IKECA's Brief Manual of Style
for
Drafting Standards and Recommended Practices

1 Scope

This brief manual of style is designed to help working group members prepare documents intended to become American National Standards (ANS). The American National Standards Institute allows Standards to be published by ANSI accredited standards developers organization or by ANSI. In past, ANSI required and ANS's be in a particular format as detailed in a 76-page book, *Style manual for preparation of proposed American National Standards*. This brief manual of style contains a subset of the most important requirements laid out in the ANSI *Style manual*, and offers suggestions that will help move a document through IKECA's committees.

It is important to remember that the final page-layout of a standard is done by a graphic artist in the IKECA office. Task groups and working groups should concentrate on making sure that documents are accurate and easy to understand, and spend as little effort as possible on page layout. The embedded formatting from the word processor is rarely helpful to the graphic artist, usually interferes with the final page layout, and is almost always completely stripped from the document.

This brief manual of style is not a consensus document. It is the work of the Secretariat and attempts to offer guidance to working group members in the writing of standards.

2 Software and file formats

2.1 Word-processing software

Microsoft Word is the preferred word-processing programs for creating standards documents. The final editing for style and the page layout in the IKECA office is done on PC-based or IBM compatible computers. Working group members should avoid using special features such as automated templates, as these may not translate properly.

Non-ASCII characters do not translate reliably across platforms, and should be avoided if possible. Some use of non-ASCII characters is unavoidable, but minimizing their use will reduce the number of corrections that will have to be made by hand, and will help minimize the chance of errors appearing in the final document.

2.2 Graphics

Images should not be embedded in the text, but should be kept as separate files. Computer graphics files are preferred, but camera ready art printed at 600DPI or better is acceptable.

The layout software used by IKECA has excellent support for EPS and TIFF files, so these are the file types that can be placed in the finished document most easily. Note that PDF and DXF files are very difficult to incorporate into printed documents. DXF and PDF files have to be converted to another graphic file format, and are not recommended.

Please contact the IKECA office if you need to use other graphic file formats and have questions about compatibility.

3 Content

3.1 Summary of a standard's elements
The following elements shall be included (in this order) in the final drafts of proposed American National Standards:

- cover;
- title page;
- abstract (optional);
- copyright page;
- table of contents;
- foreword and committee list;
- main text, including:
  - introduction (optional);
  - scope, purpose, and application;
  - normative references;
  - definitions (optional);
  - requirements;
  - tables, if any;
  - figures, if any;
  - annexes (normative and informative), if any;
  - index, if applicable.

3.2 Notes on specific elements

3.2.1 Title page
The title page shows the standard's alphanumeric designation, title, secretariat, and approval date and organization (ANSI).

ANSI has a particular format for titles. Titles should have one, two, or three tiers. The first tier is the name of the general field of interest, and should correspond to an index listing (if any) used in the most recent *Catalog of American National Standards*. The second tier gives the specific project or subject. The third tier defines the specific information covered. An example of a three tiered title might be: "American National Standard for Commercial Kitchen Exhaust Systems — Assessment of Cleanliness Conditions — Methods for Visual and Quantitative Inspections." Em-dashes are used to separate the parts of the title, and on draft documents can indicated by simply typing two hyphens (--).

3.2.2 Main text

3.2.2.1 Clauses and subclauses
Clauses are numbered in American National Standards with Arabic numerals. Subclauses are numbered by adding a period and a sequential number to the clause number. If a clause or subclause is subdivided, there should be no fewer than two subdivisions, and there should be no more than five levels of subdivision total. For example, "3.2.3.1.1.1," six numbers, would be the maximum depth of subdivision allowed. If further subdivision is needed, the standard should be reorganized.

3.2.2.2 Running heads
Running heads are repeated elements on each page. American National Standards have the standard designation in the running head of each page (i.e. ANSI E1.305-1997). IKECA's requires that each page of a document going for first public review be marked "draft," and that each page going out for second public review be marked "draft proposed." The running head is a good place for these notices.

3.2.2.3 Definitions
Each definition should be treated as a subclause with the term being defined serving as the title of the subclause. Unlike other subclause titles, however, the terms do not float above the text, but run into the text of the definition, and are separated by a colon. The terms are not capitalized unless they contain a proper name. Both the term and the colon on American National Standards are set in boldface. Terms should be arranged in alphabetical or some other logical order. For example:

    3.2.2.3.1   **IKECA:** The acronym for "International Kitchen Exhaust Cleaning Association."
    3.2.2.3.2   **KEC: The acronym for "Kitchen Exhaust Cleaning"**

3.2.2.4 Figures and tables
Figures and tables should be numbered consecutively in order of their reference in the text. The words "figure" and "table" should be lower case in the text.

