Consummate editing requires a team of at least two: an in-depth editor, and what might be called a “quality-control” editor to provide a check on the collaborative effort of author and first editor. (Plotnik)

Each editor brings unique enhancements to the meaning of “editing”. (Plotnik)

**Overview**

CCSDS document development is a collaborative effort that includes a Technical Editor, his/her Working Group (WG) members, the WG’s Area Director (AD), CCSDS editors, and other members of the CCSDS community. This job aid 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.

**CCSDS Editors, Identified**

The roles and responsibilities of CCSDS editors are spelled out in two CCSDS Yellow Books:

1. Organization and Processes for the Consultative Committee for Space Data Systems ([A02.1-Y-3](#))
2. CCSDS Publications Manual ([A20.0-Y-3](#))

These two Yellow Books identify two types of editors in the CCSDS document-development process:

1. The “CCSDS Technical Editor,” also known as the “Document Developer,” and
2. The “Document Editor(s).”
   a. The “CCSDS Chief Technical Editor” falls under this title and is referenced as such in the Yellow Books. Where “the Document Editor” is listed in the manuals, it is the Chief Technical Editor that is meant. CCSDS’ Chief Technical Editor is **Tom Gannett**.
   b. One or more “Supplemental Editors” fall under the “Document Editor” category as well, but are **not** specifically mentioned in the Yellow Books. CCSDS’ current Supplemental Editor is **Cynthia Sachs-Bustos**.

Each editor’s official roles and responsibilities are spelled out explicitly in the two manuals; all related language is provided verbatim starting of page two of this document.

**Cooperation Between Editors**

In all cases, the CCSDS Technical Editors/Document Developers and Document Editors need to work well together in order to ensure the best possible final product is published, and that it complies with all CCSDS requirements (publication and otherwise). Per the Publications Manual ([A20.0-Y-3](#)) page A-3:

> The activities of CCSDS Technical Editors and Document Editors require coordination. For this reason, it is necessary that Technical Editors and Document Editors establish a close working relationship, and that they confer regularly throughout all phases of the CCSDS document-development process. CCSDS Technical Editors and Document Editors are expected to work together in the same spirit of cooperation that has characterized the work done by the CCSDS Agencies.

**CCSDS Document Editing: Multiple Reviews**

**Working-Group Reviews: Draft-Level Input**

Drafting a document includes researching and gathering required documents/source materials, working the first draft, performing a “usability walk-through,” performing usability tests where applicable, and reporting on progress (to the group...
and the WG chair). During this stage, as the Technical Editor (Document Developer) develops a CCSDS draft document, it should be reviewed periodically by the WG to ensure the following:

- It reflects technical consensus of the WG.
- It is moving in the right direction.
- It isn’t blatantly missing anything.
- It captures the intent of the document.
- It is focused—i.e., it doesn’t deviate from the intent of the document.
- It doesn’t stray into another document’s territory.

As the document matures towards a “final draft,” the Technical Editor will revise it based on the WG’s critique, which should include a quality assurance check and may include some editing and proofreading. Already at this stage, Technical Editors are encouraged to solicit the help of the CCSDS Supplemental Editor to look things over for CCSDS formatting compliance and provide input on structural and organizational issues if there are any.

**Supplemental Editor Reviews: Get the Document Ready for the Area Director**

In-depth editing by the CCSDS Supplemental Editor should occur at this stage, so that when the Technical Editor is ready to pass off the document for the AD’s review, the document is in good shape, both in content and format. (According to the Org’s and Processes Manual, for normative books, the AD will review the book to make sure it is “sufficiently mature in its technical content” [6.2.2.2], and for non-normative books, that the document is “suitable for publication” [6.2.3.2].) The closer a document is to “final format” when it reaches the AD, the less time it *should* take for that document to go through the remaining review cycle(s)—i.e., CESG/CMC polls, then perhaps an Agency review. More time spent with editing at this stage *should* result in fewer objections when the document eventually reaches the Chief Technical Editor.

**Chief Technical Editor Review: Pre-Polling and Pre-Agency Review**

If or when the AD deems the document ready to pass off to the CCSDS Chief Technical Editor, the document *should* have few if any errors in format or content. The Chief Technical Editor will play the aforementioned role of “quality control editor” and will either confirm everything is in compliance with CCSDS publication requirements, or will make limited adjustments to the document if it’s in decent shape. If it’s not, there is more work to be done back at the WG.

The editing work that should be completed before this stage is provided in a separate Editing Checklist. Additional job aids and checklists are available for each book type as well. (All are available in the Author’s Toolkit under the CESG tab in CCSDS’ Collaborative Work Environment).

**Official (Defined) Roles/Responsibilities of CCSDS Editors**

NOTE: Times New Roman font indicates verbatim text pulled from the CCSDS manual referenced.

**CCSDS Technical Editor/Document Developer**

**From the CCSDS Publications Manual** *(A20.0-Y-3)*

A.2.1 The Technical Editor should be a member of one of the CCSDS Working Groups (WGs) developing a CCSDS technical document.

A.2.2 A Technical Editor is required to take a major role during the work that will result in the publication of any CCSDS Blue or Green Book.

