



Standards Development Program

Publication Guide

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ARMA International Standards Development Program Publication Guide

Introduction

This guide is provided to promote consistency in the ARMA International standards development program publications process. The ARMA International standards development program produces standards, technical reports, and guidelines. The *Publication Guide* assists in the development of these documents, while also offering consistent requirements for the production and final delivery of these publications. Writing a standards development program publication that meets ARMA International's requirements is a rewarding endeavor, both professionally and personally. Professionally, it provides an opportunity to gain recognition among one's peers and contribute to the records management profession and ARMA International. Personally, it confers pride of authorship and fosters individual growth.

Types of Publications

American National Standards

American National Standards are developed in accordance with the ANSI principles of consensus and due process. American National Standards serve to promote records and information management best practices. For additional information, consult the most current version of the *ANSI Essential Requirements: Due process requirements for American National Standards*. For details regarding submission of new project proposals, see the most current version of the *ARMA International Standards Development Program Policies and Procedures: American National Standards and Technical Reports*.

Technical Reports

Technical reports are informative or educational (tutorial.) Accredited American National Standards developers, such as ARMA International, develop technical reports that are useful in conjunction with standards of National or International bodies on a particular subject; as an example, technical reports may provide methodologies for the application of standards. For additional information, consult the most current version of the *Procedures for the Registration of Technical Reports with ANSI*. For details regarding submission of new project proposals, see the most current version of the *ARMA International Standards Development Program Policies and Procedures: American National Standards and Technical Reports*.

Guidelines

Guidelines are used to provide information and guidance as to methods or procedures, but they do not have the same level of authority as American National Standards or technical reports. An individual or organization may make a proposal for a new guideline project. Every proposal will be given equal consideration regardless of the source of the proposal. To be eligible for consideration, a written proposal must be submitted to or initiated by ARMA International. A project proposal form for this purpose is available on the ARMA International website. If ARMA International rejects the proposed project, the originator shall be notified in writing, with an explanation of the decision. In such cases, the originator of the proposal has the right to provide evidence in support of the proposed project and to receive reconsideration by ARMA International. Upon approval, a "Call for Participation" will be issued in ARMA International's *InfoPro* to establish a workgroup to implement the project. ARMA International will appoint a workgroup project leader from among the workgroup participants. The workgroup project leader must be a member of ARMA International. Additional procedural documentation for guideline project implementation may be obtained from ARMA International at standards@armaintl.org.

Publishing Responsibilities

Consensus Group and Workgroup Responsibilities

A consensus group is a body of volunteer participants which develops American National Standards in accordance with the procedures outlined in the most current editions of the *ANSI Essential Requirements: Due process requirements for American National Standards*, the *ARMA International Standards Development Program Policies and Procedures: American National Standards and Technical Reports* and this *Publication Guide*. A workgroup is a body of volunteer participants which develops technical reports, or guidelines. Technical report workgroups follow the procedures outlined in the most current

versions of the *Procedures for the Registration of Technical Reports with ANSI*, the *ARMA International Standards Development Program Policies and Procedures: American National Standards and Technical Reports* and this *Publication Guide*. For guidelines, workgroups follow the procedures outlined in the most current edition of this *Publication Guide* and any additional direction provided by ARMA International.

Production of a publication is a collaborative effort between the consensus group/workgroup and ARMA International. It is the consensus group/workgroup's responsibility to begin the publication process with a well-prepared document. When the draft publication is submitted to ARMA International, it should provide timely and accurate content. For example, all submissions should have acronyms spelled out, contain supported statements, have a title that effectively represents the subject matter, demonstrate accuracy, be non-redundant and offer comprehensive subject coverage.

The ARMA International publication process is as stringent as that of other publishing houses. There are several important reasons for this. These publications represent ARMA International, as well as the records and information management profession. ARMA International expends significant resources to develop and produce a publication. ARMA International owns the copyright for all intellectual property produced and/or published under the auspices of the standards development program. In addition to being sold through ARMA International's *Professional Resource Guide*, ARMA International's online bookstore and ARMA International's annual conference and expo, these publications are distributed to the general public and professionals in related fields through other publishing houses and distribution centers.

