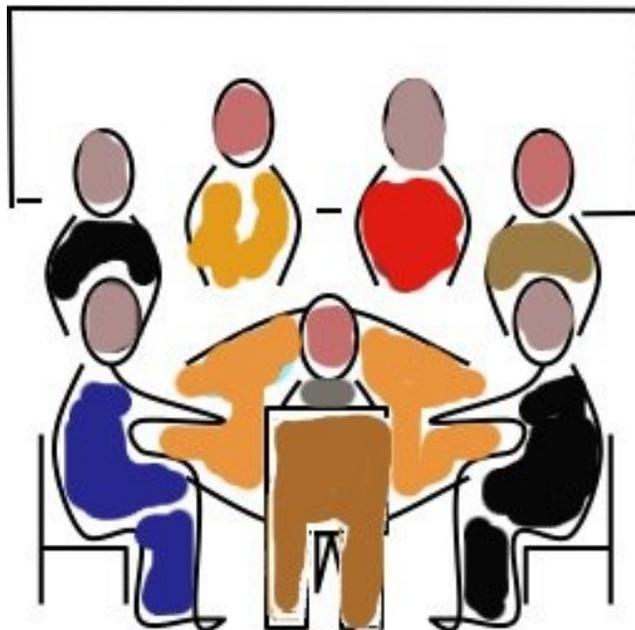


ASB Guide 0001
2016

ASB Style Guide Manual for Standards, Technical Reports and Best Practice Recommendations



**ASB Style Guide Manual for Standards, Technical
Reports and Best Practice Recommendations**

Approved by the Academy Standards Board for use by the
AAFS Standards Board, LLC. March 2016



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Keywords: Style, editing, layout, requirements, patents, standards, technical reports, best practice recommendations

This Manual was developed to provide guidance for preparing documents that will be published by the AAFS Standards Board (ASB).

Foreword

The AAFS has established an organization dedicated to developing documentary standards for forensics, the Academy Standards Board (ASB). This organization will work closely with the Forensic Science Standards Board and its subcommittees, which are dedicated to creating a national registry of forensic standards. The document is intended to assist the consensus bodies and working groups in drafting documents to be published by the AAFS Standards Board.

Acknowledgements

Editorial Committee:

Brad Wing, Teresa Ambrosius, Mary McKiel

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ASB Style Guide Manual for Standards, Technical Reports and Best Practice Recommendations – 2016 Edition

1 Preface

This Manual was developed to provide guidance for preparing documents that will be published by the AAFS Standards Board (ASB) and submitted to the American National Standards Institute (ANSI).

This Manual draws heavily upon the following sources:

- *ANSI Style Guide-Sheet-2003*¹
- *How to Write Standards*, International Organization for Standardization (ISO)²
- *Recommended Practice for the Designation and Organization of Standards*, ANSI/SES 1:2013, The Society for Standards Professionals (SES)³

Each standard (S), technical report (TR) and best practice recommendation (BPR) by consensus bodies of the AAFS Standards Board shall conform to this style manual. The purpose is to ensure consistency in format, and to maximize usability of the documents. When deviance from this Manual is recommended by a drafting working group of a consensus body that consensus body shall ask the Secretariat for permission and such deviation shall be noted in the Foreword to the document.

2 General Guidance

The following points should be observed when writing an ASB document:

- 1) ASB encourages the use of plain language, to the extent possible, in its publications. It is recognized that some very specialized terminology may be necessary, but such terminology should be kept to a minimum.
- 2) The active voice should be used in sentences.
- 3) Sentences should be short and unambiguous.
- 4) Any text copied from another document shall be fully referenced in a footnote. The name of the referenced document shall be in italics.
- 5) As ANSI states: “The correct verb form for indicating a requirement is “shall.” The correct verb form for indicating a recommendation is “should”. Universally accepted “standardese” does not recognize “must”. Use “shall” for indicating a mandatory aspect or an aspect on

¹ The *ANSI Style Guide-Sheet-2003* is available for free at <http://publicaa.ansi.org/sites/apdl/Documents/Standards%20Activities/American%20National%20Standards/Procedures.%20Guides.%20and%20Forms/New%20ANSI%20Style%20Guidesheet%202.docx>

² *How to Write Standards* is available for free at www.iso.org/iso/how-to-write-standards.pdf

³ *Recommended Practice for the Designation and Organization of Standards, ANSI/SES 1:2013* is available for a fee at www.ses-standards.org

which there is no option.⁴ Negative forms are “shall not” and “should not”. “May” and “need not” indicate a course of action that is permissible.

