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# Kantara Publication Types

There are two major classes of publication at Kantara defined in the Bylaws: Recommendation and Report.

1.21 “**Recommendation**” shall mean any output of a Work Group (e.g. draft Technical Specification, policy, guidelines, procedures, etc.) that has been approved by a Supermajority of those Voting in an All Member Ballot.

1.22 “**Report**” shall mean any output of a Work Group or Discussion Group that is not a draft Technical Specification nor a Recommendation (e.g. policy, guidelines, procedures, etc.) that has been approved by a Supermajority of those Voting in an All Member Ballot.

And one sub-type of Recommendation called a Technical Specification:

1.28 “**Technical Specification**” shall mean a document created by a Work Group that is expressly designated as a “Technical Specification” and that contains detailed technical information of a nature that must be implemented as described therein for an implementation thereof to be deemed compliant. A Work Group Charter shall identify an SSO (or multiple SSOs) to which the Technical Specification should be submitted for consideration for adoption as an SSO Standard.

## Publication Distribution Options

Reports and Recommendations can be distributed to three possible audiences. The distribution option should be selected before drafting begins.

|  |  |  |
| --- | --- | --- |
| Distribution Option | Recommendation | Report  |
| Distribute To Public | Permitted | Permitted |
| Distribute To Kantara Members only | Permitted | Permitted |
| Distribute To Work or Discussion Group only | Not allowed | Permitted |

# Publication Metadata and Required Elements

To improve adoption of Kantara publications, several elements are required or recommended

## Cover (First) Page Elements

The Cover page displays the core metadata for the publication: name, version, who created it, IPR Option, copyright, abstract and suggested citation. The information on the Cover page sufficiently describes the document for version control, approval ballots, publication and referencing.

Most of these Elements are automatically generated from document metadata in the document Advanced Properties and Custom Properties.

The Version, Document Date and Contributors Elements are edited directly on the Cover Page. Special Character Styles have been applied to these elements to allow their text to appear in different places in the document.

|  |  |
| --- | --- |
| Element | Description |
| Kantara logo | The Kantara Initiative, Inc. logo |
| Document Title | The title of the document |
| Version | The full version number of the document |
| Document Date | The approval date in the case of voted documents.For Editors’ drafts, the date of the document version. |
| Editors | The names of the designated document editors |
| Contributors | Either an HREF link to the Group Roster page,OR the name of the document appendix that contains the full contributors list. |
| Produced by | The full name of the Kantara Work Group or Discussion Group |
| Status | Status text as appropriate for the document approval stage (see options elsewhere in this guide). |
| Abstract | The abstract text will be used on every ballot, document download page, and other publishing points. Should be kept current during document development. |
| Intellectual Property Rights Option | The full name of the IPR Option under which this publication was developed. |
| Suggested Citation | The citation text which should be used when others refer to this publication. See options elsewhere in this guide. |

## Second Page Elements

|  |  |
| --- | --- |
| Element | Description |
| Notice | The Notice that matches the IPR Option |

## Third Page Elements

|  |  |
| --- | --- |
| Element | Description |
| Table of Contents | The table of contents showing two or three header levels and their page numbers |

## Document Headers

|  |  |
| --- | --- |
| Element | Description |
| Document Title | The document title as stated on the cover page. |

## Cover Page Footer

|  |  |
| --- | --- |
| Element | Description |
| Document Version: <<M.n draft x>>Document Date: <<yyyy-mm-dd>>Kantara Initiative <<Pub Type>>© <<year>> Kantara Initiative, Inc.www.kantarainitiative.orgIPR Option - <<IPR Option Name>>Page number | <<Pub Type>> may be “Report” or “Recommendation” or “Technical Specification Recommendation”<<year>> must be the publication year<<IPR Option Name>> must be the name of the Kantara IPR Option for this publication |

**NOTE: The Cover Page is Page 1**

## Document Footers

|  |  |
| --- | --- |
| Element | Description |
| Document Version: <<M.n draft x>>Document Date: <<yyyy-mm-dd>>Kantara Initiative <<Pub Type>>© <<year>> Kantara Initiative, Inc.www.kantarainitiative.orgIPR Option - <<IPR Option Name>>Page number | <<Pub Type>> may be “Report” or “Recommendation” or “Technical Specification Recommendation”<<year>> must be the publication year<<IPR Option Name>> must be the name of the Kantara IPR Option for this publicationThe Cover Page is Page 1 |

# Notice

The Notice should appear at the top of the 2nd page of a publication, immediately following the cover page.

