

ICCF Rules Editorial Guide

Working document

Internal working document — not part of the ICCF Rules

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1 Status and Purpose

This Guide records the editorial and technical conventions used in the preparation, revision and maintenance of the ICCF Rules and their Appendices.

Its purpose is to promote consistency, clarity and reliable cross-referencing throughout the complete set of ICCF regulatory documents.

This Guide is an internal working document. It does not form part of the ICCF Rules and has no independent normative force.

Where a convention recorded in this Guide would alter the substantive meaning of an existing rule, the existing rule shall prevail unless the change has been approved through the appropriate ICCF procedure.

2 Capitalization Policy

2.1 General Principle

Capitalization shall distinguish between:

- a unique and formally established ICCF body, office or title; and
- a generic function, activity, participant or descriptive category.

Where an expression may be interpreted in both ways, the official organizational context shall determine the capitalization.

2.2 Official ICCF Bodies and Committees

The official names of ICCF governing bodies, committees and commissions shall be capitalized.

Examples include:

- Congress;
- Executive Board;
- Appeals Committee;
- Arbitration Committee;
- Disciplinary Committee;

- Tournament Director Committee;
- Tournament Management Committee.

Generic references shall remain lower-case, for example:

- a committee;
- the relevant committee;
- a working group;
- the governing body.

The word *Congress* shall be capitalized when it refers to the governing body of ICCF. The word *congress* may remain lower-case when it refers only to a meeting or event.

2.3 Unique Official ICCF Offices

The names of unique, formally established ICCF offices shall be capitalized, whether or not they are followed by the name of the office-holder.

Examples include:

- President;
- General Secretary;
- Finance Director;
- World Tournament Director;
- Marketing Director;
- Services Director;
- Rules Director.

Examples of use:

The Rules Director shall inform the Executive Board.

The proposal shall be submitted to the General Secretary.

The World Tournament Director may approve the event.

No abbreviation shall be created for *Rules Director*, because *RD* is already widely used in the ICCF rating system to mean *rating deviation*.

2.4 Commissioners, Officers and Auditors

The names of formally established and identifiable ICCF positions shall be capitalized.

Examples include:

- Entry Commissioner;
- Title Tournament Commissioner;
- Non-Title Tournament Commissioner;
- Qualifications Commissioner;

- Ratings Commissioner;
- Super-Regional Tournaments Commissioner;
- FIDE Liaison Officer;
- Games Archive Officer;
- ICCF Auditor;
- Isolated Player Support Officer;
- Tournament Management Committee Chair.

Where the expression is used generically rather than as the official title of an ICCF office, lower-case may be used.

Examples:

an auditor appointed for the event
a liaison officer designated by a member federation

2.5 Chairs and Chairpersons

A complete formal office title shall be capitalized where it identifies a specific ICCF function.

Examples include:

- Tournament Management Committee Chair;
- Chairperson of the Appeals Committee;
- Chairperson of the Arbitration Committee;
- Chairperson of the Disciplinary Committee.

In ordinary descriptive use, the generic word shall remain lower-case.

Examples:

the chairperson shall convene the meeting
a deputy chairperson may be appointed

2.6 Tournament and Operational Functions

Functions that may be performed by many persons in different events shall remain lower-case.

Examples include:

- tournament director;
- tournament organizer;
- team captain;
- national delegate;
- adjudicator;
- appeal coordinator;
- player;

- substitute player;
- replacement player.

Examples of use:

The tournament director shall inform both players.

The team captain shall submit the team entry.

The tournament organizer shall appoint a qualified tournament director.

2.7 Chess and Arbiter Titles

Official title names shall be capitalized when they are:

- being formally defined;
- listed as titles recognized by ICCF;
- referred to as the name of an award; or
- used in the expression *the title of*

Examples:

The following titles are recognized by ICCF:

Grandmaster;

Senior International Master;

International Master;

Correspondence Chess Master;

Correspondence Chess Expert;

International Arbiter.

The title of Grandmaster shall be awarded ...

The player shall receive the title of International Master.

Title names shall remain lower-case when they describe persons, groups, performances or norms.

Examples:

- a grandmaster;
- three international masters;
- a correspondence chess master;
- a grandmaster norm;
- an international master norm;
- grandmaster-level performance.

2.8 Tournament Names and Stages

Official names of competitions shall be capitalized.

Examples include:

- World Correspondence Chess Championship;
- Correspondence Chess Olympiad;
- Champions League;
- World Cup.

Generic descriptions and tournament stages shall normally remain lower-case.

Examples include:

- preliminary;
- semi-final;
- final;
- qualification stage;
- promotion tournament;
- title tournament;
- norm tournament;
- team tournament.

Where a stage forms part of a formal published event title, capitalization may follow that official title.

2.9 Time-Control Terminology

The names of time-control systems shall remain lower-case in ordinary prose.

Examples include:

- standard time control;
- triple block time control;
- the triple block system;
- a triple block event;
- standard and triple block time controls.

They shall be capitalized in headings where title capitalization is used.

Examples:

- Standard Time Control;
- Triple Block Time Control.

They shall appear in uppercase when used as formal scope designations.

Examples:

- STANDARD;

- TRIPLE BLOCK;
- SERVER — STANDARD;
- SERVER — TRIPLE BLOCK.

The same principle applies to the scope designations:

- SERVER;
- POSTAL;
- TEAM.

2.10 Names of Documents

Official document titles shall be capitalized consistently.

Examples include:

- ICCF Rules;
- ICCF Statutes;
- ICCF Laws of Correspondence Chess;
- ICCF Financial Regulations;
- ICCF Outline of Duties;
- Regulations for the ICCF Appeals Committee;
- Regulations for the ICCF Arbitration Committee.

Generic references shall remain lower-case.

Examples include:

- these Rules;
- the relevant regulations;
- this document;
- the applicable appendix.

The historical expressions:

- Playing Rules;
- Server Playing Rules;
- Postal Playing Rules;

shall be replaced by *ICCF Rules*, unless a particular provision clearly requires a reference to the *ICCF Laws of Correspondence Chess*.

2.11 Appendices, Sections and Points

Structural terms shall normally remain lower-case when used as references.

Examples include:

- section 2.4;
- section 2.4, point 3(b);
- point 4;
- points 4–6.

Appendix and *Appendices* shall be capitalized when followed by their formal designation.

Examples include:

- Appendix 1;
- Appendix 2, point 1(d);
- Appendices 1 and 2;
- Appendices 1–3.

In generic use, lower-case shall be used.

Examples include:

- the appendix;
- the relevant section;
- the preceding point.

2.12 Abbreviations

Capitalization of abbreviations shall follow their established ICCF form.

Examples include:

- ICCF;
- FIDE;
- EB;
- WCCC;
- ETL;
- GM;
- SIM;
- IM;
- CCM;
- CCE;
- IA;
- SRTC.

No abbreviation shall be introduced for *Rules Director*.

The abbreviation *RD* shall be reserved for its established rating-system meaning, *rating deviation*.

Potentially ambiguous abbreviations such as *TC*, *TD* and *TO* shall not be introduced automatically. Their use shall be assessed individually and recorded in the approved list of abbreviations.

3 References and Cross-References

3.1 General Principles

References shall be precise, consistent and capable of being verified automatically wherever practicable.

References in the main body of the ICCF Rules shall distinguish between:

- a section;
- a numbered point within a section;
- a lettered or otherwise subordinate point.

References to the Appendices shall use a separate convention so that they cannot be confused with references to the main body of the Rules.

Where possible, references shall be generated from LaTeX labels rather than entered manually as fixed numbers.

3.2 References within the Main Rules

References to the main body of the Rules shall use the word *section* for numbered structural divisions.

Examples:

- section 2.4;
- sections 2.4 and 2.5;
- sections 3.17.4–3.17.5.

A numbered provision within a section shall be identified as a *point*.

Examples:

- section 2.4, point 3;
- section 2.4, point 3(b);
- section 2.6, point 2(a);
- section 2.4, point 3(b)(ii).