- 6) Since the documents will be available electronically, cross-references within the document shall be hyperlinked and colored green. External hyperlinks shall be colored blue.
- 7) As ANSI states: “Make sure all standards on which the document is contingent are fully and correctly listed, with availability footnotes, where necessary. Any document cited in the standard as being indispensable for the application of the standard needs to be listed in Normative References. Informative references - those for information only, or for use as background reading - are to be listed in a Bibliography.”⁴
- 8) The document should have consistent use of terms. For example, the editor should ensure that either ‘palm print’ or ‘palmprint’ is used throughout the document.
- 9) Acronyms shall be defined at first use and shall appear in the section of the document “Terms and Definitions” (See Section 3.9).
- 10) Sections of the main body of the standard shall be designated by a number. Subsections of the main body of the standard shall be designated by a number, period, and another number, repeating as necessary to indicate the level of the subsection. (Examples are 3. and 3.1 and 3.1.8) Annexes shall be designated by letters and annex sections and subsections shall be designated by that letter followed by a period and a sequence of numbers and periods designating the level(s) of the subsection. (Examples are A.2 and A.2.5 and A.5.7.3)

3 Document Layout for Standards

3.1. General

This section describes the general format that is used for ASB standards. Deviations from this layout are possible, but need prior approval of the Secretariat.

3.2. Cover Page

The cover page shall contain the ASB numerical designation for the standard in the upper right corner. The Title shall be centered on the line below the ASB numerical designation.

A picture or graphic approved by the ASB staff may be included on the cover page.

The ASB and ANSI logos shall not appear on the draft copies of the standard, but shall be added after approval of the standard by both bodies.

⁴ ANSI, *ANSI Style Guide-Sheet-2003*, available for free at <http://publicaa.ansi.org/sites/apdl/Documents/Standards%20Activities/American%20National%20Standards/Procedures,%20Guides,%20and%20Forms/New%20ANSI%20Style%20Guidesheet%202.doc>

3.3. Title Page

The title page immediately follows the cover page. Like the cover page, it contains the ASB numerical designation of the standard on the upper right corner of the page and the centered title below it.

This is followed by the ASB and ANSI approval dates.

The ASB logo, printed name and address shall be on the title page.

The following shall appear: “This document may be downloaded for free at: <http://asb.aafs.org/>. It is copyrighted by the American Academy of Forensic Sciences Standards Board, LLC. YEAR”

The Secretariat will assign the ISO International Classification for Standards designation, which immediately follows the copyright statement.

Keywords (no more than ten) and a short abstract (two to three sentences) shall appear at the bottom of the page.

3.4. Foreword

The Foreword should describe the standard in general terms.

Next, the Foreword should describe how the standard originated (such as being proposed by a specific Subcommittee of the Organization of Scientific Area Committees submitting a request to ASB).

Each revision of the standard shall include a summary of the substantive changes to the previous edition.

3.5. Acknowledgements

(The Acknowledgements section is optional, the ASB, the Consensus Board, or the Working Group have the option of listing none, some, or all of the categories listed below.)

This section should be organized as follows:

Editor:

Deputy Editor(s):

Drafting Working Group Members:

Consensus Group Members:

A person’s name may appear under more than one heading. The consensus group members (who are eligible to vote on the standard) shall be indicated by the person’s name and organization that he/she represents. The interest category for each member shall be listed. The votes of the members shall not be shown in the standard.

If a revision to the standard is made, the original acknowledgements shall remain in the document, followed by a header indicating the Revision Number and the same subheadings as listed above.

3.6. Table of Contents

The Table of Contents shall include all of the section headers, annexes, figures and tables. Each entry shall include the page number. It is recommended that this be automatically generated by the word processor.

3.7. Scope (Section 1)

The Scope begins with a paragraph describing in general terms the types of applications targeted by the standard. As appropriate the scope also indicates what processes or applications are not covered. The paragraph should define the target audience.

The Scope is intended to be brief and concise.

3.8. Normative References (Section 2)

Normative references are documents that are **indispensable** for the application of the standard. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies. Normative references shall be cited at least once in the body of the standard.

