

## Guidelines to Authors of Internet-Drafts

The Internet-Drafts directories are available to provide authors with the ability to distribute and solicit comments on documents they may eventually submit to the IESG for publication as an RFC. Submissions to the directories must be sent to internet-drafts@ietf.org.

Internet-Drafts are not an archival document series. These documents should not be cited or quoted in any formal document. Unrevised documents placed in the Internet-Drafts directories have a maximum life of six months. After that time, they must be updated, or they will be deleted. After a document becomes an RFC, it will be replaced in the Internet-Drafts Directories with an announcement to that effect.

Internet-Drafts are generally in the format of an RFC, although they are expected to be rough drafts. This format is specified fully in RFC 2223. In brief, an Internet-Draft must be submitted in ASCII text, limited to 72 characters per line and 58 lines per page, followed by a formfeed character. Overstriking to achieve underlining is not acceptable.

PostScript is acceptable, but only when submitted with a matching ASCII version (even if figures must be deleted). PostScript should be formatted for use on 8.5x11 inch paper. If A4 paper is used, an image area less than 10 inches high should be used to avoid printing extra pages when printed on 8.5x11 paper.

There are differences between the RFC and Internet-Draft format. Internet-Drafts are NOT RFCs and are NOT a numbered document series. The words "INTERNET-DRAFT" should appear in the upper left hand corner of the first page. The document should NOT refer to itself as an RFC or a draft RFC.

The Internet-Draft should neither state nor imply that it has any standards status; to do so conflicts with the role of the RFC Editor and the IESG. The title of the document should not infer a status. Avoid the use of the terms Standard, Proposed, Draft, Experimental, Historic, Required, Recommended, Elective, or Restricted in the title of the Internet-Draft.

All Internet-Drafts must begin with ONE of the following three statements:

This document is an Internet-Draft and is in full conformance with all provisions of Section 10 of RFC2026.

This document is an Internet-Draft and is in full conformance with all provisions of Section 10 of RFC2026 except for the right to produce derivative works.

This document is an Internet-Draft and is NOT offered in accordance with Section 10 of RFC2026, and will only exist as an Internet-Draft.

Any submission which does not include one (and only one) of the above three statements will be returned to the submitter. The IETF Secretariat will NOT add this text.

The following verbatim statement must follow the optional opening sentence:

Internet-Drafts are working documents of the Internet Engineering Task Force (IETF), its areas, and its working groups. Note that other groups may also distribute working documents as Internet-Drafts.

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months and may be updated, replaced, or obsoleted by other documents at any time. It is inappropriate to use Internet-Drafts as reference material or to cite them other than as "work in progress."

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The document should have an abstract section, containing a two-to-three paragraph description suitable for referencing, archiving, and announcing the document. This abstract will be used in the lid-abstracts.txt index, and in the announcement of the Internet-Draft. The abstract should follow the "Status of this Memo" section. In addition, the Internet-Draft should contain a section giving name and contact information (postal mail, voice/fax number and/or e-mail) for the authors.

All Internet-Drafts should contain the full filename (beginning with draft- and including the version number) in the text of the document. The filename information should, at a minimum, appear on the first page (possibly with the title).

A document expiration date must appear on the first and last page of the Internet-Draft. The expiration date is six months following the submission of the document as an Internet-Draft. Use of the phrase "expires in six months" is not acceptable.

For those authors submitting updates to existing Internet-Drafts, the choice of the file name is easily determined (up the version by 1). For new documents, either suggest one or send a message to "internet-drafts@ietf.org" with the document title, noting if it is a product of a working group (and the name of the group), and an abstract. The file name to be assigned will be included in a response. Simply add the filename text to the document (ASCII and PostScript versions) and submit the Internet-Draft.

Note that if a filename is suggested, but not used, the document will have to be resubmitted with the actual file name.

If the Internet-Draft is lengthy, please include, on the second page, a table of contents to make the document easier to reference.