Where the reference occurs within the same section and there is no risk of ambiguity, the shorter form may be used.

Examples:

- point 3;
- point 3(b);
- points 4–6.

The word *subpoint* shall normally be avoided in references. The full designation, such as *point 3(b)*, is clearer and more concise.

Numbered structural divisions in the main body of the Rules shall be referred to as sections, irrespective of their depth.

Examples include:

- section 1;
- section 1.2;
- section 1.2.1;
- section 1.2.1.1.

Numbered provisions contained within such a section shall be referred to as points.

Examples include:

- section 1.2.1.1, point 2;
- section 1.2.1.1, point 2(a);
- section 1.2.1.1, point 2(a)(iii).

The terms subsection, subsubsection, paragraph and subparagraph shall not normally be used in cross-references. The complete visible designation shall be used instead.

3.3 References to Appendices

References to an Appendix shall use the full word *Appendix*.

Examples:

- Appendix 1;
- Appendix 2, point 1(d);
- Appendices 1 and 2;
- Appendices 1–3.

The abbreviated forms *App.* and *Appx.* shall not be used in the normative text.

Where a reference occurs within the same Appendix and there is no risk of ambiguity, the shorter form may be used.

Examples:

- point 1(d);
- points 4–6.

3.4 Hard-Coded References

References entered manually as fixed numbers shall be avoided wherever possible.

For example:

section 2.4, point 3(b)

should ultimately be generated from semantic LaTeX labels rather than typed directly into the text.

Hard-coded references may remain temporarily during reconstruction of the document, but they shall be included in the automatic reference audit.

3.5 Integrated and Separate Documents

Where the ICCF Rules and their Appendices are compiled as one integrated document, internal references should be active hyperlinks.

Where an Appendix is distributed as a separate file, references to the main Rules or to another Appendix shall remain verified textual references without cross-document hyperlinks.

The same source text should, wherever practicable, support both forms of publication without requiring separate manual wording.

3.6 Semantic Label Naming Convention

LaTeX labels shall identify the subject of a provision rather than merely repeat its current number.

Semantic labels make references more reliable because they remain meaningful after sections or points are renumbered.

3.6.1 General Format

Labels shall:

- use lower-case letters;
- use hyphens to separate words;
- contain no spaces;
- begin with a prefix identifying the type of element;
- describe the subject of the provision as concisely as possible.

Examples:

```
sec:time-allowed-and-penalties
rule:postal-etl-claim
rule:death-of-player
app:rating-formulae
app-rule:expected-score
```

Labels based only on visible numbering should gradually be replaced.

For example:

```
rule:2-10-4
```

should preferably become:

```
rule:postal-etl-claim
```

3.6.2 Prefixes

The following prefixes shall be used:

Prefix	Element	Example
sec:	A section or subsection in the main body of the ICCF Rules	sec:making-a-claim
rule:	A numbered point or subordinate provision in the main body of the Rules	rule:postal-etl-claim
app:	An Appendix as a whole, or a principal structural division within an Appendix	app:rating-formulae
app-rule:	A numbered provision within an Appendix	app-rule:expected-score
tbl:	A table	tbl:title-norm-requirements
fig:	A figure or diagram	fig:rating-calculation-flow
eq:	A numbered equation or formula	eq:expected-score
note:	A formally identified editorial, historical or explanatory note	note:historical-postal-rules

Additional prefixes may be introduced only where they identify a genuinely different type of document element.

3.6.3 Sections and Rules

A section label shall describe the principal subject of the section.

Examples:

```
\section{Transmissions}
\label{sec:transmissions}

\section{Making a Claim}
\label{sec:making-a-claim}
```

A rule label shall describe the specific norm contained in the numbered provision.

Examples:

```
\label{rule:server-reflection-time}

\label{rule:postal-transmission-dates}

\label{rule:second-etl-loss}

\label{rule:team-consultation}
```

Where two provisions concern similar subjects, their labels shall distinguish their scope clearly.

Examples:

```
rule:server-etl-recording
rule:postal-etl-claim
```

3.6.4 Appendices

Each Appendix shall have a semantic label describing its subject.

Examples:

```
\label{app:rating-formulae}
```

```
\label{app:event-categories}
```

```
\label{app:triple-block-time-control}
```

Numbered provisions within an Appendix shall use the prefix `app-rule:`.

Examples:

```
\label{app-rule:rating-deviation}
```

```
\label{app-rule:expected-score}
```

```
\label{app-rule:triple-block-duration}
```

The label shall not normally contain the Appendix number because that number may change if the Appendices are reorganized.

3.6.5 Uniqueness

Every label shall be unique within the complete integrated source of the ICCF Rules and their Appendices.

The same label shall not be used in:

- two different sections;
- the main Rules and an Appendix;
- separate files that may later be compiled together.

For example, the following duplication is not permitted:

```
\label{sec:code-of-conduct}
```

in two separate locations.

Where similar headings occur, the labels shall distinguish their function.

Examples:

```
sec:conduct-principles
```

```
sec:code-of-conduct
```

3.6.6 Stability of Labels

Once a semantic label is used in cross-references, it should remain unchanged unless:

- the meaning of the provision has materially changed;
- the original label is misleading;
- two labels conflict;
- the provision has been divided into separate rules.

A change in visible numbering alone shall not require a change in the label.

3.6.7 Temporary Number-Based Labels

During reconstruction, existing number-based labels may remain temporarily.

Examples:

```
rule:2-3-2-4  
rule:2-10-4
```

They shall be recorded as temporary and included in the technical audit.

Where practicable, a semantic alias may first be added without removing the existing label:

```
\label{rule:2-10-4}  
\label{rule:postal-etl-claim}
```

This permits existing references to continue working while new references use the semantic label.

After all references to the temporary label have been replaced and verified, the number-based label may be removed.

3.7 Cross-Reference Commands and Hyperlinks

Cross-references shall be generated by dedicated LaTeX commands wherever practicable.

The commands shall:

- produce consistent wording;
- create hyperlinks automatically when the referenced material is compiled in the same document;
- support later changes to visible numbering;
- reduce the use of manually entered reference numbers.

3.7.1 References to Sections

A reference to a section in the main body of the ICCF Rules shall use a dedicated command.

Recommended form:

```
\sectionref{sec:making-a-claim}
```

Expected output:

section 2.10

For multiple sections, a separate command or an explicitly constructed reference may be used.

Examples:

```
\sectionsref{sec:time-allowed-and-penalties}  
{sec:leave}
```

Expected output:

sections 2.4 and 2.5

Ranges should be used only where the referenced sections form a continuous sequence.

3.7.2 References to Points

A reference to a numbered provision within a section shall identify both the section and the relevant point unless the context makes the section unambiguous.

Recommended form:

```
\sectionpointref  
{sec:making-a-claim}  
{rule:postal-etl-claim}
```

Expected output:

section 2.10, point 4

A shorter command may be used for references within the same section.

Recommended form:

```
\pointref{rule:postal-etl-claim}
```

Expected output:

point 4

The short form shall not be used where the section containing the point may be unclear.

3.7.3 References to Appendices

A reference to an Appendix as a whole shall use a dedicated command.

Recommended form:

```
\appendixref{app:rating-formulae}
```

Expected output:

Appendix 1

A reference to a numbered provision within an Appendix shall identify both the Appendix and the point.

Recommended form:

```
\appendixpointref  
{app:rating-formulae}  
{app-rule:expected-score}
```

Expected output:

Appendix 1, point 2

Within the same Appendix, the shorter form may be used where the context is unambiguous:

```
\appointref{app-rule:expected-score}
```

Expected output:

point 2

3.7.4 Hyperlink Behaviour

Where the ICCF Rules and their Appendices are compiled as one document, cross-reference commands shall create active internal hyperlinks.

Where an Appendix is compiled as a separate document, references to material outside that file shall remain plain verified text unless a reliable cross-document linking system has been deliberately enabled.