The list shall be in alphabetical order of the designation (*e.g.*, ANSI/INCITS 398) or name of the producing organization or author, if there is no standard designation (*e.g.*, American Board of Forensic Odontology). Immediately following is the name of the document in italics. Information about how to obtain a copy of the document should be included, if known.

Sample entries are:

American Board of Forensic Odontology, *Diplomates Reference Manual*. It is available at <http://www.abfo.org/resources/abfo-manual/>

ANSI/NIST-ITL 1-2011 Update: 2015, NIST Special Publication 500-271 V3, *Data Format for the Interchange of Fingerprint, Facial and Other Biometric Information*. It is available at http://www.nist.gov/itl/iad/ig/ansi_standard.cfm

3.9. Terms and Definitions (Section 3)

Any acronyms or specialized terminology used in the body of the standard shall be listed in this section. They shall be numbered and in alphabetical order, with special characters appearing first. If specialized terminology is used in a definition, that terminology shall have a definition in this section and the term shall be in bold letters.

For purposes of this document, the following definitions and acronyms apply.

3.9.1**Best Practice Recommendation****BPR**

A BPR is based upon the concept of “should” as opposed to “shall”. It provides guidance. Although it is not required, it is still highly recommended that a section be included addressing the technical and operational rationale for specific recommendations.

3.9.2**can**

Used for statements of possibility or capability (see Annex A for additional information).

3.9.3**conditional**

Element the presence of which in a document is dependent on the provisions of the particular document.

3.9.4**informative**

Element that identifies the document, introduces its content and explains its background, its development, and its relationship with other documents.

Element that provides additional information intended to assist the understanding or use of the document.

3.9.5**mandatory**

Element the presence of which in a document is obligatory.

9.3.6**may**

Used to indicate that a provision is optional (see Annex A for additional information).

9.3.7**need not**

Used to indicate that a provision is not required (see Annex A for additional information).

3.9.8**normative**

Element that describes the scope of the document or sets out provisions.

3.9.9**optional**

Element that is not required for the implementation of the document.

3.9.10**recommendation**

Expression in the content of a document conveying that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required, or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited

3.9.11 requirement

Expression in the content of a document conveying criteria to be fulfilled if compliance with the document is to be claimed and from which no deviation is permitted.

3.9.12 shall

Used to indicate that a provision is mandatory (see Annex A for additional information).

3.9.13 should

Used to indicate that a provision is not mandatory, but recommended as good practice (see Annex A for additional information).

3.9.14 Standard S

Document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

3.9.15 Technical Report TR

A TR differs from a standard in that it does not require anything, it is an explanatory document. A TR may be used to describe the scientific and operational underpinnings of a Standard.

3.9.16 statement

Expression in the content of a document conveying information.

3.10. Requirements (Section 4)

3.10.1. General

This is the 'core' of the standard. It is likely that this section will have several subsections. Each section and subsection shall have descriptive text, which may cross-reference other sections of the standard. Each section or subsection shall clearly indicate whether the requirement is mandatory, optional or conditional (dependent upon the value or content of another section or subsection). The exact layout of the **Requirements** will vary by standard, depending upon the topic being addressed.

3.10.2. Subsequent Numbering

All subsequent headings shall be numbered, and the title of the heading shall indicate if the section is mandatory, optional, or conditional.

Paragraphs below a section heading may be numbered if it is anticipated that future references (in the document, or from other documents) may be made to that section.

3.11. Conformance (Section 5)

This section specifies what the conformity assessment specifications are for the standard. It may include test methods, certifications, metrics or other criteria. The exact layout of this section will vary, depending upon the topic being addressed. When a standard is not written to support conformity assessment, the standard specifies that condition.

3.12. Annexes (Labeled Alphabetically in order)

Annexes contain supplemental information. They may be normative or informative and shall be indicated as such, immediately after the title of the Annex and in the table of contents. All Annexes shall be called out in the text of the document.

Normative annexes give provisions additional to those in the body of the document. Their presence is optional. An annex's normative status shall be made clear by the way in which it is referred to in the text.

Informative annexes give additional information intended to assist the understanding or use of the document. Their presence is optional. An annex's informative status (as opposed to normative) shall be made clear by the way in which it is referred to in the text.

Informative annexes may contain optional requirements. For example, a test method that is optional may contain requirements but there is no need to comply with these requirements to claim compliance with the document.

