Read Me—About the Author's Toolkit

Purpose of the Author's Toolkit

This Author's Toolkit is designed for any new CCSDS book author, technical editor, or document editor. It is meant to help users tackle the steep learning curve that comes with CCSDS document development. To this end, it pulls together the bottom-line, "what you need to know to get started" CCSDS document-development rules and guidelines into one place. Information in the toolkit has been pulled and synthesized from a variety of sources:

1. Primary Sources
   - *Organization and Processes for the Consultative Committee for Space Data Systems* (A02.1.Y-3) (93 pages)
   - *CCSDS Publications Manual* (A20.0-Y-3) (76 pages)
2. Secondary Sources
   - CCSDS website
   - Spring 2013 Boot Camp slides
   - CCSDS book templates available through the Collaborative Work Environment (CWE)

CCSDS Overview Information

This overview information is available at the top level of the Author's Toolkit, which is located under the CESG tab in the CWE and includes the following:

— A two-page "CCSDS Resources Available" guide that identifies the types of information available on the public website, in the CWE, and under the Management Framework. This is the place to start that helps steer users in the right direction of where to find official guidance.

— A two-page "Overview of CCSDS Book Types and Development" that consolidates information from multiple sources into a two-page document

— A searchable acronym list in Microsoft Excel that pulls together all the CCSDS-related acronyms and their variations that are found in the SANA registry and in published CCSDS books (through June 2013).

Job Aids and Checklists for Books

This part of the Toolkit includes the following:

— A Boot Camp Job Aid that provides a consolidated, bottom-line interpretation of the two official sets of boot camp slides; it does not include writing-related guidance.

— A consolidated CCSDS Books Checklist that highlights what book sections are required in each book type.

— Job aids/checklists for each book type (except Yellow). Each aid provides all required document-development compliance guidance for the particular book type and is therefore designed to be a "one-stop-shop" for book compliance.

— Updated Microsoft Word book templates to get authors started (found at the same folder level as the Toolkit, not as a subfolder)

— An associated "Word Styles in CCSDS Book Templates" guide that breaks down the styles found in the templates and where to apply those styles in a document. (Yes, the document editors will ensure compliance is made, but for those authors who like to be as autonomous as possible, this guide may prove useful.)

Writing Guidance

The Writing Guidance part of the Toolkit is designed to help document-developers/technical editors (synonymous terms!) with the writing and editing process. It presents guidance from a number of sources, both CCSDS and external.

— "Tips and Tricks for Authors" is a one-page document that includes these headings: Ideas to Help Make Writing Easier • Tips for Overcoming Writer's Block • General Writing Guidelines • Before Submitting a Document • Know What Help Is Available

— "CCSDS Editors and Their Roles" defines the CCSDS editors, provides an overview of what editorial intervention and reviews occur before a document is reviewed by the AD or submitted for polling or Agency review, and provides detailed information about the "official" roles and responsibilities of each CCSDS editor.

— "Collaborative Writing Guidance" presents two topics: • General Guidance on Collaborative Writing • Collaborating Across Cultures

— "CCSDS Style Guide Part 1"—Official Requirements: CCSDS' limited "official" style guide is presented in here and is supplemented by stylistic items addressed in the Technical Editor's Boot Camp.

— CCSDS Style Guide Part 2 is under construction. To ensure consistency and reduction of editing/writing stress, ideally, part 2 of the CCSDS Style guide will include CCSDS' definitive interpretations of such tricky stylistic issues as hyphenation (e.g., with compound adjectives [high-powered something] and capitalization (e.g., is it "Agency review" or "agency review"?)

— The "Editing Checklist" provides users with an editing checklist that has this breakdown of what to check: Content • Writing Style • Graphics—Figures and Tables • References • Formatting • Grammar and Mechanics.

— The "Active Vs. Passive Voice Job Aid" includes sections on Active Voice—What Is it and Why Use it? • Visual Representations of Voice • When MIGHT Passive Voice Be Okay?

— "Cut the 'Dead Wood'—Reduce Wordiness" provides guidelines on how to reduce wordiness and gives a table of examples of wordy phrases compared to their concise ones.

— "Transitional Words and Phrases" provides lists of both transitional words and phrases to use to help move a reader from sentence to sentence or from paragraph to paragraph.

— "Figures and Tables Job Aid" provides both general and specific guidelines for figures and provides clarification on vector and raster graphics formats and what formats CCSDS uses and why.

— "Microsoft Word Information" provides general Word version information and discusses the Word options to adjust when writing a CCSDS document.

Your Input Is Encouraged!

I hope you'll find the toolkit provides you the guidance you need as you develop your CCSDS documents. If you find that there is something not listed above that you would like to see included in the toolkit and think would be useful for other authors, please e-mail me at Cynthia@Sachs-Bustos.com. Thank you!!

—Cynthia Sachs-Bustos

CCSDS Supplemental Editor