Cross-document hyperlinks shall not depend on the files being stored in a particular relative directory unless that distribution structure is formally controlled.

3.7.5 Recommended Initial Commands

The following commands may be introduced in the project style file as an initial implementation:

```
\newcommand{\sectionref}[1]{%
  \hyperref[#1]{section~\ref*{#1}}%
}

\newcommand{\pointref}[1]{%
  \hyperref[#1]{point~\ref*{#1}}%
}

\newcommand{\sectionpointref}[2]{%
  \hyperref[#1]{section~\ref*{#1}}, %
  \hyperref[#2]{point~\ref*{#2}}%
}

\newcommand{\appendixref}[1]{%
  \hyperref[#1]{Appendix~\ref*{#1}}%
}

\newcommand{\appointref}[1]{%
  \hyperref[#1]{point~\ref*{#1}}%
}

\newcommand{\appendixpointref}[2]{%
  \hyperref[#1]{Appendix~\ref*{#1}}, %
  \hyperref[#2]{point~\ref*{#2}}%
}
```

The starred form `\ref*` is used inside `\hyperref` so that only one hyperlink is created.

3.7.6 Limitations of the Initial Commands

The initial commands shall be treated as provisional because the current list structure does not yet guarantee that every point label produces the desired visible value.

Before the commands are applied throughout the document, the following shall be verified:

- whether a label attached to a numbered point returns only the local point number;
- whether subordinate labels return forms such as 3(b) correctly;
- whether labels inside nested lists include unwanted section numbers;
- whether Appendix numbering is available when an Appendix is compiled separately;

- whether the same source works in both integrated and separate compilation modes.

No large-scale replacement of existing references shall be made until these tests have been completed.

The point-reference mechanism shall support nested point designations, including forms such as:

- 2;
- 2(a);
- 2(a)(iii).

A reference command shall reproduce the complete local point designation without duplicating the section number.

3.7.7 Reference Wording

The wording generated by the commands shall follow these conventions:

- *section* and *sections* remain lower-case;
- *point* and *points* remain lower-case;
- *Appendix* and *Appendices* are capitalized;
- a non-breaking space shall be used between the structural term and its number;
- no abbreviation of *Appendix* shall be used.

References at the beginning of a sentence may require a capitalized command or manual grammatical adjustment.

For example:

Section 2.10 applies to all such claims.

This should not be produced by changing the general lower-case convention used within sentences.

3.8 Automatic Reference Validation

The reference system shall be supported by automatic checks wherever practicable.

The purpose of automatic validation is to detect technical inconsistencies that may be difficult to identify during manual proofreading.

3.8.1 Required Checks

The validation process should identify:

- labels defined more than once;
- references to labels that do not exist;
- labels that are never referenced;
- references entered manually as fixed section, point or Appendix numbers;
- temporary number-based labels that have not yet been replaced;
- references whose visible wording does not correspond to the type of the target;

- references to provisions that have been deleted or moved;
- references that produce an incomplete or duplicated number.

Examples of errors that should be detected include:

```
\label{sec:code-of-conduct}  
\label{sec:code-of-conduct}
```

and:

```
\sectionref{sec:non-existent-section}
```

3.8.2 Undefined and Duplicate Labels

The LaTeX compilation log shall be checked for warnings such as:

```
Label `...' multiply defined
```

and:

```
Reference `...' undefined
```

A document shall not be treated as technically complete while such warnings remain unresolved.

The project should normally be compiled at least twice after changes affecting labels, numbering or the table of contents.

3.8.3 Unused Labels

Unused labels are not necessarily errors.

A label may be retained where:

- the provision is likely to be referenced from a later Chapter;
- an Appendix is compiled separately;
- the label is intended for future integration;
- the label is a temporary alias used during migration.

Nevertheless, unused labels should be listed in the audit report so that obsolete or unnecessary labels can be identified.

3.8.4 Detection of Hard-Coded References

The source files should be scanned for manually entered references such as:

```
section 2.4  
section~2.4  
point 3(b)  
Appendix 2
```

The scan shall distinguish between:

- genuine cross-references that should be generated from labels;
- examples contained in the Editorial Guide;
- historical quotations;
- fixed references that cannot yet be converted because the target document is compiled separately.

Hard-coded references shall not be replaced automatically without checking their intended target.

3.8.5 Validation of Reference Type

The prefix of a label shall correspond to the command used to reference it.

Examples:

- `\sectionref` shall normally refer to a `sec:` label;
- `\pointref` shall normally refer to a `rule:` label;
- `\appendixref` shall normally refer to an `app:` label;
- `\appointref` shall normally refer to an `app-rule:` label.

The following construction should therefore be reported as suspicious:

```
\sectionref{rule:postal-etl-claim}
```

even where the label itself exists.

3.8.6 Validation of Nested Point Numbers

The validation process shall test whether references to nested points produce the complete local designation.

Examples of expected output include:

- point 2;
- point 2(a);
- point 2(a)(iii);
- section 1.2.1.1, point 2(a)(iii).

The following outputs shall be treated as errors:

- point (a), where the intended reference is point 2(a);
- point 1.2.1.1.2(a), where the section number has been duplicated;
- section 1.2.1.1, point 1.2.1.1.2(a);
- an empty or unresolved reference marker.

3.8.7 Integrated and Separate Compilation

Automatic validation shall distinguish between:

- references whose targets are present in the current compiled document;

- references to Appendices or other documents compiled separately;
- references that should become internal hyperlinks only in the integrated version.

A reference to a separately compiled document shall not be reported as undefined solely because its target label is unavailable in the current compilation.

Such references shall instead be included in a separate list of external references requiring textual verification.

3.8.8 Audit Output

The automatic audit should produce a report containing at least the following categories:

1. duplicate labels;
2. undefined references;
3. unused labels;
4. hard-coded references;
5. temporary number-based labels;
6. incorrect label-prefix and command combinations;
7. external references requiring manual verification;
8. references whose generated numbering appears abnormal.

Each reported item should identify:

- the source file;
- the line number, where available;
- the label or visible reference;
- the type of problem;
- the recommended action.

3.8.9 Editorial Classification

A technical correction to a label or hyperlink that does not alter the target or meaning of a reference shall be classified as an editorial correction.

A change that clarifies which existing provision is intended may be classified as a clarification of an ambiguous or conflicting reference.

A change that redirects a provision to a materially different rule shall not be treated as a purely technical correction and shall require substantive review.

3.9 Migration from Number-Based to Semantic Labels

The migration from the current number-based reference system to semantic labels shall be gradual.

During the reconstruction and substantive review of the ICCF Rules, the existing visible numbering should be preserved wherever reasonably possible.

The immediate purpose of semantic labels is not to redesign the numbering system, but to make the existing references more reliable and easier to audit.

3.9.1 Primary Objective

At the current stage, priority shall be given to:

- preserving the existing structure and visible numbering;
- completing and verifying the substantive content;
- allowing reviewers familiar with the current ICCF Rules to locate provisions easily;
- avoiding unnecessary renumbering before the complete document has been reconstructed and reviewed;
- preparing the source for a later, more efficient and consistent numbering system.

A future revision of the numbering system shall be treated as a separate project and shall not be combined automatically with the present substantive and editorial reconstruction.

3.9.2 Transitional Dual-Label System

During migration, a provision may temporarily contain both:

- its existing number-based label; and
- a new semantic label.

Example:

```
\label{rule:2-10-4}  
\label{rule:postal-etl-claim}
```

The number-based label preserves compatibility with existing source references.

The semantic label shall be used for new references and for references that are being reviewed or corrected.

The two labels shall point to the same provision.

3.9.3 No Immediate Renumbering

Introducing semantic labels shall not by itself change:

- the visible number of a section;
- the visible number of a point;
- the sequence of provisions;
- the wording of an existing reference;
- the location of a provision within the document.

Any renumbering shall be considered separately after the complete Rules and Appendices have been reconstructed and audited.

