## 2.0 Definitions Structure:

### 2.1 IEEE Definitions Criteria:

- Each definition should be a brief, self-contained description of the term in question and shall not contain any other information, such as requirements and elaborative text. The term should not be used in its own definition.
- Needless customization should be avoided so that definitions have as broad an application as appropriate. Definitions that are too specific are undesirable.
- New definitions that serve to add a new definition to an existing term(s) of the same name should be different enough from the other definitions so as to justify the addition. Having more than two or three acceptable definitions for any term is undesirable.
- Terms and definitions that are included in IEEE standards but are taken from other sources must be accompanied by an appropriate permission acknowledgement. The sources should be identified in a parenthetical statement that immediately follows the term/definition.
- Definitions should not include references to other clauses/subclauses in the standard.

## **ANSC C63® Draft Standard Definitions Development**

- Definitions should have no commercial connotations and should be completely non-proprietary.
- Definitions cannot contain a requirement.
- Definitions cannot contain examples or other language intended to amplify the definition. Examples and additional language should be converted to notes.
- Notes are informative and cannot contain a requirement.
- Symbols should be defined as appropriate.
- Acronyms and abbreviations should be included in a separate subclause.

### **2.2 ANSC C63® SC2 Pre-Ballot Review:**

Prepares review observations, in addition to the considerations in 2.1, as to whether terms and definitions in draft C63® standards are:

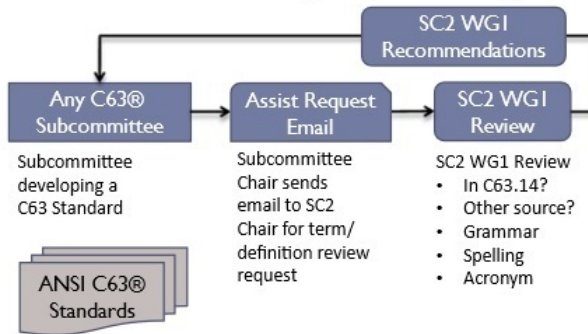
- In the present C63.14;
- Unnecessarily duplicative of what is already in C63.14; or
- Should be added to the next draft publication of C63.14; and
- Ensure that all terms that appear in the definitions clause actually appear in the text of the document;
- Check for phraseology such as not repeating the term in the definition and poor sentence structure;
- If sourced from a publication outside of ANSC C63® or IEEE (except for MIL-STDs), then attribution is required in the standard under development and copyright release is required from the appropriate standardization body.

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## 3.0 ANSC C63® SC2 Definition Development Procedure: Process for Assistance

### 1. Standards Development Process – Terms/Definitions

- ▶ A Subcommittee requests assistance from SC2 with proposed terms and definitions during standards development



## Copyright Process

### 2. Standards Development Process – Copyright Approvals

- ▶ A Subcommittee requests assistance on Copyright Approvals for terms and definitions used from other sources

