TO: TIA Engineering Committee Leadership & Participants

FROM: TIA Standards Secretariat

DATE: July 6, 2012

SUBJECT: Use of Links in Standards

Due to the dynamic nature of websites, hosting services, URLs and links, the use of external (outside the document) hyperlinks in TIA documents (Standards, TSBs, etc.) for reference documents is discouraged.

In order to incorporate or reference an official document (e.g. a published standard), the complete title and authoring entity should be used. Information on the authoring entity should be included elsewhere in the document (e.g. in a bibliography). If an external hyperlink is necessary, then additional information should be provided in the document on how to locate that resource if the link does not work.

In order to incorporate or reference an unofficial document (e.g. a committee contribution) in a TIA document, the following guidance is provided.

The referenced document and its complete, official title should be provided to TIA Staff for posting into the public folder of website-accessible documents. These documents will be visible to the TIA website search engine and thus easily found by someone searching for that document.

In the referencing document, the reference document should be listed by its complete title. An additional note, such as the one shown below, should be added to point the reader where to search.

> "NOTE: This document can be found via the site search function on the TIA website."

It is not expected that currently published documents with hyperlinks be revised specifically in reaction to this guidance. However, it is requested that documents be editorially modified to comply with this guidance during any current, next or routine revision project.

Revision History

Original issue Date: February 27, 2012

First Revision: July 6, 2012

1. Specified that links external to the document are the hyperlinks pertinent to this Information Alert.
2. Added "If an external hyperlink is necessary, then additional information should be provided in the document on how to locate that resource if the link does not work." This addresses the condition that links may not always work in the future, so additional information should be provided in the document to locate the resource.