

PLAN FOR ISSUING PRACTICES

1. GENERAL

- 1.01 This section covers the plan for issuing "Bell System Practices - Transmission Engineering and Data."
- 1.02 This section is reissued to:
- (a) Establish the use of marginal arrows to indicate significant changes or additions in reissued sections and addenda.
  - (b) Discontinue the use of the rating "AT&TCo Provisional Standard" on sections and addenda.
  - (c) Modify slightly the scope of the rating "AT&TCo Provisional."

2. ISSUE NUMBERS AND RATINGS

- 2.01 Each section is assigned an issue number starting with 1. The issue number is raised each time the section is reissued and it is understood that the higher numbered issue replaces any lower numbered issue.
- 2.02 One of the following ratings is associated with the issue number of each section:
- AT&TCo Standard
  - AT&TCo Provisional
  - AT&TCo Special
- 2.03 The rating "AT&TCo Standard" is employed on sections which have been fully approved for general use. These sections are forwarded to all Bell Operating Companies.
- 2.04 The rating "AT&TCo Provisional" is employed on sections which have not been fully approved because of insufficient experience or which are intended for specific trial in one or more locations. They may have general or limited distribution depending upon field of use.
- 2.05 The rating "AT&TCo Special" is employed on sections intended only for use under special conditions and not applying generally throughout the Bell System. These sections are distributed on a special or restricted basis according to the use of the information.
- 2.06 All sections and addenda of "Bell System Practices - Transmission Engineering and Data" bearing the discontinued rating "AT&TCo Provisional Standard" may be considered as "AT&TCo Standard."

3. ADDENDA

- 3.01 Addenda are used to supplement "Bell System Practices - Transmission Engineering and Data" when the reissuance of the section may not be desirable at the time the change in information is required.
- 3.02 An addendum is used only where there is an urgent need for information normally covered in the Bell System Practices and when the section which it modifies is sufficiently up to date and of such a size that a revision is not warranted at that time.
- 3.03 When the information is to be further changed in a section having an addendum, the addendum may be reissued but the information contained in the earlier issue is then included in the new issue so that the section will have but one associated addendum at a time.
- 3.04 Each addendum carries its own issue number starting with Issue 1. As this number may not correspond with the issue number of the section each addendum indicates in the text the issue number of the section with which it is associated. Each reissue of a section replaces the addendum, if any, to the previous issue of the section as well as the previous section itself. Addenda to reissued sections will start again with Issue 1.
- 3.05 Addenda are given ratings in the same manner as sections, but an addendum does not necessarily have the same rating as the section which it modifies.
- 3.06 AT&TCo Standard addenda are forwarded to all Bell Operating Companies. AT&TCo Provisional addenda and AT&TCo Special addenda are forwarded to the Bell Operating Companies involved.

4. INDICATION OF CHANGES

- 4.01 When advantageous changed and added portions of reissued sections and addenda will be indicated by arrows placed in the margin away from the binding edge of the sheet.
- 4.02 Changes will be indicated only if the essential meaning is modified, and not for cases where wording only has been revised.
- 4.03 Arrows will not be used where a reissued section or addendum is a complete or substantially complete revision of the previous issue. (In such cases, however, an opening paragraph of the new issue will indicate the extent of the revision.)

4.04 In general, Issue 1 of an addendum will be made up of all new information and therefore not require arrows. Cases may come up, however, where arrows can be used advantageously in an Issue 1, depending on the reason for the addendum and on the form in which the material is presented.

#### 5. SIZE, BINDING AND COLOR

5.01 Sections of "Bell System Practices - Transmission Engineering and Data" and Addenda are furnished in size 8-3/8" x 10-7/8". The back edge is suitably punched to facilitate placing in the approved binders available for this purpose.

5.02 AT&TCo Standard sections will be issued on white paper, and addenda on pink paper. AT&TCo Provisional and AT&TCo Special sections may be furnished in any form and color most convenient for the particular case.

#### 6. DISTRIBUTION AND REPLACEMENT

6.01 It is important that the latest issues of sections be used in every case and accordingly checking lists are issued from time to time to facilitate the replacement of obsolete sections and to indicate the latest issues of current sections (except that AT&TCo

Provisional sections and AT&TCo Special sections are not ordinarily listed).

6.02 AT&TCo Standard sections of "Bell System Practices - Transmission Engineering and Data" are stocked by the Western Electric Company. It is planned generally to stock AT&TCo "Special" sections with the Western Electric Company, except in those cases where the use of the information is limited to say, one or two companies. AT&TCo Provisional sections are not ordinarily stocked by the Western Electric Company but may be in particular instances where a more general distribution seems advantageous. Any sections which are not stocked by the Western Electric Company may be obtained on requisition from the A. T. & T. Company.

6.03 The plan for ordering, distributing and handling the practices in the Bell Operating Companies may vary somewhat for each Company and will be administered locally.

6.04 Addenda may be obtained in the same manner as sections. If a section is ordered which has an associated AT&TCo Standard addendum, the addendum will be supplied without being specially ordered. AT&TCo Provisional addenda and AT&TCo Special addenda ordinarily will be supplied only on specific order.