

MEC Checklist

The following items are derived from the [IEEE Standards Style Manual](#).

- 1. Labeling:** Is the draft properly labeled? For example, IEEE P1234/D1, Jan 20XX, Draft Standard for...
- 2. Copyright:** Does the first page include the copyright statement? Do all pages include the copyright footer with the current year?
- 3. Introduction:** Has an introduction been prepared, giving the history of the standard and a description of its purpose?
- 4. Overall completeness and quality:** Is the draft complete, legible, and free of comments and tracked changes? Are pages, figures, and tables numbered consecutively?
- 5. Figures:** Are figures legible? **Avoid the use of color alone to convey meaning.*
- 6. Normative references:** Are the references cited in normative text so that it is clear that the reference is required to implement the standard? Non-normative references shall be placed in an informative annex entitled "Bibliography." Other considerations include the following:
 - The reference is publicly available at reasonable cost
 - If draft standards are included, they shall be marked as drafts (draft number and date)
 - If non-standard documents are included, the citation shall include the date of publication
 - In-text citations shall match the normative reference in Clause 2
 - References to specific parts of other documents shall include the date/edition
 - The normatively referenced material in the document meets the restrictions on commercial terms (see 6.2.2 of the [IEEE SA Standards Board Operations Manual](#))
- 7. Cross-referencing:** Are all figures, tables, equations, and annexes called out in text?
- 8. Definitions:** Are the definitions properly constructed? Are sources cited in parentheses after the definitions? Did you use terms and definitions from the [IEEE Standards Dictionary Online](#) instead of creating new definitions or slightly modifying existing definitions?
- 9. Verb usage:** Are the verb choices (shall, should, or may) generally appropriate for the type of document (standard, recommended practice, or guide)?
- 10. Permissions/copyright:** Does the draft contain borrowed material (e.g., text, tables, figures) from previously published material (other than IEEE)? If so, letters of permission must be sent to STDS-PERM-LTRS@ieee.org before the start of the IEEE SA ballot. Sample [IEEE Permission Form Request and Response Letters](#) for working groups are available for download.
- 11. Units:** Metric units shall be provided, and inch-pound data may be included parenthetically to the metric unit. Exceptions are allowed per [IEEE SASB Implementation Plan](#).
- 12. Mathematical expressions:** Are variables in italics, while constants set in roman? Are variables defined in an equation variable list following each equation?
- 13. Amendments or Corrigenda:** If the draft is an amendment or corrigendum, are instructions on changes to the existing standard clearly shown and explained? If not, please simplify the instructions.