A.2.3 The technical material appearing in a CCSDS document shall be coordinated by the Technical Editor.

A.2.4 The Technical Editor shall be responsible for preparing the document

  a) main text technical content as defined in the main text of this Manual;
  b) elements of front matter, including
1) the technical contents of the foreword, and
2) for revisions, status and change information under document control;
c) back matter, including
   1) the technical contents of the annexes, and
   2) the index, including the decision whether to include an index.

A2.5 He/she is responsible for organizing and presenting the technical material (text and graphics) to the best of his/her ability.

A2.6 He/she shall follow the Manual wherever possible (particularly in the chosen wording), but does not have ultimate responsibility for conformance with the Manual.

A2.7 In particular, if he/she finds instances where there must be an intentional violation of the Manual, he/she shall bring this discrepancy to the attention of the Document Editor and explain why the discrepancy is necessary.

A2.8 His/her final draft of a CCSDS document shall represent the technical consensus of his/her WG and Area before submission to the CCSDS Document Editor for publication.

A2.9 The Technical Editor shall be responsible for ensuring that the document control functions, as defined in the main part of this Manual, are implemented.

A2.10 The Technical Editor shall present the final draft of a CCSDS document to the Document Editor in electronic format.

From the CCSDS Organization and Processes Manual (A02.1.Y-3)

The CCSDS Web site shall be the official repository for CCSDS documents:

[...] document developers shall be responsible for posting and maintaining draft versions of documents under active development within a WG, BOF, or SIG. (p. 5-2)

6.2.2 NORMATIVE TRACK DOCUMENT DEVELOPER RESPONSIBILITIES

6.2.2.1 Drafting Requirements

6.2.2.1.1 Document developers shall prepare all documents that are on a track leading to formal agency review and/or publication in accordance with the requirements of the CCSDS Publications Manual.

6.2.2.1.2 All document developers are required to attend at least one session of the Technical Editing Boot Camp conducted in conjunction with the semi-annual CCSDS technical meetings.

6.2.2.2 Delivery Requirements

[...]b) If the AD agrees that the proposed draft is sufficiently mature in its technical content for CCSDS Agency review, the AD shall instruct the WG to forward the proposed draft to the CCSDS Chief Technical Editor and supply an Area resolution to the Secretariat requesting that the document be released for Agency review.

6.2.3 NON-NORMATIVE TRACK DOCUMENT DEVELOPER RESPONSIBILITIES

6.2.3.1 Developers of non-normative documents intended for final publication shall deliver the WG-approved drafts to the WG’s AD for approval.

6.2.3.2 If the AD deems the draft to be suitable for publication, the AD shall instruct the WG to forward the draft to the CCSDS Chief Technical Editor and provide an Area resolution to the Secretariat requesting that the document be published.
CCSDS Document Editor/Chief Technical Editor

From the CCSDS Publications Manual (A20.0-Y-3)

A3.1  The CCSDS Document Editor should be a member of the staff responsible for publishing CCSDS documents.

A3.2  The Document Editor shall be responsible for the preparation of the CCSDS document front cover and front matter as defined in the main text of this Manual.

A3.3  The Document Editor shall review all CCSDS documents received from Technical Editors for unified appearance and conformance with the Manual.

A3.4  Where exceptions are necessary, he/she shall use his/her good judgment to make a professional appearing document.

A3.5  He/she shall be empowered:

   a)  to adjust graphic appearance of a page;
   b)  to correct grammatical, spelling, capitalization, and punctuation errors;
   c)  to correct other document errors (e.g., cover colors, page numbers, index citations, document numbers, etc.);
   d)  but not to change the meaning of any of the technical material without consulting the Technical Editor.

It is the responsibility of the Document Editor to ensure that the correct current address [of the Secretariat] is used (see annex A). [From 3.3.3.5]

It is the responsibility of the Document Editor to provide the boilerplate text and list of Agencies (see annex A). [From 3.3.5.2.3]

A3.6  He/she shall ensure that the information on the Authority page is correct and complete.

A3.7  He/she shall ensure that CCSDS documents are not released to the public until authority to do so is received from the CCSDS Management Council.

From the CCSDS Organization and Processes Manual (A02.1.Y-3)

For Normative Documents

6.2.2.2  Delivery Requirements

6.2.2.2.2  Upon receipt of the proposed draft from the WG, the CCSDS Chief Technical Editor shall verify that the document conforms to CCSDS Publications Manual […] requirements:

a)  If the document does not conform to CCSDS Publications Manual requirements, the CCSDS Chief Technical Editor shall either

   1)  return the document to the WG to be brought into conformance; or
   2)  edit the document to bring it into conformance.

b)  If the document conforms to CCSDS Publications Manual requirements, the CCSDS Chief Technical Editor shall initiate a CESG poll for formal CESG approval.

For Non-Normative Documents

6.2.3.3  CCSDS Chief Technical Editor shall:

a)  assure that the document conforms to CCSDS Publications Manual requirements;

b)  initiate CESG and CMC polling for approval and authorization to publish the document;

c)  release the document for publication upon successful completion of polling.

Work Cited