3.9.4 Migration Order

Migration should proceed in the following order:

1. identify every existing label;
2. identify every reference to that label;
3. add a semantic label to the same target;
4. test that both labels produce the same visible number and hyperlink;
5. convert reviewed references to the semantic label;
6. retain the old number-based label until no active reference depends on it;
7. remove the old label only after an automatic audit confirms that it is unused.

No number-based label shall be removed merely because a semantic replacement has been created.

3.9.5 Migration by Section

The migration should normally be carried out one section at a time.

For each section, the following should be recorded:

- existing section labels;
- existing rule labels;
- proposed semantic labels;
- references originating within the section;
- references from other sections or Appendices;
- unresolved or ambiguous references.

A section shall be treated as migrated only after its labels and references have been compiled and checked successfully.

3.9.6 Reviewer Accessibility

Visible numbering shall remain the principal reference point for reviewers during the current reconstruction.

Audit reports and comments should therefore continue to identify provisions by their visible designation, for example:

section 2.10, point 4

The semantic label may be added in technical reports where useful:

section 2.10, point 4 (`rule:postal-etl-claim`)

This allows reviewers who are familiar with the existing Rules to work without needing to learn the internal label system.

3.9.7 Renumbering at a Later Stage

Once the complete document has been reconstructed and substantively approved, a separate review may consider:

- simplifying excessive numbering depth;
- replacing inconsistent list structures;
- introducing a more uniform hierarchy;
- improving the numbering of Appendices;
- automatically generating all cross-references from the final structure.

Because semantic labels identify provisions by subject rather than by number, most internal references should remain valid during that later renumbering.

3.9.8 Classification of Migration Changes

Adding a semantic label without changing the visible text or target shall be classified as a technical editorial change.

Replacing a number-based label with a semantic label in a reference shall also be technical, provided that both labels point to the same provision.

Where the intended target of an existing reference is uncertain, the migration shall be suspended until the reference has been substantively reviewed.

4 Abbreviations and Defined Terms

4.1 General Principles

Abbreviations shall be used only where they improve readability and are sufficiently well established to avoid ambiguity.

The introduction of an abbreviation shall take account of:

- the frequency with which the expression occurs;
- whether the abbreviation is already established in ICCF usage;
- whether the same abbreviation has another recognized meaning;
- whether the full expression is clearer in normative text;
- whether the abbreviation will be understood outside the immediate organizational context.

An abbreviation shall not be introduced solely to shorten an expression that occurs only once or twice.

4.2 First Use

An abbreviation shall normally be defined at its first substantive use.

Recommended form:

World Correspondence Chess Championship (WCCC)

The abbreviation may then be used in the remainder of the document where its meaning remains clear.

An abbreviation need not be defined where it is universally established and forms part of the identity of the organization or another internationally recognized body.

Examples include:

- ICCF;
- FIDE.

A definition appearing only in a table of contents, heading, title page or list of abbreviations shall not necessarily count as the first substantive use.

4.3 Approved Established Abbreviations

The following abbreviations are established or provisionally accepted for use in the ICCF Rules:

Abbreviation	Meaning
ICCF	International Correspondence Chess Federation
FIDE	International Chess Federation
EB	Executive Board
WCCC	World Correspondence Chess Championship
ETL	exceeding the time limit
URL	Uniform Resource Locator
GM	Grandmaster
SIM	Senior International Master
IM	International Master
CCM	Correspondence Chess Master
CCE	Correspondence Chess Expert
IA	International Arbiter
SRTC	Super-Regional Tournaments Commissioner
RD	rating deviation

The approved list shall be reviewed after Chapters 3–7 and all Appendices have been reconstructed.

4.4 Reserved Abbreviations

The abbreviation *RD* is reserved for *rating deviation*.

It shall not be used for *Rules Director*, even where the meaning might appear clear from context.

The office title *Rules Director* shall therefore be written in full.

4.5 Potentially Ambiguous Abbreviations

The following abbreviations shall not be introduced automatically:

- TC;
- TD;
- TO;
- TDC;
- TMC.

Possible conflicts include:

- *TC* as team captain or time control;
- *TD* as tournament director or another technical designation;

- *TO* as tournament organizer;
- *TDC* as Tournament Director Committee or a tournament-director designation;
- *TMC* as Tournament Management Committee.

Their use shall be assessed individually after all relevant Chapters have been reviewed. Where the full expression remains reasonably short, the full form shall be preferred.

4.6 Official Offices and Functions

Unique official ICCF offices should normally be written in full in normative provisions.

Examples include:

- Rules Director;
- World Tournament Director;
- General Secretary;
- Finance Director;
- Ratings Commissioner.

An abbreviation may be retained where it is already firmly established, appears frequently and creates no conflict.

The use of an abbreviation shall not obscure the distinction between a unique ICCF office and a recurring tournament function.

For example:

The World Tournament Director shall decide the matter.

The tournament director shall inform both players.

4.7 Chess and Arbiter Titles

Abbreviations for chess and arbiter titles may be used in:

- tables;
- rating and title statistics;
- eligibility criteria;
- lists of participants;
- formulae and compact technical provisions.

In ordinary prose, the full title may be preferable where it improves readability.

Examples:

The title of Grandmaster shall be awarded ...

A GM norm shall require ...

The capitalization of the full title shall follow the Capitalization Policy.

4.8 Plural Forms and Possessives

Abbreviations shall not normally take an apostrophe to form the plural.

Recommended forms include:

- GMs;
- IMs;
- IAs;
- URLs.

An apostrophe may be used only for a genuine possessive construction where the wording cannot reasonably be recast.

4.9 Abbreviations in Headings

A heading should normally use the full expression unless:

- the abbreviation is universally recognized;
- the full expression has already been established immediately before the heading;
- the abbreviation forms part of the official name of the subject.

Headings shall not be used as the sole place in which an abbreviation is defined.

4.10 List of Abbreviations

A consolidated list of abbreviations may be included in the integrated ICCF Rules once the complete document has been reconstructed.

The list should be generated from one controlled source wherever practicable.

At the present reconstruction stage, the approved abbreviations shall be recorded in this Guide and verified against each Chapter before a formal list is introduced into the Rules.

4.11 Technical Implementation

The technical implementation of abbreviations shall be introduced only after the approved list has been stabilized.

Possible implementations include:

- dedicated LaTeX commands defined in a central file;
- an acronym-management package;
- a manually maintained list supported by an automatic audit script.

No acronym-management package shall be adopted before confirming that it:

- works reliably with the present LuaLaTeX project;
- supports both integrated and separate compilation;
- does not produce unwanted expansions in headings, tables or references;
- does not complicate the preparation of the official PDF.

4.12 Automatic Audit

The abbreviation audit should identify:

- abbreviations used without definition;
- abbreviations defined but never used again;
- inconsistent full forms;
- conflicting meanings;
- changes between singular and plural forms;
- obsolete abbreviations inherited from earlier ICCF documents;
- office abbreviations that conflict with rating or tournament terminology.

No abbreviation shall be expanded, replaced or removed automatically without checking its context.

5 Scope Designations and Applicability

5.1 Purpose

Scope designations identify the category of play, time-control system or tournament context to which a provision applies.

The recognized scope designations are:

- SERVER;
- POSTAL;
- STANDARD;
- TRIPLE BLOCK;
- TEAM.

These expressions are technical markers and shall therefore appear in uppercase when used as scope designations.

5.2 General Scope Rule

A scope designation placed at the beginning of a designated block shall apply to all text contained within that block.

The scope shall continue until:

- the end of the designated block;
- another scope designation begins at the same structural level; or
- the text expressly returns to a general rule.

A paragraph break within a designated block shall not by itself terminate the scope.

5.3 Inline Scope Designations

Where a scope designation appears within a sentence or paragraph, it shall apply only to the text expressly associated with that designation.

Example:

The claim shall be sent to the tournament director (TEAM: through the team captain).

In this example, TEAM modifies only the route by which the claim is submitted.

