

Guidelines for Publishing by Working Group Participants

IEEE Standards Association (IEEE SA) oversees the development of open consensus standards by IEEE technical committees. IEEE SA Standards Committees are responsible for the activities of the Working Groups who develop draft IEEE standards within their fields of interest. IEEE SA and IEEE SA Standards Committees establish rules that govern marketing, press releases, and publication of material with respect to IEEE standards. Working Group participants must be aware of and comply with these rules.

The following quick reference guidelines are provided to assist Working Group participants who are thinking of publishing information on their own about IEEE standards development activities. If you wish to get support from IEEE SA Marketing for developing and publishing marketing materials on IEEE SA's channels, please contact your IEEE SA Program Manager for assistance.

1. Follow IEEE Standards Committee procedures for development of marketing material

Standards Committee policies and procedures usually outline the procedures that must be followed for releasing press releases or marketing information about IEEE standards developed by that Standards Committee. Refer to the [Accepted policies and procedures](#) of the Standards Committee for additional information. Also note that standards volunteers should work with the IEEE SA Marketing Staff to ensure that press releases or marketing materials meet the IEEE SA publishing guidelines. Contact the IEEE SA Program Manager for assistance. **Neither you nor your employer/affiliation** should create public relations releases about IEEE standards without review by IEEE SA.

- Follow IEEE Standards Committee Accepted P&Ps for press releases or releasing marketing materials about IEEE standards
- Work with IEEE SA Marketing Staff to comply with publishing guidelines
- **DO NOT** release public relations pieces created by you or your employer/affiliation without review by IEEE SA
- The following are not permitted in marketing material
 - DO NOT suggest that an IEEE standard is required, is law, or is regulation. IEEE standards are voluntary. Regulators may choose to adopt IEEE standards into law, but IEEE standards are developed as voluntary standards.
 - DO NOT infer that IEEE endorses any company, product, process, service, etc.
 - DO NOT infer that IEEE certifies any product, process, service, etc. Products certified by IEEE must complete a certification process, which may include lab testing, as a part of the IEEE Conformity Assessment Program (ICAP)
 - Participants in IEEE standards development are NOT the owners of the IEEE standard. Participants contribute to the standard. Even if the standard is based on a specification, it is not appropriate to infer that the standard belongs to another entity other than IEEE or a standards development organization (SDO) that jointly develops the standards with IEEE. A specification on which an IEEE standard is based is a separate document from the IEEE standard.

2. Articles and papers by a Working Group must follow IEEE procedures for Public Statements

Any articles or papers developed by a Working Group must follow the IEEE Standards Committee procedures for Public Statements found in its [Accepted policies and procedures](#). In addition, the articles and papers must follow the procedures outlined in [Clause 5.1.3](#) of the IEEE SA Standards Board Operations Manual with respect to Public Statements. **Please note** that the [IEEE SA Copyright Policy](#) does not permit IEEE to provide permission for the Working Group to excerpt material from the draft IEEE standard. Permission by IEEE can only be provided with respect to material in approved standards that were not taken from an external source.

- Follow IEEE Standards Committee Accepted P&Ps for Public Statements about IEEE standards
- Follow Clause 5.1.3 of the IEEE SASB Ops Man with respect to Public Statements
- If the article/paper contains information that addresses health, safety, or security, a review by IEEE Legal is required
- The Working Group must vote to approve the article/paper
- The Working Group cannot excerpt from a draft IEEE standard when developing the article/paper
- The Working Group must indicate in the beginning of the article/paper, either in text or in a footnote, that

“This article/paper solely represents the views of the IEEE PXXX Working Group, and does not necessarily represent a position of either IEEE or the IEEE Standards Association.”

3. Articles and papers by a participant must follow IEEE procedures for Public Statements

Participants in a Working Group may wish to write papers on the technology being discussed in the Working Group. **Please note** that the [IEEE SA Copyright Policy](#) does not permit IEEE to provide permission for anyone to excerpt material from the draft IEEE standard. A participant is **NOT** permitted to excerpt from the draft IEEE standard when creating an article/paper unless the material being excerpted was created by that participant, and the material does not include any Contributions by any other participant. When writing an article/paper, the participant must follow the procedures outlined in [Clause 5.1.3](#) of the IEEE SA Standards Board Operations Manual with respect to Public Statements.

- The participant cannot excerpt from a draft IEEE standard when developing the article/paper unless the material was created by the participant and does not include any Contributions from any other participant.
- The participant must indicate in the beginning of the article/paper, either in text or in a footnote, that

“This article/paper solely represents the views of the author(s), and does not necessarily represent a position of either the IEEE PXXXX Working Group, the IEEE XXXX Standards Committee, IEEE or the IEEE Standards Association.”

Additional guidelines apply to participants who wish to publish articles/papers based on a draft IEEE standard or on IEEE standards development activities.

- DO NOT write the article/paper from the viewpoint of a participant in the Working Group. For example, you cannot say “we decided” or “our purpose for doing this is.” The required disclaimer makes it clear that you cannot speak for the Working Group, Standards Committee, IEEE or IEEE SA.
- If you refer to the standard under development, DO NOT refer to it as a standard. Please ensure that you use “draft standard” or “standard under development”; use IEEE PXXXX which denotes an IEEE Project rather than an approved standard
- A draft standard is always subject to change, so if you discuss something in the standard, clarify that it is information covered “in the current draft as of the publication of this article/paper”
- DO NOT include text that infers endorsement by IEEE, IEEE SA, or the Working Group (e.g., acknowledgment to Working Group members or IEEE staff)