PASC

PAN-AFRICAN STANDARDS COUNCIL

GUIDE / INSTITUTIONAL EDITION

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ATSS 1.2 Documentation and Publication Control Guide

Document identity · Provenance · Accessibility · Release integrity

Issuing authority
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Official standards library
pasc.institute

Defined requirements
Auditable evidence
Controlled editions

Foreword

Institutional decisions, scientific findings and conformity claims depend on records that readers can inspect, reproduce and attribute. PASC DOC 01 establishes one operational baseline for documents produced by councils, universities, research programmes, public agencies, conformity-assessment bodies and regulated organisations. It covers the document lifecycle from source registration to public publication, corrections, preservation and withdrawal.

The PASC publication format brings structure, evidence, semantic accessibility, provenance, change control and ethical transmission into a single standard. ATSS 1.2 defines the governing research-evidence requirements. This guide specifies document identity, review records, semantic access, release integrity and controlled institutional publication.

1. Scope

1.1 This standard applies to policies, directives, standards, scientific articles, institutional memoranda, research notes, procedures, technical reports, assessment reports, training manuals, evidence packs, datasets and public notices.

1.2 Requirements apply to both born-digital and digitised records. Specific controls extend to multilingual editions, data tables, figures, machine-readable exports, archival material and digitally signed records.

1.3 A publication may be *public*, *restricted*, *confidential* or *secret* under the applicable classification rules. A public catalogue SHALL expose only material expressly approved for publication. Protected case evidence and personal information SHALL remain under controlled access.

2. Normative terms and definitions

SHALL designates a mandatory conformity requirement; **SHOULD** designates a recommended practice; **MAY** grants a permitted option.

- **Document identity:** persistent code that identifies an intellectual work and its release lineage.
- **Edition:** approved, immutable publication snapshot with distinct content hash.
- **Provenance:** accountable record of origin, collection, transformation, reviewers, authorisation and publication.
- **Evidence object:** cited observation, record, measurement, transcript, dataset, image, calculation or controlled testimony.
- **Semantic accessibility:** structural representation that supports navigation, accessible reading and machine interpretation.
- **Release manifest:** signed or integrity-protected list of files, versions and cryptographic checksums.
- **Correction:** traceable amendment that identifies its scope and affected edition.

3. Document classes, ownership and classification

DOC.GV.01 Each controlled document SHALL have an accountable owner, a designated maintainer and an authorising function. The owner SHALL approve its distribution class, revision and archival period.

DOC.GV.02 Each document SHALL declare its class, audience, scope, current edition, effective or publication date, language, source institution and canonical reference. Joint institutional publications SHALL identify contributing institutions and their distinct roles.

DOC.GV.03 Public and restricted editions SHALL use separate publication paths, storage locations and access permissions. Public pages SHALL contain approved metadata and released content only.

DOC.GV.04 A publication SHALL distinguish authorship, technical review, editorial validation, institutional approval and publication administration in its internal records. Public attribution MAY be role-based where member confidentiality requires it.

DOC.GV.05 The Secretariat SHALL maintain a register of current, replaced, corrected and withdrawn editions. Every replacement SHALL preserve the prior release identifier and its disposition.

4. Scientific and institutional document architecture

DOC.ST.01 A normative standard or directive SHALL contain at least: title; document ID; edition and status; authority and publication date; scope; terms; normative references; requirements with unique clause identifiers; evidence and verification provisions; change control; and annex status.

DOC.ST.02 A scientific paper SHALL contain bibliographic metadata, title, author and affiliation information as authorised, abstract, keywords, research question or objective, method, results, interpretation, limitations, provenance and references. The narrative SHALL make the evidence chain traceable.

DOC.ST.03 Institutional analysis SHALL establish the observed problem, relevant context, applied method, measurable results, verification and implications. An ATSS 1.2 trace SHALL connect the research question, context, method, verifiable results and utility/transmission. The narrative MAY express these functions through discipline-appropriate headings.

DOC.ST.04 Requirements and recommendations SHALL be linguistically differentiated. Normative requirements SHALL use stable IDs; cross-references SHALL resolve to the correct clauses, figures, tables or annexes.