5.4 Scope Blocks

Where a scope designation applies to more than one paragraph, the complete text shall be placed within a common scope block.

Example:

```
\begin{scopeblock}{POSTAL}
First paragraph.

Second paragraph.

Third paragraph.
\end{scopeblock}
```

The visual formatting shall make clear that all paragraphs belong to the same scope without creating unnecessary indentation levels or disrupting the numbering structure.

5.5 General Rules and Specific Rules

A provision without a scope designation shall normally apply generally.

A designated provision shall supplement, modify or replace the general rule only within the scope identified.

Where a general rule resumes after a designated provision, the structure shall make that return clear.

Example:

```
General rule applicable to all games.

\begin{scopeblock}{TEAM}
Additional provision applicable only to team events.
\end{scopeblock}

Further general rule applicable to all games.
```

5.6 Combined Scope Designations

Two or more designations may be combined where a provision applies only to a specific combination of conditions.

Examples include:

- SERVER — STANDARD;

- SERVER — TRIPLE BLOCK;
- SERVER — STANDARD AND POSTAL.

A combined designation shall be used only where its meaning is unambiguous.

Where a combined designation could be read in more than one way, the scope shall be expressed in ordinary language or divided into separate blocks.

5.7 TEAM as a Local Modifier

TEAM frequently operates as a local modifier rather than as an alternative playing system.

It may identify:

- communication through the team captain;
- duties of the team captain;
- substitution or replacement procedures;
- consultation permitted within a team;
- obligations applying only in team events.

Where TEAM changes only one phrase or procedural route, the inline form should be preferred.

Where TEAM governs several sentences or paragraphs, a scope block shall be used.

5.8 Preservation of Original Scope

During reconstruction, the scope of each designation shall be compared with the source document.

Dividing one original paragraph into several shorter paragraphs shall not expand, restrict or otherwise alter the original scope.

Where the source scope is uncertain, the provision shall be recorded for substantive review before the structure is changed.

5.9 Classification of Scope Corrections

A formatting change that makes an existing scope clearer without altering its meaning shall be classified as an editorial correction.

A change that resolves ambiguity about which existing provisions fall within a scope may be classified as a clarification.

A change that extends or restricts the application of a rule to SERVER, POSTAL, STANDARD, TRIPLE BLOCK or TEAM shall be treated as a substantive amendment.

5.10 Technical Implementation

The project may use a dedicated LaTeX environment for scope blocks.

The implementation shall:

- permit page breaks;
- preserve list and point numbering;
- apply consistent indentation;

- keep the scope designation visually distinct;
- avoid excessive nesting or stepped indentation;
- work in both the main Rules and the Appendices.

The technical appearance may be adjusted without changing the interpretative scope recorded in this Guide.

6 Spelling and Language Variant

6.1 General Standard

The ICCF Rules and their Appendices shall use consistent British English, with Oxford spelling preferred.

Oxford spelling uses the suffix *-ize* in many verbs while retaining other British forms.

Examples include:

- organize;
- organized;
- organization;
- recognize;
- recognized;
- authorize;
- authorized;
- behaviour;
- colour;
- fulfil;
- licence as a noun;
- license as a verb.

Forms such as *organise*, *recognise* and *authorise* shall not be introduced merely to make the text appear more British, because the corresponding *-ize* forms are consistent with Oxford spelling.

6.2 Consistency

A single spelling shall be used consistently for the same word throughout the main Rules and all Appendices.

Different spellings inherited from earlier documents shall be normalized unless:

- the wording forms part of an official document title;
- the wording is contained in a direct quotation;
- the spelling forms part of a registered or official name;
- there is a substantive reason to preserve the original form.

The choice of spelling shall not depend on the Chapter, Appendix or original source document from which the text was taken.

6.3 Selected Preferred Forms

The following forms are preferred:

Preferred form	Comment
organize	Oxford spelling
organization	Oxford spelling
recognize	Oxford spelling
authorize	Oxford spelling
behaviour	British spelling
colour	British spelling
fulfil, fulfilled	British spelling
licence	Noun
license	Verb
programme	An organized programme of activity
program	A computer program
email	Preferred to <i>e-mail</i>
webserver	Established ICCF technical usage
website	One word
online	One word
semi-final	Hyphenated
round-robin	Hyphenated
tie-break	Hyphenated
tie-breaking	Hyphenated
cross-reference	Hyphenated as a noun
cross-referencing	Hyphenated
time control	Two words as a noun
time-control	Hyphenated when used adjectivally where required for clarity
seven-piece tablebase	Hyphenated compound modifier

6.4 Programme and Program

The word *programme* shall be used for an organized schedule, scheme or series of activities.

Example:

the ICCF tournament programme

The word *program* shall be used for computer software.

Examples:

a computer program
chess programs and databases

6.5 Licence and License

The noun shall normally be written *licence*.

Example:

an organizer's licence

The verb shall be written *license*.

Example:

ICCF may license the organizer to conduct the event.

Where another official ICCF document uses a different established term, the terminology shall be reviewed before it is normalized.

6.6 Compound Terms

Compound expressions shall be written consistently.

Preferred forms include:

- semi-final;
- round-robin tournament;
- tie-break criterion;
- tie-breaking procedure;
- cross-reference;
- seven-piece tablebase;
- triple block time control;
- rating-list period;
- title-norm requirement, where used adjectivally.

Hyphens shall be used where they prevent ambiguity or clearly join words acting together as a compound modifier.

Unnecessary hyphenation shall be avoided.

Examples:

a time-control period
the applicable time control
a title-norm requirement
the requirements for a title norm

6.7 Official Names and Quotations

The spelling of official names, titles and direct quotations shall not be altered solely to conform to this Guide.

Examples include:

- names of national federations;
- titles of historical documents;
- names of external organizations;

- quoted decisions or correspondence;
- registered event names.

Where an official title appears to contain an error or inconsistent spelling, the title shall be preserved unless the responsible authority confirms a correction.

6.8 Automatic Spelling Audit

The source files should be checked for inconsistent spelling variants, including:

- organize and organise;
- recognize and recognise;
- behaviour and behavior;
- colour and color;
- fulfil and fulfill;
- licence and license;
- programme and program;
- email and e-mail;
- webserver and web server;
- tie-break and tiebreak;
- semi-final and semifinal.

The audit shall distinguish between:

- ordinary normative text;
- official names;
- quotations;
- examples in the Editorial Guide;
- technical commands and file names.

No spelling variant shall be replaced automatically without checking its context.

7 Punctuation and Quotation Marks

7.1 General Principles

Punctuation shall support clarity, precision and consistent interpretation.

The punctuation of a provision shall not be changed in a manner that alters its substantive meaning.

Long or complex provisions may be divided into shorter sentences or paragraphs where this improves readability, provided that the original scope and logical relationship between the sentences remain clear.

7.2 Sentence Structure

Normative provisions should use complete sentences wherever practicable.

Overly long sentences should be divided where this can be done without changing:

- the scope of a designation;
- the relationship between conditions and consequences;
- the sequence of procedural steps;
- the application of an exception;
- the meaning of a cross-reference.

Where one original paragraph is divided into several paragraphs, any scope designation applying to the original paragraph shall continue to apply to all resulting paragraphs unless the text expressly returns to a general rule.

7.3 Commas

A comma shall be used where it improves clarity and separates distinct elements of a sentence.

A comma should normally follow an introductory phrase where omission might cause ambiguity.

Example:

Where the tournament director upholds the claim, the result shall be recorded immediately.

Commas shall not be inserted mechanically before every occurrence of *and* or *or*.

In lists of three or more items, the serial comma may be used where it improves clarity.

Example:

The claim shall include the moves, dates, supporting analysis, and any other relevant evidence.

The serial comma should be used consistently within the same list or series.

7.4 Semicolons

Semicolons may be used:

- to separate complex list items;
- to distinguish closely related independent clauses;
- in formal lists where each item contains internal punctuation.

