Guidelines for References in SMPTE Publications

Introduction

SMPTE publishes Standards, Reports, Conference papers, and Journal Technical Papers. There is no general industry standard for citing references. There are various style guides, such as the *Chicago Manual of Style*, and organizations such as ANSI and IEEE publish their own style guides.

The objectives of these guidelines are …

- To ensure that adequate information is provided for unambiguous location of the referenced document
- To ensure a professional appearance of all SMPTE publications
- To achieve consistency of style within each publication. Many standards and Journal articles use a variety of styles. Guidance should be offered to authors, and stylistic correction applied as necessary before publication.
- To be consistent across all SMPTE publications. Although styles vary for different types of referenced resources, for each type of referenced document, SMPTE should use a consistent style across all publication types. For example, a Standard should be cited identically in a SMPTE Standard or in a SMPTE Journal article.
- To ensure accuracy, particularly of titles for all SMPTE references. This is essential to permit automated cross-referencing (and "hot links") within the Xplore library.

Workflow

Standards

Standards are drafted by various authors, who often like to apply their individual styles. Such variation should be minimized by publication of guidelines, and correction as necessary by the SMPTE Publisher. Suggested author guidelines are included below. At the time of writing, references for Xplore metadata are extracted by Aptara from the publication PDF and tagged to create a *standard*-ref.xml file. This is an inefficient process, and it is proposed that, as an interim measure, a database be created that will generate a spreadsheet of references for each Standard. This should ensure consistent content and unambiguous tagging by Aptara.

It is intended that authoring of standards should move to a structured XML environment. This requires extensive research and planning, and cannot be implemented in the short term. However, the interim approach suggested will provide a structured mechanism for references in standards that will form an element of a fully-structured system.

Journal Technical Papers

Publication, including all metadata tagging, is now handled by IEEE. Consistency can be achieved by a combination of suitable author guidelines and editorial verification/intervention prior to submission to IEEE. Suggested author guidelines are included below.

Conference papers

It is important that conference papers conform to a consistent SMPTE style … initially to provide a professional appearance to published papers, but also because many conference papers are subsequently published in the Journal. Getting the references right before publication as a conference paper will provide a smoother workflow to Journal publication, and avoid inconsistencies between two publications of the same work. Again, author guidelines are essential; SMPTE staff will need to verify the workflow and responsibilities for verification/correction.

Reference Data

This section lists the most important data fields supported and required by IEEE.

If tagging is to be performed by IEEE (i.e. for a Journal article) or by Aptara (for a Conference Paper) most data should be evident from the reference as provided by the author (assuming appropriate guidelines are followed). For Standards, the publication type must be provided explicitly to Aptara for tagging.

Publication Type

Publication Types most likely relevant for SMPTE are underlined.

<u>Periodical</u>, <u>Report</u>, Thesis, <u>Standard</u>, Manual, Conference Proceeding, <u>Conference Paper</u>, Patent, Unpublished, Software, Other, <u>Online</u>, <u>Book</u>, Dataset.

Publication Format

"Print" is used for most references, even if the referenced document is available online. "Online" should be used for references, such as IETF RFCs, that are provided online only.

Print, Online, Other

Article Title

Used for references to Journal (and other periodical) titles, and conference papers. For SMPTE references (and IEEE and other sources in Xplore), make sure that the title exactly matches that used in Xplore to facilitate automatic hot-linking in the Xplore process.

Source

The Title of a document (for example, journal, book, conference proceedings) that contains (is the source of) the material being cited.

Edition, Series, Volume, Issue, Date, Page(s)

Used as appropriate. Text references should use pp. xx-yy. Tagging will use first and last pages.

Publisher Name, (Location)

Care should be taken to ensure that the name used is that preferred by the publisher. In the case of references to standards from approved SDOs, the SDO name as listed in AG-03 shall be used.

In most cases an organization name and abbreviation may be helpful … for example, "American National Standards Institute (ANSI)" or "Internet Engineering Task Force (IETF)". Because of context, the large number of internal references, and the length of the name, "SMPTE" alone is used. This is consistent with expressed views of the SMPTE "brand".

Author Guidelines for References

References to Standards and Recommended Practices.

Note: Normative references in SMPTE Engineering Documents may be made ONLY to documents of approved types published by approved organizations, as detailed in AG-03. A document may be a Normative Reference only if explicitly cited in normative text within the Engineering Document. In these cases the Organization name used shall be exactly as given in AG-03 (e.g. "World Wide Web Consortium (W3C)"), except in the case of reference to a SMPTE document where SMPTE is used without the full organization name.

The reference shall take the form:

Organization, Designator, Title, Edition (if appropriate), Date (if not embodied in Designator), "Available:" [Online Location] (where available online only)

… where …

Organization – the organization name exactly as used by the organization in its publications. In the case of organizations listed in AG-03, exactly as given in AG-03 (e.g. "World Wide Web Consortium (W3C)"). *The exception is reference to SMPTE documents where SMPTE is used without the full organization name.*

Designator – Type and number, as used by the organization (but omitting the organization abbreviation if incorporated). E.g. "Recommendation BT.2020-2", not "Recommendation ITU-*R* BT.2020-2".

Title – exactly as used in the referenced document, but omitting any document-type that is included in the Designation, and omitting any edition or date information to be provided in the appropriate fields.

Edition – e.g. "3rd"

Date – as expressed in the referenced document (e.g. "10/2015"), but not if included in the Designator.

Examples

SMPTE, ST 377-1:2011 Am1:2012, "Material Exchange Format (MXF) — File Format Specification — Amendment 1"

World Wide Web Consortium (W3C), "Extensible Markup Language (XML)", Feb. 1996, https://www.w3.org/TR/REC-xml/

SMPTE, ST 298:2009, "Universal Labels for Unique Identification of Digital Data"

Internet Engineering Task Force (IETF), RFC 3280, "Internet X.509 Public Key Infrastructure Certificate and Certificate Revocation List (CRL) Profile", Available: http://www.ietf.org/rfc/rfc3280.txt

International Telecommunications Union – Radiocommunication (ITU-R), Recommendation BT.2020-2, "Parameter values for ultra-high definition television systems for production and international programme exchange", 10/2015

References to Periodicals, Conference Proceedings, Books, etc.

Generally, all references should follow the guidelines of the *Chicago Manual of Style*.

Examples

Journal Articles

M. Sugawara, K. Masaoka, M. Emoto, Y. Matsuo, Y. Nojiri, "Research on Human Factors in Ultrahigh-Definition Television (UHDTV) to Determine its Specifications," *SMPTE Mot. Imag. J., 117 (3*): 23-29, Apr. 2008.

C. Francis Jenkins, "Continuous Motion-Picture Machines," *Trans. SMPE, 4(10)*:97–102, May 1920.

P. Owen, "Dynamic Rounding in Digital Video Processing: An Update," *SMPTE J., 98(6*):447–450, June 1989.

Conference Papers

W. E. Glenn, J. Marcinka, and R. Dhein, "Subband Coding Compression System for Program Production," presented at the 136th SMPTE Technical Conference, Los Angeles, CA, Oct. 1994.

J. Steurer, "Tri-Focal Rig (Practical Camera Configurations for Image and Depth Acquisition)," presented at the SMPTE 2013 Annual Technical Conference & Exhibition, Hollywood, CA, Oct. 2013.