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# Table of Contents

Title Page Number

[Table of Contents 2](#_Toc451331692)

[1. Introduction 3](#_Toc451331693)

[2. Replace This Sample Text With Your Text 3](#_Toc451331694)

[2.1. Key Performance Metrics 3](#_Toc451331695)

[2.2. Required Equipment 4](#_Toc451331696)

[2.3. Calibration and Equipment Preparation 4](#_Toc451331697)

[2.4. Detailed Procedure 4](#_Toc451331698)

[2.5. Recording of Results 4](#_Toc451331699)

[2.6. Analysis of Results and Examples 4](#_Toc451331700)

[2.7. Troubleshooting 4](#_Toc451331701)

[3. Conclusions 4](#_Toc451331702)

[4. Abbreviations and Definitions 4](#_Toc451331703)

[4.1. Abbreviations 4](#_Toc451331704)

[4.2. Definitions 4](#_Toc451331705)

[5. Bibliography and References 5](#_Toc451331706)

[Instructions and Sample Text - Delete This ENTIRE SECTION Before Publication 6](#_Toc451331707)

[1. Usage of Styles 6](#_Toc451331708)

[2. Initial Usage of Abbreviations 6](#_Toc451331709)

[3. Copying Text From Other Sources 6](#_Toc451331710)

[4. Updating Document Fields 6](#_Toc451331711)

[5. Figure Example 7](#_Toc451331712)

[6. Table Example 7](#_Toc451331713)

[7. This Section Contains Sample Text to Show the Use of Styles 8](#_Toc451331714)

[7.1. Nunc Viverra Imperdiet Enim 8](#_Toc451331715)

[7.2. Fusce Est 8](#_Toc451331716)

[7.2.1. Vivamus A Tellus 8](#_Toc451331717)

[7.2.2. Proin Semper 9](#_Toc451331718)

List of Figures

Title Page Number

[Figure 1 - Word Dialog Box Shown When Updating Fields 7](#_Toc451331719)

[Figure 2 - Example Figure Caption (goes below figure) 7](#_Toc451331720)

List of Tables

Title Page Number

[Table 1 - Example Table Caption (goes above table) 7](#_Toc451331721)

## Introduction

{Delete these instructions: The text in this section should provide an introduction to your document. It can contain the text of an abstract if desired.

See “Instructions and Sample Text” later in this template for detailed instructions in how to format the document.

Please take note of the following instructions for your technical paper or operational practice:

* A Technical Paper or Operational Practice is not an advertisement and may not contain specific product mentions or sales materials. SCTE•ISBE will not reproduce sales or promotional materials.
* SCTE•ISBE has the right to review, request changes and edit materials received that do not follow guidelines, including eliminating any specific company product or over commercialization. Previously published papers will not be accepted.

* Length
	+ Length must sufficiently cover all aspects of your topic
	+ Maximum word count of 10,000 words
	+ No limit on use of figures
	+ Abstract-only submissions are not acceptable}

If your contribution is a Letter to the Editor, please take note of the following instructions:

* Length should be 5 pages or less
* Must include an introduction, body, and conclusion
* The following are not required: table of contents, definitions, abbreviations, references sections
* Utilize the styles in this template

Replace this sample introduction text with your text.

## Replace This Sample Text With Your Text

{Delete these instructions: Put the body of your document in this and subsequent sections. See “Instructions and Sample Text” later in this template for detailed instructions in how to format the document.}

**Headings for Operational Practices**

Operational Practices should include, at a minimum, the following sections. Although the sections are listed in the preferred order, you can rearrange the order if necessary and/or repeat or rename some sections for good continuity.

**DELETE THE SAMPLE HEADINGS BELOW if you do not use them.}**

### Key Performance Metrics

* + Explain key performance metrics to be measured (if any) and provide very brief overview of theory behind them (if applicable)

### Required Equipment

### Calibration and Equipment Preparation

### Detailed Procedure

### Recording of Results

* + Attach a sample spreadsheet or other tool and/or show tables to record results

### Analysis of Results and Examples

### Troubleshooting

* + This could be troubleshooting of the Operational Practice itself, or Troubleshooting as a task covered by the Operational Practice

Replace this sample text with your text.

## Conclusions

Replace this sample text with your text.

## Abbreviations and Definitions

### Abbreviations

{Delete these instructions: Put all abbreviations in this section. Words should not be capitalized unless they are formal names. See examples below.

Examples below should be deleted if they are not contained in this document.}

|  |  |
| --- | --- |
| AP | access point |
| bps | bits per second |
| FEC | forward error correction |
| HFC | hybrid fiber-coax |
| HD | high definition |
| Hz | hertz |
| SCTE | Society of Cable Telecommunications Engineers |

### Definitions

{Delete these instructions: Put definitions in this section.