Example:

The tournament director may: (a) accept the claim; (b) request further evidence; or (c) dismiss the claim.

A semicolon shall not be used merely to make a sentence appear more formal.

7.5 Colons

A colon may introduce:

- a list;
- an explanation;
- a formal designation;
- a consequence arising from the preceding clause.

Examples:

The following titles are recognized by ICCF:

The claim shall contain the following information:

Where a scope designation begins a block, the designation shall be followed by a colon.

Examples:

SERVER:

POSTAL:

TEAM:

7.6 Parentheses

Parentheses may be used for:

- abbreviations introduced at first use;
- concise procedural qualifications;
- local scope modifiers;
- short explanatory translations;
- references that do not form part of the main sentence.

Examples:

World Correspondence Chess Championship (WCCC)

The claim shall be sent to the tournament director (TEAM: through the team captain).

“Amici Sumus” (“We are friends”)

Long substantive provisions should not be placed entirely in parentheses.

Where the parenthetical text creates a separate obligation, exception or procedural step, it should normally be expressed as a separate sentence or point.

7.7 Quotation Marks

English double quotation marks shall be used for:

- interface commands;

- menu labels;
- short quoted expressions;
- mottoes and translations where quotation marks are appropriate.

Recommended LaTeX form:

```
`Game'  
`Claim win'  
`Claim draw'
```

Expected output:

“Game”
“Claim win”
“Claim draw”

Straight quotation marks entered directly from a keyboard should be avoided in normative text where proper typographic quotation marks can be generated.

Single quotation marks may be used for a quotation within a quotation.

7.8 Punctuation with Quotation Marks

Punctuation shall follow the logical relationship between the quoted material and the surrounding sentence.

A full stop or comma shall not be placed inside quotation marks solely because of American typographic convention where it does not belong to the quoted material.

Examples:

The player shall select “Claim draw”.
The term “event” includes a tournament and a match.

Where the punctuation forms part of the quoted interface label or original quotation, it shall remain inside the quotation marks.

7.9 Apostrophes

Typographic apostrophes shall be used in ordinary text.

Examples:

- player’s move;
- opponent’s reply;
- players’ records;
- organizer’s licence.

Apostrophes shall not be used to form ordinary plurals of abbreviations.

Recommended forms:

- GMs;
- IMs;
- IAs;
- URLs.

7.10 Hyphens

Hyphens shall be used consistently in established compound expressions and where they prevent ambiguity.

Examples include:

- semi-final;
- tie-break;
- seven-piece tablebase;
- time-control period;
- title-norm requirement;
- cross-reference.

A hyphen used adjectivally may be omitted when the expression is used as an ordinary noun phrase.

Examples:

the applicable time control
a time-control period

7.11 Dashes

An en dash shall be used for numerical ranges.

Recommended LaTeX form:

4--6
1--3 August 2026
sections 3.17.4--3.17.5

Expected output:

4–6
1–3 August 2026
sections 3.17.4–3.17.5

An em dash may be used sparingly for a strong parenthetical interruption.

Recommended LaTeX form:

Example:

The decision—unless successfully appealed—shall take effect immediately.

Where parentheses or commas provide clearer structure, they should be preferred to excessive use of em dashes.

7.12 Ellipses

An ellipsis shall be used only where text has deliberately been omitted from a quotation or where an incomplete phrase is being illustrated.

Recommended LaTeX form:

```
\ldots
```

Ellipses shall not be used merely to indicate that a rule continues in the source document.

7.13 Lists

The punctuation of lists shall depend on their grammatical structure.

Where list items complete an introductory sentence:

- each item should begin with lower-case text unless it starts with a proper noun;
- intermediate items should normally end with a semicolon;
- the penultimate item may end with *and* or *or*;
- the final item should end with a full stop.

Where each list item is a complete independent sentence, each item shall begin with a capital letter and end with a full stop.

Short labels or names in a list need not carry terminal punctuation.

7.14 Punctuation in Headings

Headings shall not normally end with a full stop.

Question marks may be retained where the heading is deliberately phrased as a question.

Colons may be used in headings only where they improve clarity and follow the adopted heading style.

7.15 Automatic Punctuation Audit

The source files should be checked for:

- straight and mismatched quotation marks;
- doubled punctuation;
- spaces before commas, full stops or semicolons;
- missing spaces after punctuation;
- inconsistent use of hyphens and dashes;
- duplicated words;

- unmatched parentheses;
- inconsistent punctuation in lists;
- excessive sentence length;
- paragraphs whose division may have altered scope.

No punctuation change shall be applied automatically where it may affect the meaning, scope or procedural sequence of a provision.

8 Dates, Numbers and Time Expressions

8.1 Dates

Dates shall normally be written with the day first, followed by the full name of the month and the four-digit year.

Examples:

- 1 January 2027;
- 15 August 2026;
- 31 December 2026.

Numeric date formats such as:

- 01/01/2027;
- 01.01.2027;
- 2027-01-01;

shall not normally be used in ordinary normative text.

They may be retained where:

- they form part of an official document title;
- they are required by a technical system;
- they appear in a database, file name or machine-readable field;
- the original official wording must be reproduced exactly.

8.2 Date Ranges

An en dash shall be used for date ranges.

Recommended LaTeX form:

1--3 August 2026
1 January--31 December 2027

Where the months or years differ, both shall be stated.

Examples:

- 28 December 2026--3 January 2027;

- 1 July–15 August 2026.

The word *to* may be used instead of an en dash where it improves readability in running text.

8.3 Years and Periods

Years shall be written with four digits.

Examples:

- 2026;
- 2027;
- the 2026 Congress;
- the 2026–2027 rating period.

A shortened form such as 26/27 shall be avoided in normative text unless it is part of an established official event title.

Decades shall normally be written in full.

Example:

the 1990s

An apostrophe shall not be used in an ordinary plural decade form.

8.4 Cardinal Numbers

Numbers from one to nine shall normally be written in words in ordinary running text.

Numbers 10 and above shall normally be written as numerals.

Examples:

- three players;
- seven days;
- 10 moves;
- 14 days;
- 50 games.

Numerals may also be used below 10 where:

- the number is part of a calculation;
- several numbers are being compared;
- the number appears in a table;
- the number refers to a move, board, round, section or point;
- consistency within a technical provision requires numerals.

Examples:

- move 5;

- board 3;
- section 2;
- point 4;
- 5 days for each of the first 10 moves.

8.5 Numbers at the Beginning of a Sentence

A sentence should not normally begin with a numeral.

Recommended:

Fourteen days shall be allowed for an appeal.

Where spelling out the number would be awkward, the sentence should be recast.

8.6 Ordinal Numbers

Ordinal numbers in ordinary prose shall normally be written in words where they are short and non-technical.

Examples:

- first claim;
- second time-control period;
- third place.

Numerical ordinal forms may be used in:

- event names;
- tables;
- compact technical expressions;
- established tournament titles.

Examples:

- 11th WebChess Open;
- 70th Anniversary Tournament.

Superscript ordinal endings should not be used in ordinary LaTeX source unless required by the adopted document style.

8.7 Large Numbers

A thin space or other consistent grouping method may be used for numbers of five or more digits.

Examples:

- 10 000;
- 125 000.

A comma shall not be used as a thousands separator where it could conflict with continental European numerical conventions.

Where a number appears in a formula, the applicable mathematical convention shall prevail.

8.8 Decimal Numbers

A full stop shall be used as the decimal separator in English text.

Examples:

- 7.5 points;
- 50.0 per cent;
- a rating of 2399.5.

A leading zero shall be used for values below one.

Recommended:

0.5

Not recommended:

.5

The number of decimal places shall be appropriate to the calculation and used consistently.

8.9 Percentages

The words *per cent* are preferred in ordinary prose.

Example:

The player scored 75 per cent.

The symbol % may be used in:

- tables;
- formulae;
- compact statistical summaries;
- technical calculations.

In LaTeX source, the symbol shall be escaped:

75\%

8.10 Fractions

Simple fractions may be written in words in ordinary prose.