DOC.ST.05 An executive summary SHALL accurately represent the documented findings, uncertainty, evidence strength and disposition. Claims SHALL remain consistent across abstracts, figures, tables, metadata and press summaries.

DOC.ST.06 When the work is multilingual, each translated edition SHALL retain its original document identity, edition relation, language code, translator or translation authority, review state and approved language precedence.

5. Evidence, methodology and provenance

DOC.EV.01 Each material factual claim SHALL be supportable by a source, reproducible method, documented observation or explicitly bounded analytical inference. The publication SHALL distinguish these evidence categories.

DOC.EV.02 Quantitative findings SHALL identify the measured population, units, observation dates, data treatment, denominator, selection conditions and methodological uncertainty where relevant. The absence of a denominator SHALL be explicit rather than concealed.

DOC.EV.03 Primary materials SHALL carry provenance metadata sufficient to reconstruct the collection and transformation chain. This includes collection date, collector or role, source type, custody/permission status, alterations and location of the controlled master.

DOC.EV.04 Direct testimony SHALL preserve the original recording or transcript, language and translation chain, speaker consent or legal basis, timestamps and access constraints. Public excerpts SHALL follow the authorised disclosure scope.

DOC.EV.05 Tables and figures SHALL include titles, units, sources and clear interpretation of symbols. Every figure referenced by the text SHALL exist in the release files.

DOC.EV.06 Analytical models SHALL declare variables, assumptions, calibration data, validation approach and reproducibility limits. Software-assisted calculations SHALL preserve executable versions or sufficient independent reconstruction instructions.

DOC.EV.07 Citations SHALL resolve to actual bibliographic records or traceable internal evidence IDs. Bibliographies SHALL not contain invented or unverifiable works. Numeric citations of the form [1], [2] MAY be used in institution-specific templates when consistently applied.

6. Editorial presentation and accessibility

DOC.FM.01 Official text SHALL use a consistent paragraph, heading, caption, footnote and table hierarchy. Digital headings SHALL be semantic, sequential and usable for navigation.

DOC.FM.02 The default scholarly Word profile SHALL use Cambria 11-point justified body text. A scientific paper SHOULD use single-column front matter, title, abstract and keywords, followed by two-column body text; extensive tables, figures and annexes MAY span the full width. Tables SHOULD use approximately 8-point text where readability permits.

DOC.FM.03 The standard’s PDF output SHALL retain searchable text, readable headings, logical reading order, bookmarks or equivalent navigation for long documents, and embedded fonts. Tagged PDF SHALL be used where supported by the production workflow and validated using accessibility tools. Accessible HTML or another equivalent SHALL accompany publications when appropriate.

DOC.FM.04 All nondecorative visual content SHALL have useful alternative text or a nearby complete textual explanation. Data graphics SHALL present data values and units in accessible text or machine-readable supplements.

DOC.FM.05 Documents SHALL have defined language metadata, meaningful link text, adequate visual contrast, no essential information conveyed by color alone and page headers that identify the publication without obscuring content.

DOC.FM.06 Multicolumn layouts SHALL preserve reading order and avoid separating titles from related paragraphs, figures from legends or data from defining units. Printer-friendly and screen-readable versions SHALL express the same normative content.

7. Integrity, release control and retention

DOC.RL.01 A released edition SHALL be immutable. Substantive amendments SHALL create a new edition; minor corrections SHALL use a numbered erratum or corrected release with a retained history.

DOC.RL.02 Every publication release SHALL include a manifest of all public files with SHA-256 checksums, canonical filenames, sizes, publication date and current version. A cryptographic signature MAY provide additional authenticity.

DOC.RL.03 The publication process SHALL run automated checks for missing links, missing annexes, conflicting versions, malformed metadata and exposed restricted files. An authorised reviewer SHALL sign off the release evidence.

DOC.RL.04 External datasets, embedded assets and references SHALL have stable identifiers or archived access metadata. Temporary download links SHALL not be the sole access path for normative documents.

DOC.RL.05 When a publication is withdrawn, the public record SHALL retain an archival bibliographic entry, withdrawal reason category, withdrawal date and successor link where one exists. Restricted grounds remain in internal files.

DOC.RL.06 The retention schedule SHALL identify publication masters, original evidence, working copies, consent/permissions, review decisions, release manifests, access logs and restoration backups separately.