The Notice text depends on the choice of IPR Option.

The image shows the Custom Word document properties related to the IPR Options



## OPTION: NON-ASSERT COVENANT

NOTE: AutoText codes KI-IPR-NAC and KI-IPR-NAC-NOTICE

Tbd

## OPTION: RAND

NOTE: AutoText codes KI-IPR-RAND and KI-IPR-RAND-NOTICE

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## OPTION: CREATIVE COMMONS ATTTRIBUTION-SHARE ALIKE

NOTE: AutoText codes KI-IPR-CCSA and KI-IPR-CCSA-NOTICE



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## OPTION: APACHE CLA

NOTE: AutoText codes KI-IPR-APACHE and KI-IPR-APACHE-NOTICE

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# Citation format

Kantara publications should include a ‘Suggested Citation’ on the cover page. The Suggested Citation gives a complete and correct citation that others can use when referencing Kantara publications.

There are two recommended formats:

## xml2rfc-style example

Maler, E., “Federated Authorization for User-Managed Access (UMA) 2.0”, May 2017, <<https://docs.kantarainitiative.org/uma/wg/oauth-uma-federated-authz-2.0-05.html>>.

## Kantara-style examples

A Report:

*The Design Principles of Relationship Management Version 1.0*. Kantara Initiative Identity Relationship Management Work Group. 2015-02-25. Kantara Initiative Report. <https://kantarainitiative.org/file-downloads/kantara-irm-design-principles-of-relationship-final-report-v1>

A Recommendation:

*Identity Assurance Framework: Service Assessment Criteria 5.0.* Kantara Initiative Identity Assurance Work Group. 2016-09-08. Kantara Initiative Recommendation. <https://kantarainitiative.org/file-downloads/identity-assurance-framework-service-assessment-criteria/>

# Approval Stages

There are several approval stages for Kantara publications produced by **Work Groups**. The names of each document stage are:

|  |  |
| --- | --- |
| Work Group Recommendations | Work Group Reports |
| Group‑Editors’ Draft Document | Group‑Editors’ Draft Document |
| Group‑Approved Draft Recommendation | Group‑Approved Draft Report |
| Public Review Draft Recommendation |  |
| Group‑Approved Recommendation |  |
| Kantara Initiative Candidate Recommendation |  |
| Kantara Initiative Recommendation | Kantara Initiative Report |

**Note** that a Recommendation may be a Technical Specification.

There are several approval stages for Kantara publications produced by **Discussion Groups**. The names of each document stage are:

|  |
| --- |
| Discussion Group Reports |
| Group‑Editors’ Draft Document |
| Group‑Approved Draft Report |
| Kantara Initiative Report |

# Workflow Diagrams





# Document Status

For each of the document approval stages, specific status text must appear on the cover page.

In the following tables, the boilerplate template is:
“This document is a {Approval Stage} {Document Type} produced by the {Group HREF} {Approval Text}See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information.”

{Approval Stage} indicates the highest level of document approval attained

{Document Type} indicates the type of Kantara Publication

{Group HREF} is an HTML HREF for the Group, using the Group’s full name.

{Approval Text} indicates the descriptive text for each {Approval Stage}

{KI-OP HREF} is an HTML HREF for the Kantara Operating Procedures

Custom Word Document Properties





## Work Group Recommendations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Status Text | Code | Approval Stage  | Document Type | Approval Text AUTOTEXT |
| This document is a Group Editors’ Draft Document produced by the { Group HREF }. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-ED | Group‑Editors’ Draft | Document | . |
| This document is a Draft Recommendation produced by the { Group HREF }, and has been approved by the Group. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-AD | Group‑Approved Draft  | Recommendation | , and has been approved by the Group. |
| This document is a Draft Recommendation produced by the { Group HREF }, and has been approved by the Group for Public Comment and Intellectual Property Rights Review. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-PD | Public Review Draft  | Recommendation | , and has been approved by the Group for Public Comment and Intellectual Property Rights Review. |
| This document is a Recommendation produced by the { Group HREF }, and has been approved by the Group. The Public Comment and Intellectual Property Rights Review has been completed. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-AR | Group‑Approved  | Recommendation | , and has been approved by the Group. The Public Comment and Intellectual Property Rights Review has been completed. |
| This document is a Kantara Initiative Candidate Recommendation produced by the { Group HREF }, and has been approved by the Group. The Public Comment and Intellectual Property Rights Review has been completed. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-CR | Kantara Initiative Candidate  | Recommendation | , and has been approved by the Group. The Public Comment and Intellectual Property Rights Review has been completed. |
| This document is a Kantara Initiative Recommendation produced by the { Group HREF }. It has been approved by the Membership of the Kantara Initiative. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-FR | Kantara Initiative  | Recommendation | . It has been approved by the Membership of the Kantara Initiative. |

