Project	**IEEE 802.16 Broadband Wireless Access Working Group**
Title	**802.16 Document Submission Template, Revision 7**
Date Submitted	**2000-02-07**
Source	Roger Marks (Chair, 802.16) Voice: +1-303-497-3037 NIST Fax: +1-303-497-7828 325 Broadway, MC 813.00 E-mail: r.b.marks@ieee.org Boulder, CO 80303
Re:	Revision to IEEE 802.16-99/01r6. Note: this submission makes use of the new (Rev. 7) template.
Abstract	This is the 802.16 Document Submission Template.
Purpose	This documents the Document Submission Template for submission of 802.16 documents. It also provides use and submission instructions. Revision 7 makes minor editorial changes, mostly to the section on IEEE Patent Policy.
Notice	This document has been prepared to assist IEEE 802.16. It is offered as a basis for discussion and is not binding on the contributing individual(s) or organization(s). The material in this document is subject to change in form and content after further study. The contributor(s) reserve(s) the right to add, amend or withdraw material contained herein.
Release	The contributor acknowledges and accepts that this contribution may be made public by 802.16.
IEEE Patent Policy	The contributor is familiar with the IEEE Patent Policy, which is set forth in the IEEE-SA Standards Board Bylaws <http://ieee802.org/16/ipr/patents/bylaws.html> and includes the statement: "IEEE standards may include the known use of patent(s), including patent applications, if there is technical justification in the opinion of the standards-developing committee and provided the IEEE receives assurance from the patent holder that it will license applicants under reasonable terms and conditions for the purpose of implementing the standard." See <http://ieee802.org/16/ipr> for details.

Template for IEEE 802.16 documents, Rev. 7

Roger B. Marks (Chair, 802.16)

NIST

Main Elements of Revision and Purpose for Changes

Revision 7 makes minor editorial changes, mostly to the cover sheet section on IEEE Patent Policy

Project	**IEEE 802.16 Broadband Wireless Access Working Group**
Title	**[Title of Contribution; e.g., 802.16 Document Submission Template, Rev. 7]**
Date Submitted	**[The date the document is contributed, in the format 2000-02-14.]**
Source	[Author Name] Voice: [Telephone Number] [Company] Fax: [Fax Number] [Address Line 1] E-mail: [email address] [Address Line 2]
Re:	[If this is a proposed revision, cite the original document.] [If this is a response to a Call for Contributions, cite the name and date of the Call for Contributions to which this document responds, as well as the relevant item number in the Call for Contributions. Contributions that are not responsive to this section of the template, and contributions which do not address the topic under which they are submitted, may be refused or consigned to the "General Contributions" area.]
Abstract	[Description of document contents.]
Purpose	[Description of what the author wants 802.16 to do with the information in the document.]
Notice	This document has been prepared to assist IEEE 802.16. It is offered as a basis for discussion and is not binding on the contributing individual(s) or organization(s). The material in this document is subject to change in form and content after further study. The contributor(s) reserve(s) the right to add, amend or withdraw material contained herein.
Release	The contributor acknowledges and accepts that this contribution may be made public by 802.16.
IEEE Patent Policy	The contributor is familiar with the IEEE Patent Policy, which is set forth in the IEEE-SA Standards Board Bylaws <http://ieee802.org/16/ipr/patents/bylaws.html> and includes the statement: "IEEE standards may include the known use of patent(s), including patent applications, if there is technical justification in the opinion of the standards-developing committee and provided the IEEE receives assurance from the patent holder that it will license applicants under reasonable terms and conditions for the purpose of implementing the standard." See <http://ieee802.org/16/ipr> for details.

Title of Contribution
Author
Affiliation (optional)

Template Instructions

This page provides instructions on using the template and submitting a contribution. Before submitting, delete these instructions or replace them with your text to be submitted.

Document Format

Edit the cover page. <u>Replace the bracketed words with the correct words for your document. Eliminate the brackets. Leave the non-bracketed words on the cover page. Limit the cover page information to one page.</u>

Begin the main document with a page break after the cover page. Restate the document title and author name.

In the main document, use heading styles so that the Outline Layout view provides a quick index into the document.

For all body text, it's a good idea to use a style other than "normal" to allow easy re-formatting and dependable outlining. The template contains several other styles that authors may choose to use, revise, or add to.

Fonts

<u>Use only the fonts "Times," "Helvetica," and "Symbol,"</u> since these fonts need not be embedded in PDF files. You may use other fonts only if necessary.

Header

<u>Please do not edit the header.</u> The coordinator who handles the contribution will take care of this.

The document release date goes at the top left of each page. This template is set to automatically insert the current date in the header.

The document number goes in the upper right of the header. The document number is not to be assigned by the submitter.

Document Submission

To contribute a document to 802.16, create it using this template. [If it cannot be put into Word format, then create at least a cover page using this template.] Submit the Word file [or Word-format cover page plus editable file] to the coordinator mentioned in the Call for Contributions. When in doubt, you may submit it to a relevant Task Group Leader or to the 802.16 Chair. If the submission is accepted, the coordinator will request a document number from the 802.16 Chair and then submit the document to the Chair as a PDF file. The Chair will post the document to the web and list its title, author, and release date in the document index.

Setting PDF Document Info Tags

In order for on-line indexing to function properly, several Document Info tags must be set. In Acrobat, use the "Document Info/General" menu item (under "File") to set the "Title" tag to the title of the document, the "Subject" tag to the document number, and the "Author" tag to the author.

Use of IEEE-Copyrighted Conference and Journal Papers

802.16 has obtained permission to post IEEE-copyrighted material from IEEE conferences and publications when received in an official contribution to the Working Group. IEEE requires two conditions:

1) A full copyright and credit notice must be posted at the top of the paper in the following format:

    Copyright ©2000 Institute of Electrical and Electronics Engineers, Inc. Reprinted, with permission, from [all relevant journal info].

    This material is posted here with permission of the IEEE. Internal or personal use of this material is permitted. However, permission to reprint/republish this material for advertising or promotional purposes or for creating new collective works for resale or redistribution must be obtained from the IEEE (contact pubs–permissions@ieee.org).

    By choosing to view this document, you agree to all provisions of the copyright laws protecting it.

2) If the author is not the submitter of the contribution, the author's written approval for the reuse of the material must be attached.