3.2.2.5 Annexes
Annexes in American National Standards are identified by letters and a heading. For example:

<div align="center">

Annex A
(normative)
Procedure for reporting cleanliness conditions

Annex B
(informative)
Method of performing cleanliness inspections

</div>

Clauses and subclauses in annexes should be numbered as described in 3.2.3.1, but the clause or subclause number is prefaced with the letter of the annex and a period (e.g. B.3.1 Selection of inspection methodology). When annexes are referred to in the text, the word "annex" is lower case.

4 General Content and Style

4.1 Units and numbers

4.1.1 Metric
Units of the International System of Units (SI) are the preferred units of measurement in American National Standards, and are the principal units used in standards drafted in IKECA's Standards. Customary units, such as units in the inch/pound system (often called the "English system," but now only used widely in the United States), may be used when necessary. When customary units must be used, the SI equivalent shall also be given. IEEE/ASTM SI 10-1997 offers guidance on using SI units and converting from customary measures to SI.

4.1.2 Letter symbols as units
Letter symbols are preferred to abbreviations for expressing the units measured. For example, "20 A" is preferred to "20 amp." Note the space between the symbol and the number of units.

4.1.3 Numbers
Large numbers should be divided into groups of three by spaces, not commas. Six-hundred thousand, one-hundred twenty-five should be written "600 125" rather than "600,125." Numbers less than one should be preceded with a zero (e. g., 0.15, not .15).

4.2 Word usage

4.2.1 "Shall" and "should"
"Shall" denotes a mandatory requirement. "Should" denotes a recommendation.

4.2.2 "That" and "which"

"That" is a defining pronoun; "which" is non-defining. "The ladder that is broken is in the truck," suggests that there might be many ladders, but the broken one is in the truck. "The ladder, which is broken, is in the truck," says the ladder is in the truck, and it happens to be broken. Its being broken is not a fact that distinguishes it from other ladders. Note that commas are used to set off the non-defining phrase from the rest of the sentence.

4.2.3 "Use" and "utilize"

"Use" is preferred to "utilize." "Utilize" has the same meaning as "use," but it is more difficult to read and understand.

4.2.4 "And/or"

The term "and/or" should be avoided. "Corner blocks shall be secured with clout nails or screws, or a combination of both," is preferred to "Corner blocks shall be secured with clout nails and/or screws."

4.2.5 "Competent" and "qualified" persons

The following definitions for "competent person" and "qualified person" have been adopted by IKECA as standard definitions to be used in its documents. They are useful models that can be adapted as needed by other groups.

> **Competent person:** a person who is capable of identifying existing and predictable hazards in the workplace, and who is authorized to take prompt corrective measures to eliminate them.

> **Qualified person:** a person who by possession of a recognized degree or certificate of professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter and work.

4.3 Boldface, italics, and quotation marks

4.3.1 Boldface

Boldface is used in American National Standards in the following cases only:
- titles of clauses and subclauses;
- titles of figures and tables;
- certain mathematical symbols (vectors) or command words in algorithms (usually in computer language standards);
- introductory terms such as "**DANGER –**" and "**WARNING –**" used in cautionary statements.

Boldface is not to be used for emphasis in American National Standards.

4.3.2 Italics

Italics are used in American National Standards in the following cases only:
- variables (i.e., n bits, $n-1$ bits);
- headings in lists, when needed;
- titles of standards, books, and journals;
- italics may be used sparingly to emphasize an extremely important requirement or safeguard.

4.3.3 Quotation marks

Quotation marks should not be used for emphasis or to indicate that words have special meanings. If the meaning of a word might be misunderstood, it is better to use a different word or rewrite the sentence.

4.4 Citations

4.4.1 American National Standards

American National Standards are referenced by the alphanumeric designation, including the year and the title.

4.4.2 Other standards

The full title of the document, its designation, and the date of issue should be listed. The name and address of the organization issuing the standard should be provided in a footnote.

4.4.3 Articles in journals

References to journal articles should give the following information in order:

- last name of author, followed by first name and middle name or initials;
- title of the article;
- title of the journal in full (no abbreviations);
- volume number;
- issue number;
- first and last pages of the article;
- date of publication.

An example would be: Dunlap, Connie R. Cataloging in Publication. *Library Journal* 99(18): 2573-2578; 1974 October 15. As an alternative, the date can follow the title of the journal.

4.4.4 Books

References to books should give the following information in order:

- last name of author, followed by first name and middle name or initials;
- title of book;
- city of publication;
- publisher;
- year of publication;
- number of pages (optional).

An example would be: Heilbrun, James. *Urban Economics and Public Policy*. New York: St. Martin's Press; 1974. 380 p.

5 General references

The following references are among those recommended by ANSI as guides for editorial style and word usage:

The Chicago Manual of Style. Chicago: University of Chicago Press.

Webster's New International Dictionary of the English Language (Unabridged). Springfield, MA: Merriam-Webster, Inc.

Another useful book is:
Strunk Jr., William and E. B. White. *The Elements of Style*, third edition. New York: Macmillan Publishing Company; 1979. 92 p.