## Work Group Technical Specification Recommendations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Status Text | Code | Approval Stage  | Document Type | Approval Text |
| This document is a Group Editors’ draft produced by the { Group HREF }. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-ED | Group‑Editors’ Draft | Document | . |
| This document is a Draft Technical Specification Recommendation produced by the { Group HREF }, and has been approved by the Group. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-AD | Group‑Approved Draft  | Technical Specification Recommendation | , and has been approved by the Group. |
| This document is a Draft Technical Specification Recommendation produced by the { Group HREF }, and has been approved by the Group for Public Comment and Intellectual Property Rights Review. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-PD | Public Review Draft  | Technical Specification Recommendation | , and has been approved by the Group for Public Comment and Intellectual Property Rights Review. |
| This document is a Technical Specification Recommendation produced by the { Group HREF }, and has been approved by the Group. The Public Comment and Intellectual Property Rights Review has been completed. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-AR | Group‑Approved  | Technical Specification Recommendation | , and has been approved by the Group. The Public Comment and Intellectual Property Rights Review has been completed. |
| This document is a Kantara Initiative Candidate Technical Specification Recommendation produced by the { Group HREF }, and has been approved by the Group. The Public Comment and Intellectual Property Rights Review has been completed. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-CR | Kantara Initiative Candidate  | Technical Specification Recommendation | , and has been approved by the Group. The Public Comment and Intellectual Property Rights Review has been completed. |
| This document is a Kantara Initiative Recommendation produced by the { Group HREF }. It has been approved by the Membership of the Kantara Initiative. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-FR | Kantara Initiative  | Technical Specification Recommendation | . It has been approved by the Membership of the Kantara Initiative. |

## Work Group Reports

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Status Text | Code | Approval Stage  | Document Type | Approval Text |
| This document is a Group Editors’ draft produced by the { Group HREF }. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-ED | Group‑Editors’ Draft | Document | . |
| This document is a Draft Report produced by the { Group HREF }, and has been approved by the Group. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-AD | Group‑Approved Draft  | Report | , and has been approved by the Group. |
| This document is a Kantara Initiative Report produced by the { Group HREF }. It has been approved by the Leadership Council of the Kantara Initiative. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-LCR | Kantara Initiative  | Report | . It has been approved by the Leadership Council of the Kantara Initiative. |

## Discussion Group Reports

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Status Text | Code | Approval Stage  |  |  |
| This document is a Group Editors’ draft produced by the { Group HREF }. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-ED | Group‑Editors’ Draft | Document | . |
| This document is a Draft Report produced by the { Group HREF }, and has been approved by the Group. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-AD | Group‑Approved Draft  | Report | , and has been approved by the Group. |
| This document is a Kantara Initiative Report produced by the { Group HREF }. It has been approved by the Leadership Council of the Kantara Initiative. See the Kantara Initiative Operating Procedures {KI‑OP HREF} for more information. | KI-S-LCR | Kantara Initiative  | Report | . It has been approved by the Leadership Council of the Kantara Initiative. |

# Word Template Document Status Automation Notes

The document status in the Word document template is automated using a combination of document property variables and the MS Word AutoText feature.

The Cover page displays the core metadata for the publication: name, version, who created it, IPR Option, copyright, abstract and suggested citation. The information on the Cover page sufficiently describes the document for version control, approval ballots, publication and referencing.

Most of these Elements are automatically generated from document metadata in the document Advanced Properties and Custom Properties.

The Version, Document Date and Contributors Elements are edited directly on the Cover Page. Special Character Styles have been applied to these elements to allow their text to appear in different places in the document.

The ‘Code’ in the tables above is the index to the AutoText entries.