ARMA International Responsibilities

ARMA International will provide critical editorial reviews at each stage of manuscript development, resulting in a publication that is grammatically correct, intellectually sound and of the highest quality. ARMA International reserves the right to make a final determination regarding the format and content of all publications-related materials produced by the standards development program. As well, the final decision to publish and/or distribute materials developed by the standards development program rests with ARMA International. ARMA International will also ensure that the publication is visually attractive and well-marketed.

Publication Elements, Developing and Structuring the Manuscript

ARMA International will distribute the approved project proposal (Form B) to the consensus group or workgroup members. **Using the approved project proposal form and the scope described within it, an outline will be developed by the consensus group or workgroup.** After ARMA International has approved the outline, a draft manuscript will be created by the consensus group or workgroup. The draft continues through the revision and approval processes until a final draft has been developed. At each stage, up to and including the creation of the final draft, ARMA International will monitor the manuscript's progress and provide critical editorial review and assistance, as needed. All standards development program publications must have the following elements in this sequence:

1. Cover (This is provided by ARMA International.)
2. Title Page (The title should accurately represent the publication's content.)
3. Copyright page (This is provided by ARMA International.)
4. Table of Contents (The outline can be used to create the table of contents)
5. Foreword – The foreword should include:
 - A statement identifying the audience for the publication
 - An explanation of the principal differences between current and earlier editions (if applicable)
 - The following statement [for American National Standards only]: “This material has been developed under the published procedures of ARMA International, which are designated to ensure the appointment of technically competent, balanced consensus groups. Although the procedures ensure the highest degree of care, neither ARMA International and its members nor those participating in its activities, accepts any liability resulting from compliance or

noncompliance with the provision given herein, for any restrictions imposed on materials or processes, or for the completeness of the text. ARMA International has no power or authority to police or enforce compliance with the contents of this document. Any certification of product stating compliance with the requirements of this document is made at the peril of the certifier. Comments on the content of this publication should be sent by e-mail to standards@armaintl.org or by mail to ARMA International, 11880 College Boulevard, Suite 450, Overland Park, Kansas 66210, Attn: Standards.”

6. Acknowledgements – This is the list of individuals who made significant contributions to the manuscript’s development. Group these individuals according to their roles and include each person’s name, designations (e.g., CRM, CA), company affiliation at time of publication and company location (city and state):
 - Consensus Group Project Leader or Workgroup Project Leader – individual who led the project and, in collaboration with other members of the consensus group or workgroup, developed the manuscript and implemented the project
 - Consensus Group Members or Workgroup Members – individuals who developed the manuscript and implemented the project
 - Special Contributors – individuals or groups of individuals who contributed to the project, but were not members of the consensus group or workgroup
 - ARMA International Headquarters Staff or Consultants – individuals who supported the consensus group or workgroup and were essential to the production of the publication
7. Main Text
 - Introduction – This section includes the scope and purpose (from the approved project proposal form).
 - Normative references – These are references that are needed to complete a requirement in the American National Standard. Publications that are not American National Standards will generally not include normative references, unless specifically referenced in the publication. This introductory language is used: “The following resources contain provisions that, through reference in the text, constitute provisions of this American National Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, though, and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent editions of the following standards:”
 - Definitions – These are terms that have technical meanings within the publication being developed or are unique to the field. Terms that are not directly relevant to the publication need not be included in the definitions.
 - Requirements – This section will be broken into headings and sub-headings as defined in the outline of what should be covered.
 - Tables & Figures – Generally, tables and figures are included in the main text of the document. However, if necessary, they may be included in a section at the end of the requirements.
8. Annexes and Appendixes – In most cases, annexes and appendixes are considered “informative.” Annexes are used in an American National Standard. Appendixes are used in technical report or guideline publications. They give additional background information or provide clarification/illustration of the requirements. They shall not contain mandatory requirements, as those are to be included in the text. Annexes and appendixes shall be identified as “informative” by the way in which they are referenced in the text and by an indication contained in the title of the annex or appendix.
9. Bibliography – This section includes all resources referenced in the publication, as well as relevant informative standards or publications that are not essential for the completion of requirements in

the publication. Informative references should not be listed within the main text and should be contained in the Bibliography. These are references that are for information only or for use as background reading. The bibliography comprises the final annex or appendix.

