To use this comment *pro forma* please observe the following requests. Your conformity will help make consolidation, review and disposition of all comments much easier. Spare a thought for the poor Editor!

1. Go to Custom Properties and set up: Date (just add the month and day number, two digits each and your own name/affiliation as the Reviewer). Then select all header text and hit F9;
2. In the main body, choose a three or four letter abbreviation for yourself or the entity which you represent and use that in the ‘Ref #’ column plus a two-digit sequential number (e.g. ‘XYZ 01’, ‘XYZ 02’, etc.). **PLEASE DO** **NOT** make this an auto number or it’ll mess with any combination or moving of comments, so you’ll never know exactly where yours are in a consolidated set of comments – they’ll get re-numbered. ☹ If you are really feeling chatty and exceed 99 comments then please use a three-digit number from the start;
3. **If you wish to submit comments anonymously** (although we would rather you didn’t) use ‘AAA’ as you name abbreviation. The Secretariat will assign a cryptic code which will enable you to be uniquely identified within Kantara but in the public consolidation of comments your anonymity will be preserved (hence you only have an AL2 assurance that this will be so ;-);
4. Indicate in Column 4 whether your comment is **E**ditorial or **T**echnical;
5. Indicate the place within the document to which your comment relates, by citing the Clause and also the Line # and/or paragraph (‘P.’)/sentence (‘S’.) on which the relevant text **starts**;
6. If the problem you perceive is obvious from your proposed solution (Col.6) then it is OK to leave Column 5 blank – KISS!
7. If you offer nothing in Column 6 then that is probably the Disposition that will be determined;
8. Even if Word will let you, please **don’t** mess with the column widths. And if Word messes, you’re forgiven in advance;
9. Feel free to delete this guidance once you’re a dab-hand at it
10. Finally, please save your completed comment *pro forma* in the same format / layout as you find it and with the same filename suffixed with ‘+’ and your three or four letter abbreviation, and then submit it exclusively to: IAF-comment@kantarainitiative.org.

Thanks,
Richard G. Wilsher,
Editor.

| Ref # | Clause | Line # | E/T | Observation / Comment / Request | Proposed Clarification / Change | IAWG’s Accepted Disposition |
| --- | --- | --- | --- | --- | --- | --- |
| XYX 01 |  |  |  |  |  |  |
| XYZ 02 |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |
|  |  |  |  | Just keep adding! |  |  |