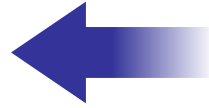


# Comment entry tutorial

# Topics

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- Draft review process
- Form of a comment
- Comment entry tools
  - Spreadsheet
  - Text form
- Comment resolution



# Three phases of review

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- Task Force review
- Working Group ballot
- Standards Association ballot
  
- A summary of open reviews/ballots is maintained at <http://www.ieee802.org/3/ballots/index.html>

# Task Force review

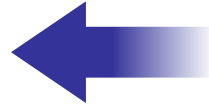
---

- Typically follows the form used for Working Group ballot
- Typically includes multiple iterations of review

# Topics

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- Draft review process
- Form of a comment
- Comment entry tools
  - Comment entry spreadsheet
  - Text (ASCII) form
- Comment resolution



# Comment structure

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- Contact information
- “Category” or “Comment Type”
- Comment location (subclause, page, line)
- Comment
- “Proposed change” or “Suggested Remedy”
- “Required” or “Must be satisfied”

# Contact information

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- It helps to know who the comment is from
- It helps to know how to contact you if the editor has questions

# “Category” or “Comment Type”

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- “Editorial” or “E”
  - Spelling, punctuation, grammar, and style
  - Rewording without altering the technical meaning of the text
  - No change to technical content
  - Example 1: Change spelling of “wavelngth” to “wavelength”
  - Example 2: Change resistance from “1 k  $\pm$  5%” to “1 k $\Omega$   $\pm$  5%”
- “Technical” or “T”
  - Affect the technical content of the document
  - Changes to parameters, values, tables, or figures that alter their meaning or substance
  - Example 1: Changes to functions or variables in state diagrams
  - Example 2: Change from “1 k $\Omega$   $\pm$  5%” to “2 k $\Omega$   $\pm$  5%”



# Comment location

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- Provide clause, subclause, page, and line
  - Use Clause “00” for comments that apply to the entire draft
  - Use Clause “FM” for comments against the frontmatter
- Otherwise, the editor may not know what you are talking about
- Follow the instructions provided with the review/ballot announcement
  - E.g., comment on clean or compare document

# Comment

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- Be specific
- Provide enough text to fully describe why you feel the draft is wrong
  - Especially important if you will not be at the meeting where the comment will be considered
- Try to stay within 1 issue per comment
- If you submit a presentation to support a comment, note that in the comment

# “Proposed change” or “Suggested remedy”

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- Again, be specific
- Whenever possible, provide the exact textual changes that you would like to be made to the draft as if you were providing editing instructions
- If you feel there are several ways to remedy a comment, list the options
- If you identify an area that is lacking text, provide some

# “Required” or “Must be satisfied”

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- During a ballot
  - Associated with a “disapprove” vote
  - Commenter applies designation to indicate the comment must be satisfied in order to change the “disapprove” vote to “approve”
- During Task Force review
  - Not a ballot, no votes
  - Commenter may apply this designation to indicate he/she feels more strongly about the comment
- “ER” is “Editorial Required”
- “TR” is “Technical Required”


# Additional information

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- Comments may be submitted in “batches” up until the time the review/ballot period closes
- Early submission of comments is encouraged to allow the editor to get head start on processing

# Topics

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- Draft review process
- Form of a comment
- Comment entry tools 
  - Comment entry spreadsheet
  - Text (ASCII) form
- Comment resolution

# Comment entry spreadsheet

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- [http://www.ieee802.org/3/WG\\_tools/index.html](http://www.ieee802.org/3/WG_tools/index.html)
- Platform independent
- Similar to method of “bulk comment entry” used during Standards Association ballot

# Use of comment entry spreadsheet

802d3\_TFR\_WGB\_comments.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Paste Font Alignment Number Styles Cells Editing WebEx

A6

Task Force Review and Working Group Ballot comment input form

1	Task Force Review and Working Group Ballot comment input form									
2	First name	Surname			Affiliation					
3										
4	Click on column headers for help									
5	Category	Page	Sub-clause	Line #	Comment	Proposed Change				Must Be Satisfied
6										
7										
8										
9										
10										
11										
12										
13										
14										

Comments

Ready

100%



# Text (ASCII) form

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- Only when all else fails...
- Usually included with the review/ballot announcement
- 1 instance of the form for each comment
- Requires editor to transcribe the contents of the form to the comment database
  - Check the posted comment database for correct transcription
- Not an option for Standards Association ballot

# Text (ASCII) form

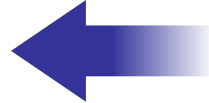
---

CommentID: (Leave Blank)  
CommenterName:  
CommenterCompany:  
Clause:  
Subclause:  
Page:  
Line:  
CommentType: (E, ER, T, or TR)  
Comment:  
CommentEnd:  
SuggestedRemedy:  
RemedyEnd:

# Topics

---

- Draft review process
- Form of a comment
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# Comment resolution process

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- Each comment is considered individually
  - Duplicate/similar comments are often grouped together and dealt with at the same time
- Comment database is usually published a various points within each review/ballot cycle
  - Comments received
  - Comments with proposed responses
  - Comments with final resolutions
  - Unsatisfied comments

# Possible resolutions

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- **Accept**
  - Agree with comment and proposed change is adopted without modification
  - Typically associated with a specific proposed change that the editor can use
- **“Accept in Principle” or “Revised”**
  - Agree with the comment but a different, amended, or expanded remedy is adopted
- **Reject**
  - Disagree with the comment and no change made to the draft
- **Withdrawn**
  - Commenter withdraws the comment and no change made to the draft

# Commenter satisfaction

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- During resolution of “must be satisfied” ballot comments, a pop-up window is displayed asking if the commenter is satisfied with the resolution
  - Comment may be satisfied or unsatisfied
  - If a commenter is not available at the moment the comment is resolved, the database includes a state that flags the comment for follow-up by the editor
- Unsatisfied comments are included with the draft at the next re-circulation ballot

# Questions?