

Electronic Distribution of Documents

1. Availability

All WG5 documents will be available on the WG5 server (<ftp.nag.co.uk/sc22wg5>) and on any local mirror sites. The availability of these documents will be announced by email to the WG5 list.

The formats for these documents will be as follows:

(a) Working Documents

- Text files (ASCII) – one per document, called Nabcd.txt
- Acrobat files – one per document, called Nabcd.pdf
- PostScript files – one per document, called Nabcd.ps

As documents are added to the server they will be placed in a directory called LATEST-DOCS; whenever a paper distribution is distributed, the documents that are distributed will be transferred to a directory called Npqrs-Nwxyz_yymm, where Npqrs is the number of the first document in the directory, Nwxyz is the number of the last document, and yymm is the year and month of issue of the last document.

Within each of these directories, there will be a sub-directory for Text files, another for Acrobat files, and a third for PostScript files.

(b) Draft Standards, etc

Larger documents will only be made available in PostScript and Acrobat formats. Each chapter will correspond to a single file called, for example, CH01, and the complete set of files will be placed in a sub-directory called Nabcd within the appropriate directory.

(c) Compression

In order to save space and download time, all files larger than 8K will be gzip compressed. The necessary decompression utilities are widely available from publicly accessible ftp sites.

2. Submission of Documents

Before submitting a document the originator should obtain a number from the Convenor (Miles.Ellis@etrc.ox.ac.uk).

Documents should then be submitted to the Convenor by anonymous ftp (com1.etc.ox.ac.uk) and placed in the directory New_WG5_Papers (to which anonymous ftp users will be automatically connected). Both PostScript and ASCII versions should be provided wherever possible; the Convenor will create Acrobat files from the PostScript files supplied.

Documents should be formatted so that they will print correctly on both A4 and US Letter paper sizes, and PostScript versions should restrict themselves to the Standard PostScript fonts, preferably using either Times or Palatino for normal text, and Courier for fixed character size material (e.g. program extracts).

The Convenor should be notified by email when a document has been submitted in this way. He will then check the PostScript version and create an Acrobat version, before placing the document(s) on the WG5 server and announcing their availability by email.

3. Paper Distributions

From time to time, all documents in LATEST-DOCS will be distributed to those WG5 members who have requested paper copies (a maximum of one per country). At this time, the documents will be transferred to a new directory called Npqrs-Nwxyz_yymm, as described above. Such distributions will take place whenever there are a substantial number of documents in the LATEST-DOCS directory, shortly before a meeting of WG5, and shortly after one; the latter will always include the Minutes and Resolutions from the meeting.