10. Index (provided by ARMA International)

11. About ARMA International (provided by ARMA International)

Publication Elements, Writing the Manuscript

1. Define the purpose and scope of the proposed publication clearly. The purpose and scope statement explains the use of the publication and defines what is covered, as well as what is **not** covered.
2. Use *ISO 15489-1 Information and Documentation - Records Management - Part I: General* whenever applicable.
3. Write in third-person, simple to understand, straight-forward language.
4. Use the words “should” and “shall” with caution. In ARMA International’s American National Standards publications, “shall” is used in standards when the specification is mandatory and must be followed. “Should” is used when a specification is strongly suggested, but not a mandatory requirement. (See the most current version of the *ANSI Essential Requirements: Due process requirements for American National Standards.*)
5. Try to be “country-neutral” in the writing. Whenever possible, use both U.S. and international examples.
6. Use the official ARMA International glossary for all definitions. The definitions used should be consistent with the most current edition of *ARMA International’s Glossary of Records and Information Management Terms*. Other dictionaries also may be referenced, as needed.
7. Reference resources. Identify the need to seek copyright permission when appropriate and provide bibliographic information.
 - When incorporating information from other sources into your document (e.g., statistics, definitions, paraphrased material, direct quotes), you *must* attribute it to the original author by parenthetically referring to the author and source in an endnote.
 - Be sure to add the source information to the bibliography.
 - If the quoted material is substantive (more than a few paragraphs), permission must be obtained from the copyright holder before it may be included (unless the source is in the public domain, as from a government document). Contact ARMA International for assistance in determining if permissions are required. If permissions are required, ARMA International staff will seek them during the writing phase to ensure the copyrighted material may be included in the publication.
8. Develop a language style sheet. Keep a list of abbreviations, proper names, organization names, unusual spellings, use of numbers and dates and anything else that may facilitate continuity of style while developing the manuscript.
9. If a style manual is desired, *The Chicago Manual of Style*, published by the University of Chicago Press, may be used. In addition, for American National Standards and ANSI-registered technical reports, the most current version of the *ANSI Style Guide-sheet* is appropriate. Contact ARMA International with questions regarding style, content or format, including:

- organization
- spelling, vocabulary, grammar, balance, use of acronyms
- attribution for quotations, author/date notes, explanatory comments
- acknowledgments, endnotes, bibliography, table of contents, index
- illustrations, diagrams, tables, charts
- mechanical requirements (e.g., page size/margins, typeface sizes, special characters, paragraph specifications, chapter specifications, pagination, illustrations)

Publication Elements, the Editorial Review Process

1. Once the consensus group/workgroup has completed the draft and all ANSI-mandated reviews, (if applicable), are completed, the consensus group leader/workgroup leader submits the final document with all supporting materials (e.g., table of contents, acknowledgments, endnotes, bibliography, graphic files) to ARMA International.
2. ARMA International's editorial staff and/or consultants will oversee the editorial review. The publication will be reviewed to determine:
 - Whether the text is clear, concise, interesting, well organized and written primarily in the active voice
 - Whether the concepts and terminology are technically accurate
 - How well each section is developed
 - Whether unfamiliar facts and assertions are attributed by endnotes or author-date citations
 - Whether unfamiliar terms are defined
 - Whether headings, illustrations and references are sufficient and meaningful
 - Whether each item in the bibliography is obtainable
 - If permissions for copyrighted material are needed (ARMA International will obtain copyright permissions.)
 - How well the document meets the needs of the targeted audience
3. If needed, the editor may ask the consensus group/workgroup leader to answer queries, supply missing information, clarify or reorganize material and correct inconsistencies. In addition, the editor will review the publication for errors in grammar, spelling, style, consistency and format.
4. Once finalized, ARMA International's editorial staff and/or consultants will oversee the final edit. This ensures that all previous editorial comments were resolved. **Please note that it is the consensus group/workgroup leader's responsibility to ensure that the content of the manuscript is current when the final version is submitted to ARMA International for publication.**

Publication Design/Production/Marketing

ARMA International's headquarters staff and/or consultants are is responsible for designing the layout and producing the publication. All aspects of design, production and marketing will rest with the ARMA International headquarters staff and/or consultants.

Publication Copyright Ownership

ARMA International will own the copyright on all ARMA International standards development program publications.

Summary

As this *Publication Guide* demonstrates, the ARMA International publishing process requires great effort, patience and hard work on the part of the consensus group/workgroup and ARMA International. It is a truly interactive, collaborative process.

Questions

For questions pertaining to this guide or standards development program activities at ARMA International: phone 913-341-3808 or email standards@armaintl.org.