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ALMA COMMON SOFTWARE

USM ACS Developers

General

Document Preparation Guidelines

Doc. No. USM-GUI-0001

Issue 1.0

Date 02/07/2004

Prepared for Review

Keywords: ACS, UTFSM, example, simple components

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Change Record

| Issue/Rev. | Date | Section/Parag. affected | Reason/Initiation/Documents/Remarks |
|------------|----------|-------------------------|--------------------------------------|
| 1.0 | 26/06/04 | All | First Draft. |
| 1.X | 26/06/04 | All | Spell check and grammar corrections. |

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1 INTRODUCTION

1.1 PURPOSE

The main objective of this document is to provide common guidelines to ACS USM developers about format, style and conventions for all document preparation process.

This document is an adaptation of the information provided by [1] and the common agreements of USM developers. Also this document should be compatible with ISO9001:2000 standard.

1.2 SCOPE

The intended audience of this document are all USM developers and collaborators. All documents produced by any of these people should follow the standards described here.

1.3 REFERENCE DOCUMENTS

[1] LSO-INS-ESO-00500-0001 – Guide for Document Preparation

1.4 ABBREVIATIONS AND ACRONYMS

| | |
|-----|---|
| A&A | Abbreviations and Acronyms |
| ACS | ALMA Common Software |
| CVS | Concurrent Version System |
| PDF | Portable Document Format |
| UML | Unified Modeling Language |
| USM | Universidad (Tcnica Federico) Santa Maria |

1.5 GLOSSARY

| | |
|-------------------|--|
| Approver | A person designated by the Author to review document contents. |
| Author | A person that develops the document. |
| Documment Officer | A person that manages the documents. |
| Releaser | A person that publish/post the document. |

1.6 STYLISTIC CONVENTIONS

The following styles are used:

bold

in the text, for commands, filenames, pre/suffixes as they have to be typed.

italic

in the text, for parts that have to be substituted with the real content before typing.

teletype

for examples

<name>

in examples, for parts that have to be substituted with the real content before typing.

bold and *italic* are also used to highlight words.

2 OVERVIEW

2.1 DESCRIPTION

This document is split in two parts: the first one describe how the document preparation process has to be made; the second establish layout and contents guidelines to follow.

2.2 DOCUMENT IDENTIFICATION

Every document shall be uniquely identified by the use of a **document number** and **issue number**.

2.2.1 Document Number

The Document Number is an alphanumeric string that contains important information about the document. The idea is to have an easy identification method for searching and indexing.

The USM Document Number has the following structure.

USM-XXX-YYYY

Where XXX denominates the **type of document** and YYYY the **sequential number**. For all purposes the letters USM, and XXX shall be capital. Document Types are (so far):

- COL Collections, templates and drafts. No official documents should be marked as this type.
- DEV Devices, dev I/O and hardware in general design, manuals, and reviews.
- DIS Distributions, minimal installation projects, porting results and environment configurations.
- GUI Guidelines, standards and other management/economical documents.
- SRC Software components, modules, containers, etc. Source code in general.

2.2.2 Issue

Each document should have a issue number that is composed by two digits. This issue number is an high level definition: please do not get confused with CVS versions. The way that the issues are managed is responsibility of the author itself.

3 DOCUMENT DEVELOPMENT PROCESS

4 DOCUMENT CONTENT

4.1 LANGUAGE

As specified in [1], "Any official document shall be written in English. No specific recommendation for spell-check is made, whether US or UK English shall be used".

4.2 GENERAL FORMATTING RULES

4.2.1 Page

The size for text documents is A4 or letter. There is no restriction of page material, but it must be full white. Documents with more than 10 pages shall be double-sided with the properly headings.

4.2.2 Numbering

Two types of numbering are allowed:

1. Arabic notation, starting from 1 with first page of the first section listed on the index.
2. Roman notation, starting from -1 with the first page as the USM developers cover page, followed by a blank page with the proper headings.

The last page should have de following symbol

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4.2.3 Headings

Each page (except the cover) shall have an header with the following format:

1. Left Page:

<page number> <document title> - <issue number> <document number>

2. Right Page:

<document title> - <issue number> <document number> <page number>

It must be separated from the contents by an horizontal line.

4.2.4 Fonts

The following fonts allowed:

- Palatino 11pt
- Times New Roman 11pt
- Courier 11pt

4.3 GENERAL LAYOUT

4.3.1 Service Information

The first pages (with roman numbering) are called **Service Information** and at least should have three items.

- Front Cover
- Change Record
- Table of Contents/Figures

4.3.2 Text

At [1] the proposed structure of a good document is:

- INTRODUCTION
- OVERVIEW
- SECTION 3
- ...
- SECTION N
- APENDIX A
- ...

4.4 DETAILED LAYOUT DESCRIPTION

4.4.1 Front Cover Sheet

This sheet shall include the following items:

- Title (four lines maximun)
- Document Number
- Issue Number
- Date of the actual Issue
- Kaywords (up to five)
- If it is a draft, a line in **bold** with the state of the issue.
- Author(s) Name(s) and first release date.
- Approver Name
- Releaser Name

4.4.2 Change Record Sheet

Only big changes must be recorded in this sheet. Any format is allowed, but every entry shall have at least the issue, date and a short description.

4.4.3 Table of Contents

A table of contents list all sections and appendixes headings up to the third level. It must contain the page number that reference that section.

4.4.4 Generic Section Structure

The only restriction is to follow the capital titles of Sections and Sub-Sections. It is recommended to not exceed the three levels from the section root title-tree.

- N Section Title
- N.1 Sub-Section Title
- N.1.1 Sub-Sub-Section Title
- N.1.1.1 Sub-Sub-Sub-Section Title

4.4.5 Introduction

All information in introduction section provides general information of the document that should be useful through all the reading. The suggested subsections that the introduction should include are:

1. PURPOSE
2. SCOPE
3. REFERENCE DOCUMENTS
4. ABBREVIATIONS AND ACRONYMS
5. GLOSARY
6. STYLISTIC CONVENTIONS

4.4.6 Overview

This section shall introduce the reader to the problem context or background. Also it may contain a short description of the rest of the document.

4.5 TEMPLATES

So far only one general template is developed. The document is called `USM-CCL-0001` and it is available by CVS system.

4.6 TOOLS

4.6.1 Document Preparation

For official documents only \LaTeX is allowed. All other tools are banned for official releases but not for draft purposes.

The official publishing format is PDF, but printing official format is PS.

4.6.2 Diagrams

For UML diagrams the standard application is **umbrello** modeller, but also **dia** could be a good choice for specific tasks.

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