

To: RDA Steering Committee

From: Gordon Dunsire, Chair, RSC

Subject: Guidelines: proposals and discussion papers; responses to proposals and discussion papers

**Related document:** This RSC document is a minor revision of its counterpart JSC document (6JSC/Policy/5/rev).

Below are guidelines for preparing a proposal for revision of RDA or a discussion paper about issues related to RDA. A sample proposal accompanies this document. Also included are guidelines for preparing responses to proposals or discussion papers.

As noted in RSC/Policy/1, any proposal or discussion paper submitted to the RSC is posted on the RSC website for open access and to facilitate responses. So, by submitting a document, the submitter acknowledges that the RSC may post the document in full on its website.

### **Checklist for preparing an RDA revision proposal or discussion paper**

1. Ensure that the proposal is in harmony with the *Objectives and Principles for RDA* (<http://www.rda-jsc.org/docs/5rda-objectivesrev3.pdf>).
2. Write the proposal in clear English and unambiguous wording. Take care to use specific RDA terminology in the correct context.
3. Include the sections shown in the list and sample proposal at the end of this checklist.
4. For guidelines on RSC document numbering, see 6.8 in RSC/Policy/1. If the proposal is not from an RSC community or from an international group with which the RSC is affiliated, the Chair of RSC will determine the document numbering; submit such a proposal to the Chair of RSC.
5. Apply the guidelines in the Editor's guide and its three appendices (available on the "Submitting proposals to RDA" page of the website: <http://www.rda-rsc.org/submitting-proposals>):
  - appendix A for recurring phrases;
  - appendix B for vocabulary changes during the 2011-2013 rewording project (do not re-introduce wording changed during that project);
  - appendix C for examples.
6. Give specific\* recommendations for revision of RDA instructions:
  - use the latest version of RDA from RDA Toolkit;
  - clearly identify and number the recommendations;
  - give two versions of each recommendation:
    - a marked-up copy with strikeout for deletions and double underlining for additions
    - a clean copy showing the wording of instruction and examples if proposed changes were accepted

- include the remainder of the instruction, truncated if lengthy, to provide context if revising only one part of an instruction; when truncating, indicate the omission of content with a paragraph in square brackets such as “[remainder of instruction omitted]” or “[1<sup>st</sup>-3<sup>rd</sup> paragraphs omitted]”;
- may omit examples if no changes, additions, or deletions to examples are being proposed; indicate the omission with a bracketed phrase such as “[examples omitted]”;
- determine if recommendations affect examples in other instructions;
- determine if references to instructions being revised are given in other instructions and if changes are needed in the wording of those other instructions;
- ensure that all related instructions are identified and evaluated for possible revision.

\* If specific recommendations for revision are not yet formulated but there are issues to be raised with the RSC, submit a discussion paper rather than a proposal.

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### **Sections to be included in a proposal or a discussion paper to the RSC:**

- document header:
  - RSC document number -- see 6.8 in RSC/Policy/1
  - date, in day-month-year order, of the proposal or discussion paper
  - page numbering (e.g., 1 of 5) if a multi-page document
- to/from/subject block:
  - “To” statement naming the RDA Steering Committee
  - “From” statement identifying the individual or corporate body submitting the proposal
  - “Subject” statement consisting of a short title and the instruction numbers affected
- reference to related document(s), if appropriate, with document number(s)
- abstract
- justification for the suggested revision(s)
- statement of the issue(s) requiring resolution
- estimate, if appropriate, of the impact of the revisions (impact can be in various areas: responding to concerns of RDA users; affecting how RDA could be implemented in other information communities; affecting legacy data; affecting the timing of the changes to RDA if not for the next Toolkit update)
- specific recommendation(s) for revision to instructions and glossary, with suggestions for additions, deletions, or changes to examples (note that the RDA Examples Editor has final authority on examples in RDA)
- revision of other instructions or examples in other instructions affected by changes in proposed revision(s)
- list of other instructions containing references to instruction(s) to be revised
- indication, if appropriate, of any changes to the RDA element set (<http://www.rda-jsc.org/docs/6JSC-RDA-element-analysis-table-rev-2.pdf>)

See the SAMPLE proposal “RSC/Sec/81” that accompanies this document.

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### **Guidelines for responses to proposals and discussion papers**

1. Refer to the original document through the document numbering and the addition of “\_\_\_ response” (e.g., RSC/ALA/2/LC response; RSC/ACOC/Discussion/1/DNB response). A revised response should include, at the beginning of the document, a summary of what was revised.
2. State explicitly whether a proposal is accepted or not accepted. Include an explicit response to each recommendation identified in the proposal.

**Guidelines for revised proposals and revised discussion papers prepared by the original community**

1. Refer to the original document through the document numbering and the addition of “rev” (e.g., RSC/CCC/3/rev; RSC/LC/Discussion/1/rev). Such a revision should include, at the beginning of the document, a summary of what was revised.