The first Annex shall be entitled "Annex A – Foundational Principles". It is informative. This Annex shall contain a description of the scientific and operational rationale for the standard. If the scientific / operational basis for the standard is extensive, an ASB Technical Report (TR) containing that information shall be referenced in this Annex.

The last annex contains the Bibliography. The Bibliography shall be informative (i.e., the documents listed are not included in Section 2 of the Standard).

4 Figures and Tables

Figures and tables shall be called out in the document and should be located as close to the callout as possible. Figures and tables shall be designated "Table" or "Figure" and numbered consecutively with Arabic numerals, beginning with 1 (e.g., Table 1, Table 2, Figure 1, Figure 2).

Figure and tables included in annexes shall include the identifying letter of the annex in which they appear (e.g., Figure A.1, Table B.1).

Figures and tables shall not contain requirements.

5 Document Layout for Technical Reports

A Technical Report differs from a standard in that it does not require anything. It is explanatory. A Technical Report may be used to describe the scientific and operational underpinnings of a Standard. The general outline is the same, but since a Technical Report does not have requirements in it, there are no Normative References. The content of the Technical Discussion section may be

organized in a manner best suited to the subject matter under discussion. References are informational and appear in a Bibliography.

The general outline for an ASB Technical Report is:

- Cover page
- Title page
- Foreword (describes how the TR originated and any revisions to it. It should also state if this TR provides the technical and operational foundation for a standard)
- Acknowledgements
- Table of Contents
- Scope (describes who is the target audience and what the TR covers)
- Terms and Definitions
- Technical Discussion
- Annexes
- Last annex is the Bibliography

6 Document Layout for Best Practice Recommendations

A Best Practice Recommendation is based upon the concept of ‘should’ as opposed to ‘shall’. It provides guidance. Although it is not required, it is still highly recommended that a section be included addressing the technical and operational rationale for specific recommendations.

The general outline for a Best Practice Recommendation is:

- Cover page
- Title page
- Foreword (describes how the BPR originated and any revisions to it.)
- Acknowledgements
- Table of Contents
- Scope (describes who is the target audience and what the BPR covers)
- Terms and Definitions
- Recommendations
- Annexes
- Last annex is the Bibliography

Annex A (informative)

Expression of Provisions

A.1 Requirements

Table A.1 summarizes the verbal forms of expression that shall be used to indicate requirements to be followed in order to conform to the document and from which no deviation is permitted.

Table A.1—Verbal Forms to Express Requirements

Verbal Form	Equivalent Expressions for Use in Exceptional Cases ^a
shall ^b	is to is required to it is required that has to only...is permitted it is necessary
shall not	is not allowed (permitted) (acceptable) (permissible) is required to be not is required that...be not is not to be
NOTE 1 Do not use “may” when “can” is meant. NOTE 2 Do not use “may not” when “shall not” is meant. NOTE 3 See ISO/IEC Directives, Part 2, Annex G for negatives of these verbal forms and further explanation.	
^a The equivalent expressions given the second column shall be used only in exceptional cases when the form given in the first column cannot be used for linguistic reasons. ^b Do not use “must” as an alternative for “shall” (this will avoid any confusion between the requirements of a document and jurisdictional regulatory obligations).	

Avoid using vague expressions that are not truly informative and might cause the reader to make an incorrect judgment call. Words like “very,” “all,” “every,” “never,” “excessive,” “slightly,” “approximately,” “nearly,” or “significant” are not useful.

A.2 Recommendations

Table A.2 summarizes the verbal forms that shall be used to indicate:

- a) that among several possibilities one is recommended as particularly suitable, without mentioning or excluding the others;
- b) or that a certain course of action is preferred but not necessarily required;
- c) or that (in the negative form) a certain possibility or course of action is discouraged but not prohibited.

Table A.2—Verbal Forms to Express Recommendations

Verbal Form	Equivalent Expressions for Use in Exceptional Cases^a
should	it is recommended that ought to
should not	it is not recommended that ought not to
^a The equivalent expressions given the second column shall be used only in exceptional cases when the form given in the first column cannot be used for linguistic reasons.	

A.3 Permission

Table A.3 summarizes the verbal forms that shall be used to indicate a course of action permissible within the limits of the document.