Examples:

- one half;
- two thirds.

Numerical fractions may be used where technical precision is required.

Examples:

- $1/2$;
- $2/3$;
- $3/4$.

The chosen form shall be used consistently within the same provision.

8.11 Move Numbers

Move numbers shall be written as numerals.

Examples:

- move 10;
- the 20th move;
- moves 31–40;
- after move 50.

Where both players' moves are relevant, the wording shall make clear whether the reference concerns:

- a full move;
- a move by one player;
- the corresponding move of each player.

Ambiguous expressions such as *after 10 moves* shall be reviewed where the intended meaning could affect the time control or a claim.

8.12 Time Limits and Durations

Time limits and durations shall normally be written using numerals followed by the unit.

Examples:

- 7 days;
- 14 days;
- 50 days;
- 700 days;
- 24 hours.

The unit shall be written in full in ordinary normative text.

Abbreviated units may be used only in:

- tables;

- formulae;
- diagrams;
- technical system displays.

A space shall separate the numeral and the unit.

Recommended:

14 days

Not recommended:

14days

8.13 Time of Day

Times of day shall be written consistently.

Where a 24-hour clock is used, the recommended form is:

- 09:00;
- 14:30;
- 23:59.

Where the applicable time zone matters, it shall be stated explicitly.

Examples:

- 12:00 UTC;
- 18:00 Central European Time;
- 23:59 server time.

The expressions *midnight* and *noon* should be avoided where the exact date or time zone could be unclear.

8.14 Time Controls

Time-control expressions shall follow a consistent structure.

Examples:

- 10 moves in 50 days;
- 50 days for the first 10 moves;
- an initial clock of 50 days;
- an initial bank of 50 days;
- an increment of 5 days for each move;
- a tournament duration of 700 days.

Where several values form one formal time control, their order shall remain consistent throughout the Rules and Appendices.

The wording shall make clear whether a value refers to:

- the initial clock;
- the initial bank;
- an increment;
- a cumulative limit;
- guaranteed time;
- the total duration of the event.

8.15 Ranges and Inclusive Limits

An en dash shall be used for numerical ranges.

Examples:

- 2300–2399;
- moves 31–40;
- points 4–6;
- sections 3.17.4–3.17.5.

The wording shall make clear whether both endpoints are included.

Where inclusion may be uncertain, use expressions such as:

- from 2300 to 2399 inclusive;
- 2400 or higher;
- 1999 or lower;
- more than 14 days;
- at least 10 moves;
- no later than 15 August 2026.

8.16 Mathematical Expressions

Mathematical notation shall be used where it improves precision.

Variables, operators, subscripts and superscripts shall be formatted consistently.

Definitions of variables shall appear close to the relevant formula.

Numbers and symbols in formulae shall not be converted mechanically to the ordinary prose conventions of this section.

The technical conventions adopted in the relevant Appendix shall prevail for rating and title formulae.

8.17 Automatic Audit

The source files should be checked for:

- inconsistent date formats;
- two-digit years;
- inconsistent use of words and numerals;

- numerals at the beginning of sentences;
- inconsistent decimal separators;
- missing leading zeros;
- inconsistent percentage forms;
- incorrect hyphens in numerical ranges;
- missing spaces between numbers and units;
- ambiguous move counts;
- inconsistent time-control expressions;
- unclear or missing time zones.

No numerical expression shall be altered automatically where the change could affect eligibility, ranking, time control, deadlines, qualification or any other substantive requirement.

9 Editorial Notes and Change Classification

9.1 Purpose

Editorial notes may be used during reconstruction, audit and review to identify issues that require attention without altering the normative text prematurely.

Such notes are working annotations only.

They shall not form part of the published ICCF Rules unless their content is expressly incorporated into an approved provision.

9.2 Separation from Normative Text

An editorial note shall be visually and technically distinguishable from the normative text.

It shall not be placed in a manner that could cause a reader to interpret it as:

- an additional obligation;
- an exception;
- an official interpretation;
- an approved clarification;
- part of the numbering structure.

Editorial notes should normally be removed from the final official version.

Where a note must remain during circulation of a working draft, its status shall be stated clearly.

9.3 Recommended Note Categories

The following categories may be used during the review process:

Editorial note. Identifies a linguistic, typographic, formatting or cross-reference issue that does not appear to affect substantive meaning.

Clarification required. Identifies wording whose intended meaning appears uncertain, incomplete or capable of more than one reasonable interpretation.

Possible conflict. Identifies an apparent inconsistency between two or more provisions or regulatory documents.

Substantive review required. Identifies a possible change to rights, duties, eligibility, competence, procedure, sanction or another normative consequence.

Source verification required. Identifies text that cannot yet be confirmed against the authoritative original source.

Cross-reference verification required. Identifies a reference whose intended target is missing, unclear or possibly incorrect.

Historical note. Records information about the origin or previous wording of a provision where this is useful for the audit.

Implementation note. Records a LaTeX, numbering, hyperlink, compilation or document-management issue.

Decision required. Identifies an issue that cannot be resolved editorially and requires a decision by the responsible ICCF authority.

The categories may be shortened in internal reports, provided that their meaning remains unambiguous.

9.4 Change Classification

Every proposed change should be assigned to one of the following principal categories.

9.4.1 Category 1 – Editorial Correction

An editorial correction improves the presentation of an existing provision without altering its substantive meaning.

Examples include:

- correcting spelling, grammar or punctuation;
- correcting capitalization;
- correcting a typographic error;
- improving formatting;
- correcting numbering where the intended structure is certain;
- repairing a hyperlink or label without changing its target;
- replacing a number-based label with a semantic label pointing to the same provision;
- making terminology consistent where no change of meaning results.

An editorial correction does not require the creation of a new rule.

9.4.2 Category 2 – Clarification of Existing Meaning

A clarification resolves ambiguity, inconsistency or conflict while preserving the meaning already intended by the existing Rules.

Examples include:

- identifying which of two existing provisions governs a situation;
- making the scope of an existing rule explicit;
- clarifying an unclear procedural sequence;
- correcting an ambiguous cross-reference where the intended target can be established;
- reconciling conflicting wording without creating a new obligation;
- expressing an existing requirement more precisely.

A clarification shall not introduce a new substantive rule.

Where the clarification falls within the authority of the Rules Director, the Executive Board shall be informed in accordance with the applicable ICCF procedure.

9.4.3 Category 3 – Substantive Amendment

A substantive amendment creates, removes, extends, restricts or materially changes a rule.

Examples include:

- creating a new right or obligation;
- changing eligibility requirements;
- changing a deadline or time limit;
- changing the competence of an ICCF official or body;
- changing an appeal or disciplinary procedure;
- changing a sanction;
- changing qualification, title or rating requirements;
- extending or restricting the scope of a provision;
- redirecting a cross-reference to a materially different rule.

A substantive amendment requires approval through the appropriate ICCF procedure.

It shall not be presented as an editorial correction or clarification merely because the change is small or appears reasonable.

9.4.4 Category 4 – Unresolved or Requiring Decision

This category shall be used where the correct classification or solution cannot yet be determined.

Examples include:

- the original source is unavailable;
- two authoritative documents appear to conflict;
- the intended policy cannot be established from the existing text;
- the responsible ICCF authority must select between alternative solutions;
- a proposed change may be either clarification or substantive amendment, depending on the intended policy.

No final change shall be made until the issue has been resolved by the appropriate authority.

9.5 Classification by Effect, Not Appearance

A change shall be classified according to its legal and procedural effect, not according to:

- the number of words changed;
- the apparent simplicity of the correction;
- whether the change occurs in a heading, note or cross-reference;
- whether the change can be implemented automatically;
- whether the revised wording appears stylistically preferable.

A one-word change may be substantive.

A complete rewriting of a sentence may remain editorial where it preserves the same meaning exactly.

9.6 Classification of Deleted Text

Where text has been removed from an earlier version, the working draft may use a temporary marker such as:

[Deleted]

The marker shall be used only where preserving the visible numbering is necessary during review.

