



IEEE 802.16 Document Comment Procedures

This document describes the procedures for Task Group and Working Group Reviews of 802.16 documents.

The intent of the comment process is to provide individuals with the opportunity to improve the document by contributing specific change requests. In order that the results be readily collected by the editorial team for efficient processing (often of hundreds of comments on a single document), the comments must be submitted following a specific procedure. The editor should reject submissions that do not follow the procedure so as not to delay the comment resolution process. The editor should notify the submitter of the rejection.

Instructions for Reviewers

- Submit comments using the comment submittal form <<http://ieee802.org/16/docs/commentform.txt>>.
- Fill out all of the fields:
 - Last Name
 - First Name
 - Membership Status (Member, Observer, Neither)
 - Starting page number of recommended change
 - Starting line number of recommended change
 - Comment type {Note: Editors and chairs reserve the right to change this categorization}:
 - T: Technical (content-related)
 - E: Editorial (typos, grammar, etc.) {Note: Editorial comments are not to be used for adding or deleting content or for any issue that may require discussion or debate.}
 - G: General (identifying a problem but not recommending a solution) {Note: the task group or editorial team will be under no obligation to create the solution for you.}
 - TBD: replacing a section of the document marked “TBD” (“to be determined”)
 - A detailed description of the proposed edit
 - A reason for the edit
- Do not delete or change the delimiters (the square brackets []); these are needed to automatically import the submitted comment forms into a database. Do not add square brackets in your comments.
- If you have multiple comments, you are encouraged to submit them in a single email by including comment forms in one message. **Each comment form must include all fields.** You may find it convenient to simply copy-and-paste to create multiple copies of the comment form (with your name and membership status already filled in).
- Wrap each line at 80 columns or less.
- Comments regarding graphics, equations, and tables may be fully described in text form.
- If you find it necessary to support your comments with further details that cannot be accommodated in the text-based format, then you may contribute a document for publication on the web site (see Call for Comments for instructions). Once that document has been published, you may refer to it by number in your comment.
- Do not attach files to your message; if you do, the server will reject your message. Send the message as straight ASCII text, not HTML.
- **Email your comment forms to the 802.16 reflector** <<mailto:stds-802-16@ieee.org>>. This allows other participants to prepare for all comments and perhaps avoid overlapping comments.
- **For the subject line of your email submission, use the tag specified in the specific Call for Comments.** This allows participants to easily recognize the comment in their in-box and non-participants to conveniently filter out the comment. It also ensures that the message will be recognized by the editor.
- Observe the publicized submission deadline

Comment Processing

The editors will compile the comments into a database. Prior to comment resolution, the editors will distribute a database report listing the comments, sorted by Page Number and Line Number.