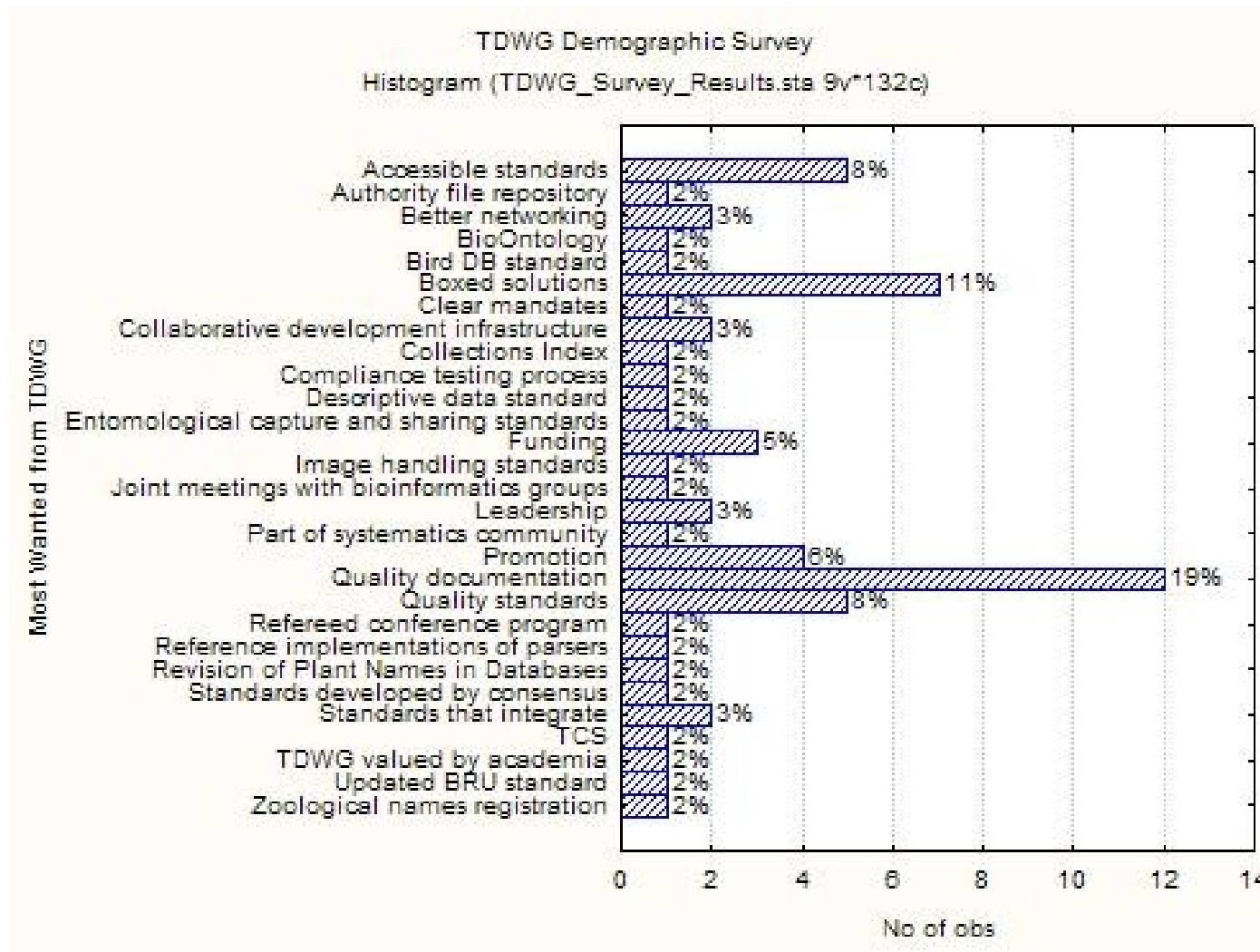




A Documentation Strategy For TDWG

**TDWG Infrastructure Project
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Better Documentation Required.



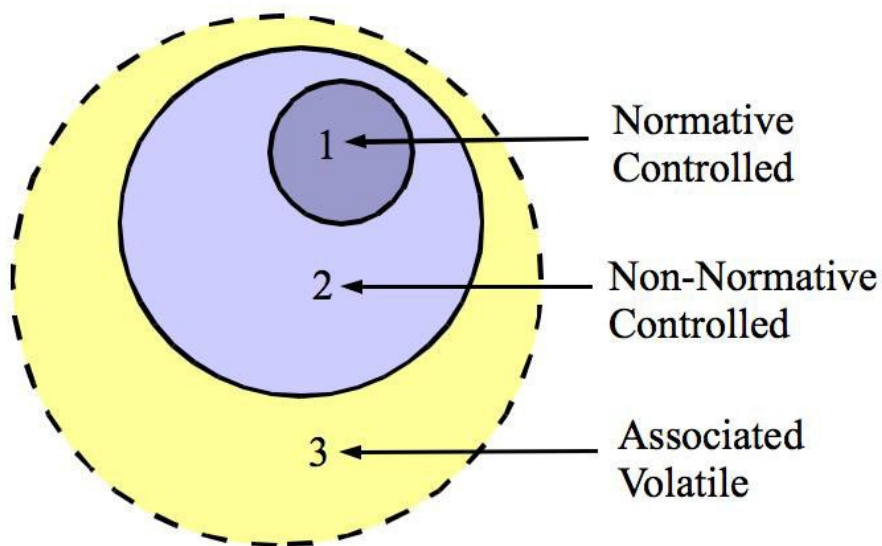
What is best practice?

- Documents are the primary outputs
- There is clearly specified documentation process
- The specification of documentation is included within the standards process
 - allows for controlled evolution.
- Clear documentation templates and style guidelines are provided. (= consistency!)
- Clear IP and copyright policies are used

Achieving Best Practice

- A documentation strategy to promote best practice has been developed
 - was approved by the Executive Committee
 - defines 3 document types
 - proposes a TDWG Standard to control 2 of these document types

The 3 Document Types



- **Type 1** documents are the normative parts of a standards.
- **Type 2** documents are parts of the standard that are non-normative (informative).
- **Type 3** documents are those that fall outside the standard.

The Standards Documentation Specification

- Specifies Types 1 & 2 documents
- A proposed TDWG standard
- Needs to be ratified as soon as possible
- Available in standards repository

What's in a Standard?

- Standards are packages of multiple files
 - XSD, XML, XHTML, PDF, JPEG ...
- All standards must contain a 'cover page'
 - the metadata for the standard
- A standard's package and cover page are managed by the collaborative environment

Type 1 Requirements

- Legals
 - Copyright
 - Intellectual Property Statement
 - Disclaimer
- Human readable
 - XHTML – that is XML you can view in a browser.
 - English
 - Non-normative translations (Type 2)

What do they look like?