Table A.3—Verbal Forms to Express Permission

Verbal Form	Equivalent Expressions for Use in Exceptional Cases^a
may	is permitted to is allowed is permissible
need not	it is not required that no...is required
Do not use “possible” or “impossible” in this context. Do not use “can” instead of “may” in this context.	
NOTE “May” signifies permission expressed by the document, whereas “can” refers to the ability of a user of the document or to a possibility open to him/her.	
^a The equivalent expressions given the second column shall be used only in exceptional cases when the form given in the first column cannot be used for linguistic reasons.	

A.4 Possibility and Capability

Table A.4 summarizes the verbal forms that shall be used for statements of possibility and capability, whether material, physical, or causal.

Table A.4—Verbal Forms to Express Possibility and Capability

Verbal Form	Equivalent Expressions for Use in Exceptional Cases^a
can	be able to there is a possibility of it is possible to
cannot	be unable to there is no possibility of it is not possible to
NOTE See Note in Table A.3.	
^a The equivalent expressions given the second column shall be used only in exceptional cases when the form given in the first column cannot be used for linguistic reasons.	

Annex B (normative)

Patents and Copyrights

B.1 General

Participants shall not provide any documents, data, or information if the use of such material by the ASB in a document would infringe upon the rights of any third parties in the information including, but not limited to, copyrights, patents, trade secrets, trademarks, publicity, and privacy. Participants shall notify ASB staff if a participant determines that any information that is contained in a final or draft document would violate the rights of third parties if published by the ASB.

B.2 Patents

The ASB complies with the Patent Policy in the *ANSI Essential Requirements-2016*. The subsections of Section B.2 are modified from this document to refer specifically to the ASB.

B.2.1 Inclusion of Patents in American National Standards

There is no objection in principle to drafting an American National Standard (ANS) in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach.

Participants in ANSI/ASB standards development process are encouraged to bring patents with claims believed to be essential to the attention of the ASB.

If ASB receives a notice that a proposed ANS or an approved ANS may require the use of such a patent claim, the following procedures shall be followed.

B.2.2 Statement from patent holder

The ASB shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:

- a) assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or
- b) assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
 - i) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
 - ii) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

Such assurance shall indicate that the patent holder (or third party authorized to make assurances on its behalf) will include in any documents transferring ownership of patents

subject to the assurance, provisions sufficient to ensure that he commitments in the assurance are binding on the transferee, and that the transferee will similarly include appropriate provisions in the event of future transfers with the goal of binding each successor-in-interest.

The assurance shall also indicate that it is intended to be binding on successors-in-interest regardless of whether such provisions are included in the relevant transfer documents.

B.2.3 Record of statement

A record of the patent holder's statement shall be retained in the files of both the ASB and ANSI.

B.2.3 Notice

When the ASB receives from a patent holder the assurance set forth in B.2.2.b above, the standard shall include a note substantially as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.

3.1.4 Responsibility for identifying patents

Neither the ASB nor ANSI is responsible for identifying patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.

B.3 Copyrights

All ASB documents are protected by a variety of federal and state copyright laws, the following disclaimer shall appear on all ASB published and draft documents:

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or on an intranet, without prior written permission from the AAFS Standards Board, American Academy of Forensic Sciences, 410 North 21st Street, Colorado Springs, CO 80904, asb.aafs.org.

Copyright © AAFS Standards Board [year]

Unless expressly agreed otherwise by the ASB, all material and information that is provided by participants and is incorporated into an ASB document is considered the sole and exclusive property of the AAFS Standards Board.

Individuals shall not copy or distribute final or draft documents without the authorization of the ASB staff.

Annex C (informative)

Numbers, Units of Measurement, and Equations

C.1 Use of Numbers

The following are general guidelines for the use of numbers in text.

- Spell out numbers that are less than 10, not precise measurements, and not grouped with numbers over 10 (eight trials, First Edition).
- Use numerals for numbers 10 and above, or numbers under 10 grouped with numbers 10 and above (*e.g.*, from 6 to 12 cups of water, 20th Edition).
- Use numerals for exact statistical measures, scores, sample sizes, and sums (multiplied by 3, or 5% of the sample).
- Use combinations of written and Arabic numerals for back-to-back numbers (five 4-point scales).
- Use combinations of numerals and written numbers for large sums (over 6 million people).
- Use a comma in numbers that are $\geq 10,000$ (7000 items, 11,200 units).
- Use the percent symbol (%) only with figures (6%), not with written numbers (six percent).
- Do not use periods within measurements (lb, ft, s) except inches (in.).

