

To: RDA Steering Committee
From: Kathy Glennan, RSC Chair
Subject: Guidelines for Proposals, Discussion Papers, and Responses to Them

Note: This is an interim policy, which offers incomplete guidance. It will be revised based on RSC experiences in the post 3R period.

This document provides formatting guidelines for preparing a proposal or discussion paper to recommend changes to RDA content. Also included are guidelines for preparing responses to proposals or discussion papers.

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The RSC makes all change proposals and discussion papers, as well as formal written responses to them, publicly available for review and discussion of their substance. By submitting a document, the submitter acknowledges that the RSC may post the document in full on its website.

For clarity and ease of reference, a standard format will be used for all documents submitted to the RSC. All proposals, discussion papers, and responses to them must be written in clear English, with unambiguous wording. Care must be taken to use specific RDA terminology in the correct context.

Proposals and discussion papers should conform to the guidelines below. See additional guidance in [RSC/Operations/4](#).

- 1 Proposals** must be based on the latest version of RDA from RDA Toolkit and must include:
 - an abstract that highlights the major changes of the proposal
 - a justification for the suggested revision, including a statement of the issue(s) requiring resolution

- clearly identified and numbered recommendations specifying the additions or revisions to RDA
- marked-up copy that uses strikeout for deletions and double underlining for additions, and a corresponding clean copy of the proposed changes
- an estimate of the impact of the solution when appropriate, including if other elements or guidance chapters would be affected.

If necessary, *Revised proposals* will be numbered based on the original document, with the addition “/rev” to the document name (see [Section 4](#) below). The beginning of the document must include an explanation of the revision.

2 Discussion papers must include:

- an abstract that explains the purpose of the paper
- a background statement
- an explanation of the issues under discussion.

Discussion papers may include tentative recommendations, an analysis of the impact of making the potential changes, a list of additional considerations, and discussion questions.

3 Responses will be numbered based on the original document, with the addition of “[NAME] response” (see [Section 4](#) below). Responses must include:

- an explicit response to each recommendation identified in the proposal
- an explicit statement regarding whether the proposal is accepted or rejected

If necessary, *Revised responses* will be numbered based on the original document, with the addition of “/rev2” [etc.] to the original response (see [Section 4](#) below). A revised response must include, at the beginning of the document, a summary of what was revised.

4 Document Numbering

All documents will bear standard information in the upper right hand corner of each page:

- RSC document number, with the following elements, separated by slashes
 - RSC
 - Brief name of proposing individual or group, e.g., “Chair”, “EURIG”, “TechnicalWG”
 - Year
 - Sequential number from that group, which re-starts every year

Examples:

RSC/Chair/2020/2

RSC/EURIG/2019/1

RSC/TechnicalWG/2021/3

- Date of the document, in the form Day Month Year (e.g., 27 May 2019)
- Page number (e.g., page 1 of 4, page 1/4)
- An appropriate extension if the document is a response or a revision

Examples:

RSC/Chair/2020/2/rev

RSC/Chair/2020/2/rev2

RSC/EURIG/2019/1/ORDAC response

If the RSC document contains another document and the conveyed document has its own internal number, it is not necessary to renumber the document with the RSC numbering.

5 Document Heading

All documents will include the following:

- To: RDA Steering Committee
- From: [name of proposing individual or group]
- Subject: [brief descriptive title]
- A list of affected elements (including inverses)
- A reference to related document(s), as appropriate, with document number(s)