ANSI Style Guide-sheet – 2003

This guide-sheet replaces the *ANSI Style Manual – Preparation of Proposed American National Standards.*

A. General style guide-lines:

- Heavy emphasis on technical integrity rather than on cosmetic "look", i.e., a spelling error wouldn't usually damage the functional integrity of a document but a missing figure or inaccurate Normative Reference would have serious impact.

- Strive for consistency throughout document : consistency of formatting, presentation, capitalization, terms, etc.

B. Strongly recommended items for adherence:

1. No requirements in informative (and some normative –e.g., scope; terms and definitions) text:

No requirements in the foreword, introduction, scope, terms and definitions, informative annexes, notes, examples, footnotes to text, notes to figures, notes to tables.

2. Correct use of "shall, "should" and "must", i.e., correct form of requirements and recommendations:

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 which there is no option.

3. Full and complete Normative References:

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, which comprises the final annex (appendix). (Note: preferred term for this component of a standard is "annex".)

C. Completeness and consistency of document

Confirm that:

- All pages, figures and tables, included and numbered correctly. Clauses/subclauses, footnotes numbered consistently

- Cross references - to other documents and to other parts of standard, cited correctly.

- Running heads/designation correct - year added not 200x

- Symbols and names of units shall not be mixed - e.g., use "km" or "kilometers" consistently, not a mix of both

- Variables and quantities to be indicated in italics, in accordance with widely accepted mathematical style

Please contact the ANSI Publishing Department for help interpreting/applying the above recommendations, or with any further questions regarding style/format.