C.2 Units of Measurement

In recognition of broad use and applicability of ASB standards, measured and calculated values may be expressed in metric units (SI) and U.S. customary units (USC). When citing units in dual units, either unit may be listed first with the corresponding unit listed either in parentheses in the text or on separate, tables, figures, datasheets or in separate annexes. Units shall be listed consistently within a document.

C.3 Equations

Equations should be numbered when two or more are included in the main text of the document. Designate equations with consecutive Arabic numbers beginning with 1. Number each equation in the order that it appears in the standard, regardless of the section number in which it is referenced. Designate equations in annexes by the designation of the annex followed by consecutive numbers beginning with 1 (for example, A.1, B.4).

The format for a numbered equation is:

$$S = \frac{Mc}{T} \tag{1}$$

where:

S = stress, psi or Pa,

M = bending moment, lbf•in. or N•m,

c = distance from neutral axis to outermost fiber, in., or m, and

I = second moment of area, in.⁴ or m⁴.

Annex D (informative)

Sample Format for an ASB Document

1 Scope

This Manual was developed to provide guidance for preparing documents that will be published by the Academy Standards Board (ASB) and submitted to the American National Standards Institute (ANSI).

2 Normative References

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

*ANSI Style Guide-Sheet-2003*⁵

How to Write Standards, International Organization for Standardization (ISO)⁶

ANSI/SES 1:2013, *Recommended Practice for the Designation and Organization of Standards*, The Society for Standards Professionals (SES)⁷

3 Terms and Definitions

For purposes of this document, the following definitions and acronyms apply.

3.1

term

Definition.

3.2

term

acronym

Definition.

4 Level 1 Heading [Cambria font, 12 pt, bold, 12 pt space below]

4.1 Level 2 additional Heading [Cambria font, 11 pt, bold, 12 pt space below]

Document text [Cambria font, 11 pt, 12 pt space below].

⁵ The *ANSI Style Guide-Sheet-2003* is available for free at <http://publicaa.ansi.org/sites/apdl/Documents/Standards%20Activities/American%20National%20Standards/Procedures.%20Guides.%20and%20Forms/New%20ANSI%20Style%20Guidesheet%202.docv>

⁶ *How to Write Standards* is available for free at www.iso.org/iso/how-to-write-standards.pdf

⁷ ANSI/SES 1:2013, *Recommended Practice for the Designation and Organization of Standards* is available for a fee at www.ses-standards.org

- a) First level of lists are alphabetical, consistent font with text leading into the list.
- b) Lists are also separated by a 12 pt space below each item.
 - i) Second level of lists are Roman numerals, font and spacing consistent with the lead-in list.

NOTE [Cambria font, 10 pt]

EXAMPLE [Cambria font, 11 pt].

CAUTION [Cambria font, 11 pt, bold].

5 Tables

Tables shall be called out in the text, and shall be numbered sequentially through the document. Tables in annexes shall be numbered sequentially through each annex with the annex letter as the prefix to the table number.

Table 1 – Table Title [Cambria font, 11 pt, bold, centered, above the table]

Table Header Row	[Cambria font, 10 pt, bold]
Table content	[Cambria font, 10 pt, centered if appropriate, all table content has 2 pt above and below]
Table notes or footnotes [Cambria font, 9 pt]	

6 Figures

Figures shall be called out in the text, and shall be numbered sequentially through the document. Figures in annexes shall be numbered sequentially through each annex with the annex letter as the prefix to the figure number.



Figure 1 – Figure Title [Cambria font, 11 pt, bold, centered, below the figure]

7 Annexes

Annexes shall always start at the top of a new page and shall be called out in the main body of the document.

Annex X

[Cambria font, 14 pt, bold, centered, no space below]

(informative or normative)

[Cambria font, 14 pt, centered, 12 pt below]

Annex Title

[Cambria font, 14 pt, bold, centered, 12 pt below]

X.1 Level 1 Annex Header [Cambria font, 12 pt, bold, 12 pt below]

X.1.2 Level 2 Annex additional Heading [Cambria font, 11 pt, bold, 12 pt space below]

Annex text [Cambria font, 11 pt, 12 pt space below].

8 Bibliography

The last annex contains the Bibliography. The Bibliography shall be informative (i.e., the documents listed are not included in Section 2, Normative References, of the Standard).

Annex E **(informative)**

Bibliography

- 1] ASTM International, *Form and Style for ASTM Standards*, January 2015⁸
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