8. Privacy, ethics and institutional responsibility

DOC.ET.01 A document SHALL carry a disclosure decision identifying public, restricted and confidential data elements. The publication operator SHALL verify that personal information, confidential committee material and privileged or security-sensitive details are excluded from the public edition.

DOC.ET.02 Authorship, external contributions, citations and licence conditions SHALL be correctly attributed. Reuse rights and permissions SHALL be recorded for images, datasets, photographs, code and translations.

DOC.ET.03 The communication of findings SHALL maintain dignity, contextual accuracy, meaningful uncertainty and the ability to correct the record. Risk descriptions SHALL distinguish verified facts from hypotheses, allegations and forecasts.

DOC.ET.04 Automated drafting, translation, analysis or layout tools SHALL be recorded in the internal production history when they materially influence a result. Human publication accountability SHALL remain assigned.

9. Verification and conformity

DOC.CO.01 Conformity to PASC DOC 01 SHALL be evaluated against every applicable SHALL clause using an edition-specific evidence register. Unsupported claims SHALL be marked unresolved, with owner and corrective action.

DOC.CO.02 At minimum, evidence SHALL include: document metadata sheet; approved edition; source and citation register; figure/table inventory; accessibility report; release manifest; version history; publication authorisation; and archived master location.

DOC.CO.03 The reviewer SHALL verify at least one critical claim from source to published output, one reference chain, one non-text element, one version transition and one public download path. The sample and results SHALL be recorded.

DOC.CO.04 A publication MAY claim conformity to this document-control standard independently of a PASC organisational certification. A separate recognition claim SHALL follow the applicable independent PASC assessment scheme.

Annex A — Required metadata schema (Normative)

Field	Requirement	Example
`document_id`	Stable identity	`PASC-DOC-01`
`title`	Canonical display title	Institutional Documentation
`edition`	Version of normative content	`1.0`
`status`	Approved/publication state	`Published`
`authority`	Owning issuing body	`PASC Institute`
`publication_date`	ISO date	`2026-11-01`
`language`	IETF language tag	`en`
`document_class`	Standard, directive, report etc.	`Standard`
`disclosure`	Public/restricted/confidential	`Public`
`sha256`	Hash of issued file	64 hexadecimal characters
`supersedes`	Previous edition if applicable	`null`
`canonical_url`	Stable retrieval endpoint	`https://pasc.institute/...`

Annex B — Minimum publication verification register (Normative)

Check	Required evidence	Acceptance criterion
Identity	Catalogue record and cover	Same ID, title, edition, date
Structure	Source and rendered page map	Required sections and annexes present
References	Citation resolver or controlled list	All material references locate source
Figures	Figure/table inventory	Captions, units and values aligned
Accessibility	Automated and manual report	Semantic order, language, text selectable
Confidentiality	Publication permission register	No restricted records in public files
Integrity	SHA-256 manifest	Downloads match release hashes
Version history	Prior and current edition links	Earlier release retained or indexed
Public delivery	HTTP checks	Correct status, MIME and content

Annex C — ATSS 1.2 functional trace (Informative)

Function	Publication responsibility	Verifiable output
Research question and observation	Problem, observation and question	Baseline observation register
Context and interpretation	Context, comparison and mechanisms	Context model and assumptions
Method and execution	Method, implementation or action	Protocol, artifact and execution log
Verification and reproducibility	Test, replication and adjudicated evidence	Results, exceptions and evidence map
Ethical transmission and utility	Ethical transfer and institutional uptake	Publication, correction and adoption record

Annex D — Normative and informative references

1. PASC, *Open Sovereign Predictive Cyber Risk Management*, version 1.0, 2025, https://doi.org/10.5281/zenodo.17642943.
2. PASC, *ATSS 1.2 — Auditable Transformative Science Standard*, institutional publication, November 2026.
3. ISO 15489-1:2016, *Information and documentation — Records management — Concepts and principles*.
4. W3C, *Web Content Accessibility Guidelines 2.2*, https://www.w3.org/TR/WCAG22/.

5. ISO 14289 series, *Document management applications — Electronic document file format enhancement for accessibility*.

Publication history

Edition	Publication date	Summary
1.0	2026-11-01	PASC publication edition: institutional, research and normative documentation lifecycle