It shall not be interpreted as normative text.

The audit record should identify:

- the previous wording;
- the authority or decision supporting the deletion;
- whether the deletion is editorial, clarificatory or substantive;
- whether the vacant number is to be retained temporarily;
- whether later renumbering is intended.

A deletion marker should normally be removed from the final consolidated version unless retaining the vacant number serves a deliberate regulatory purpose.

9.7 Historical Notes

Historical notes may record:

- the year in which a provision was introduced;
- earlier wording;
- the origin of a formula or procedure;
- a Congress decision;
- a previous document title or numbering designation;
- the reason for retaining an unusual structure temporarily.

Historical notes shall not be used as a substitute for the current rule.

Where historical information is important for interpretation, it should be verified against the authoritative source and handled through the appropriate formal procedure.

9.8 Record of Proposed Changes

Each proposed change should be recorded with at least:

- the visible provision number;
- the semantic label, where available;
- the current wording;
- the proposed wording;
- the reason for the change;
- the change category;
- the source or authority supporting the change;
- the approval status;
- any related provisions or documents.

Where useful, the record may also include:

- the source file and line number;
- the date of review;
- the reviewer;
- alternative proposed wording;
- implementation notes.

9.9 Approval Status

The status of a proposed change should be recorded separately from its classification.

Recommended status descriptions include:

- identified;
- under review;
- awaiting source verification;
- awaiting Rules Director decision;
- Executive Board informed;
- awaiting formal approval;
- approved;
- rejected;
- implemented;
- deferred.

A change shall not be described as approved merely because it has been inserted into a working draft.

9.10 Use in the LaTeX Source

Editorial notes may initially be entered directly in the source files, provided that they are clearly marked and can be removed or hidden reliably.

A dedicated command or environment may later be introduced.

Possible forms include:

```
\editorialnote{Check the reference to section 2.10.}
```

```
\clarificationnote{The intended scope of this sentence is uncertain.}
```

```
\decisionnote{Confirmation by the Rules Director is required.}
```

No such commands shall be introduced into the project style file until their appearance, compilation behaviour and removal from the final version have been tested.

9.11 Final Publication Check

Before publication, the complete source shall be checked for:

- unresolved editorial notes;
- temporary deletion markers;
- review comments;
- highlighted draft text;
- unapproved wording;
- unresolved classification markers;
- implementation notes visible in the PDF;
- changes recorded as approved but not implemented;
- changes implemented without a recorded approval status.

The official version shall contain only approved normative text and any deliberately retained official explanatory material.

10 Audit and Change Register

10.1 Purpose

The Audit and Change Register shall record issues identified during the reconstruction and review of the ICCF Rules.

It shall provide a concise link between:

- the current provision;
- the identified issue;
- the proposed action;
- the change classification;

- the approval status.

The Register is a working document and does not form part of the official ICCF Rules.

10.2 Minimum Required Information

Each entry should contain:

1. the visible provision number;
2. the semantic label, where available;
3. a brief description of the issue;
4. the proposed action or wording;
5. the change category;
6. the current status.

Additional information shall be included only where it is useful for resolving the issue.

10.3 Recommended Register Structure

The following structure is recommended:

No.	Provision	Issue	Proposed action	Category	Status
001	2.10(4)	The beginning of the next time-control period was unclear.	Clarify that the next period begins when the player is informed of the claim, with reflection time calculated under section 2.3.	2	Implemented

10.4 Provision Identification

During the present reconstruction, each provision shall be identified primarily by its existing visible number.

Example:

section 1.2.1.10, point (b)

Where a semantic label has been added, it may be recorded as supplementary technical information.

Example:

section 1.2.1.10, point (b)

rule:chess960-world-cup-qualification

The semantic label shall not replace the visible designation in reports prepared for reviewers.

10.5 Issue Description

The issue description should be brief and factual.

It should identify the problem without assuming that a proposed solution has already been approved.

Recommended:

The reference appears to identify a provision that no longer contains the relevant procedure.

Not recommended:

The reference must be changed to section 4.3.

unless the intended target has already been verified.

10.6 Proposed Action

The proposed action may consist of:

- a technical correction;
- revised wording;
- source verification;
- consultation with the Rules Director;
- referral for formal approval;
- no change, with an explanatory record.

Where alternative solutions remain possible, they may be recorded in a note rather than inserted directly into the Rules.

10.7 Category Codes

The following abbreviated category codes may be used in the Register:

Code	Meaning
1	Editorial correction
2	Clarification of existing meaning
3	Substantive amendment
4	Unresolved matter requiring a decision

10.8 Status Codes

The following concise status descriptions may be used:

- Identified;
- Under review;
- Source verification required;
- Rules Director decision required;

- Executive Board informed;
- Formal approval required;
- Approved;
- Implemented;
- Rejected;
- Deferred.

10.9 Separation of Classification and Status

Classification and status shall be recorded separately.

For example:

Category: 2 — Clarification

Status: Rules Director decision required

A clarification is not automatically approved merely because it falls within the authority of the Rules Director.

Similarly, an editorial correction may remain under review until its target, wording or source has been verified.

10.10 Working Principle

Only issues requiring attention shall be entered in the Register.

Provisions that have been checked and require no action need not receive individual entries unless a complete verification record is required.

The Register should remain concise enough to be useful to reviewers and decision-makers.

11 Revision History

The revision history records significant editorial and technical decisions adopted for the preparation and maintenance of the ICCF Rules and their Appendices.

Minor typographical corrections need not be recorded unless they affect an established convention.

Date	Subject	Change
1 August 2026	Capitalization policy	A distinction was adopted between unique formal ICCF offices and recurring tournament functions. Unique ICCF offices are capitalized, while functions such as tournament director, tournament organizer and team captain remain lower-case.
1 August 2026	Chess and arbiter titles	Formal title names are capitalized when defined or awarded. Descriptive use, including references to title-holders and title norms, remains lower-case.

Date	Subject	Change
1 August 2026	Time-control terminology	The expressions standard time control and triple block time control remain lower-case in ordinary prose. Uppercase forms are reserved for formal scope designations.
1 August 2026	Abbreviations	No abbreviation shall be introduced for Rules Director. The abbreviation RD is reserved for rating deviation.
1 August 2026	Editorial Guide	The ICCF Rules Editorial Guide was established as an internal working document that does not form part of the ICCF Rules.
3 August 2026	Reference migration	A transitional dual-label system was adopted. Existing visible numbering and number-based labels are retained during substantive reconstruction, while semantic labels are added progressively for verified provisions.
3 August 2026	Abbreviations	General rules for abbreviations were adopted. RD was reserved for rating deviation and shall not be used for Rules Director. Potentially ambiguous abbreviations, including TC, TD and TO, require individual review.
3 August 2026	Scope designations	Rules were adopted for SERVER, POSTAL, STANDARD, TRIPLE BLOCK and TEAM. A designation applies to the complete designated block, while an inline designation applies only to the associated text.
3 August 2026	Spelling policy	British English with Oxford spelling was adopted. Preferred forms and exceptions for official names, quotations and computer terminology were recorded.
3 August 2026	Punctuation policy	Rules were adopted for sentence structure, commas, quotation marks, apostrophes, hyphens, dashes and list punctuation. Punctuation changes must not alter the meaning or scope of a provision.
3 August 2026	Dates and numbers	Conventions were adopted for dates, numerical ranges, cardinal and ordinal numbers, percentages, move numbers, deadlines, time expressions and formal time-control descriptions.
3 August 2026	Editorial notes and change classification	Working-note categories and four principal change categories were adopted: editorial correction, clarification of existing meaning, substantive amendment, and unresolved matter requiring a decision. Approval status shall be recorded separately from classification.
3 August 2026	Audit register	A concise Audit and Change Register was adopted. Existing visible numbering remains the primary identifier for reviewers, while semantic labels may be recorded as supplementary technical information.