Examples below should be deleted if they are not contained in this document.}

|  |  |
| --- | --- |
| Downstream | Information flowing from the hub to the user |
| Upstream | Information flowing from the user to the hub |

## Bibliography and References

{Delete these instructions: Include an annotated bibliography of key resources providing additional background information on your topic. See examples below.

Examples below should be deleted.}

ANSI C63.5-2006: *American National Standard Electromagnetic Compatibility–Radiated Emission Measurements in Electromagnetic Interference (EMI) Control–Calibration of Antennas (9 kHz to 40 GHz)*; Institute of Electrical and Electronics Engineers

*The ARRL Antenna Book, 20th Ed.;* American Radio Relay League

Code of Federal Regulations, Title 47, Part 76

*Reflections: Transmission Lines and Antennas*, M. Walter Maxwell; American Radio Relay League

# Instructions and Sample Text - Delete This ENTIRE SECTION Before Publication

## Usage of Styles

Use the following Styles. To apply a style in Word 2007 and later, click on the name of a style in the Styles group on the Home tab.

* Heading 1 For all major section headings. Not usually used in standards.
* Heading 2 through 5 For all subordinate section headings
* Normal For all normal text. The Normal style automatically provides a blank line between paragraphs.
* Norm-No Space Above For all normal text for which you do not want a blank line above the paragraph. This style is useful for bulleted lists and inside tables, where blank lines above each paragraph are not desired.
* Figure For the paragraph containing a figure
* FigureCaption For the caption below all figures
* TableCaption For the title above all tables
* Table-Heading For the first row in a table
* Table-Left Left-justifies text in a table
* Table-Center Center-justifies text in a table

## Initial Usage of Abbreviations

Spell out each abbreviation the first time it is used in your paper. For example: “Turn on the access point (AP) before proceeding.”

Words should not be capitalized unless they are formal names. Every abbreviation used in the document should be included in the abbreviation list.

## Copying Text From Other Sources

When copying text from other sources, make sure to “Paste Special”, “Unformatted Text” or ”Paste Options”, “Keep Text Only” so you don’t alter the styles used in this document. Cut and paste figures individually so they match the style of this document as well. If any text or figure comes from another source, make sure to reference the original source.

## Updating Document Fields

After inserting headings, tables or figures, select all text in the document with control-A and then update the fields with F9 on Windows or with Command-A and then Option-fn-F9 on a Mac. When prompted, select “Update entire table” (this question could pop up several times).



Figure 1 - Word Dialog Box Shown When Updating Fields

This will re-sequence all title and figure numbers and will update the table of contents.}

## Figure Example



Figure 2 - Example Figure Caption (goes below figure)

When inserting a figure, the paragraph containing the figure should use the style “Figure.” This style will center the figure and make sure it’s on the same page as the caption below it.

Captions:

* Every figure needs a caption and title below it. The easiest way to do this is to copy the entire Figure line sample above (including the hidden paragraph marker at the end of the line) and paste it into your text below your figure.
* The figure number will automatically sequence when you update the fields in the document with control-A and then F9 on Windows or with Command-A and then Option-fn-F9 on a Mac.
* The figure caption uses the style “FigureCaption,” which formats the text correctly.
* When referring to figures by number in the text, it is best to insert a cross-reference (on the References ribbon) rather than referencing explicitly by number. Cross-references will stay synchronized with the captions when you update the document fields.

## Table Example

Table 1 - Example Table Caption (goes above table)

| Table Heading | Column 2 | Column 3 | Column 4 |
| --- | --- | --- | --- |
| Table Body | Information | Information | Information |
| Table Body | Information | Information | Information |

When using a table, the first row in the table should use a style of “Table-Heading.”

All other rows in the table should use a style of “Table-Body.”

Always make the first row of the table (the heading row) repeat, by right-clicking in the heading row, selecting “Table Properties,” and checking “Repeat as header row at the top of each page option.” Alternatively, make sure that the table never spans more than one page.

Captions:

* Every table needs a caption and title above it. The easiest way to do this is to copy the entire Table line sample above (including the hidden paragraph marker at the end of the line) and paste it into your text above your figure.
* The table number will automatically sequence when you update the fields in the document with control-A and then F9 on Windows or with Command-A and then Option-fn-F9 on a Mac.
* The table caption uses the style “TableCaption,” which formats the text correctly and assures that the caption prints on the same page as the table.
* When referring to tables by number in the text, it is best to insert a cross-reference (on the References ribbon) rather than referencing explicitly by number. Cross-references will stay synchronized with the captions when you update the document fields.

## This Section Contains Sample Text to Show the Use of Styles

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus:

* Uses “Norm-No Space Above” style
* Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

### Nunc Viverra Imperdiet Enim

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

### Fusce Est

#### Vivamus A Tellus

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

##### Proin Pharetra Nonummy Pede

Aenean nec lorem.

##### Pellentesque Porttitor

Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

#### Proin Semper

Donec elit est, consectetuer eget, consequat quis, tempus quis, wisi.