The screenshot shows a Mozilla Firefox browser window with the title "TDWG Standards Documentation Specification - Mozilla Firefox". The address bar shows the URL "http://www.tdwg.gbif.org/standards/id/85/tdwg_standards_documentation_specification.html". The page content includes the TDWG logo, a title "TDWG Standards Documentation Specification", and several sections: "Date: 17 July 2006", "Contributors: Roger Hyam (TDWG Infrastructure Project) <roger@tdwg>", "Abstract: This document defines how TDWG standards should be presented. Each standard is a logical directory or folder containing two or more files - a cover page outlining basic meta data for the standard and one or more normative files specifying the standard itself. Rules are specified for the naming of standards and files. Human readable files should be in English, follow basic layout principles and be marked up in XHTML. The legal statements that all documents must contain are defined.", "Part of TDWG Standard: http://www.tdwg.hyam.net/standards/tdwg_admin_copyright/", and "Legal: [This document is governed by the standard legal, copyright, intellectual property rights and disclaimers issued by the Taxonomic Databases Working Group.](#)". Below these sections is a "Table of contents" with a list of numbered links: 1 Motivation, 2 Rationale, 3 Documents and Files, 4 Contents of Standards, 5 Packaging of Standards, 6 Naming of Standards, 7 File Naming, 8 Versioning of Standards, 9 File Formats, 10 Human Readable Documents, 10.1 Header Section, 10.2 Table of Contents Section, 10.3 Body Section, 10.4 Language, and 10.5 Linguistic Style.

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Type 3 Documents

- TDWG Documents that do not occur in standards.
- These include:
 - Primers, Tutorials, Wikis, Mailing lists, Blogs
- Not 'controlled' at all.
- Common templates and policies help with findability.
- Meeting reports are an example.
 - 2-4 pages of conclusions, not the minutes.

What goes where?

- TDWG Wiki & Blogs
 - Anything under development or discussion.
- Main TDWG website
 - Outputs from subgroups. Finished documents.
- Standards Repository
 - Type 1 & 2 documents in the standards process.
- Resource Space
 - <http://rs.tdwg.org/>
 - Machine readable files. Mainly XSD & RDF.