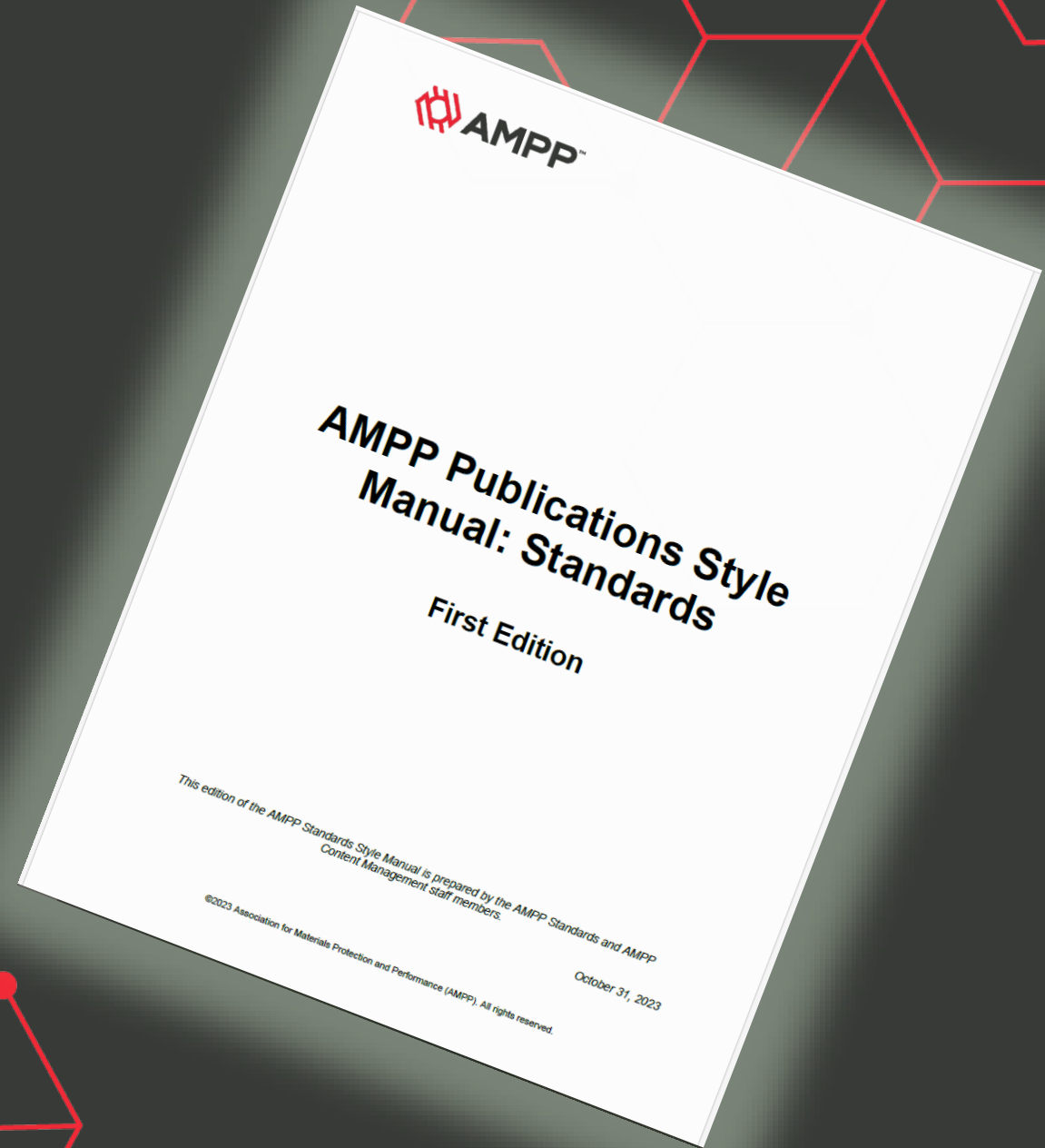


AMPP Publications Style Manual: Standards Training

Source: AMPP Publications Style Manual: Standards – First Edition, 31 Oct 2023



AMPP Publications Style Manual: Standards – First Edition





This style manual was created in an effort to streamline the process of developing documents, while promoting uniformity of form and style, with a focus on maintaining quality and conformance to widely held publishing principles. This will enable authors, reviewers, and users to locate information faster, allow a better understanding of the content, and easily reference and specify AMPP documents.

New AMPP Standards Style Manual – First Edition

The AMPP Publications Style Manual: Standards, First Edition will replace the NACE Publications Style Manual and the SSPC Standards Development Manual previously used for the development of AMPP/NACE/SSPC Standards documents. This new manual contains style guidelines for AMPP Standards Committee (SC) publications, whether printed or electronic, including word usage, punctuation, spelling, typography, arrangement, layout, format, and organization.

New AMPP Standards Style Manual – First Edition

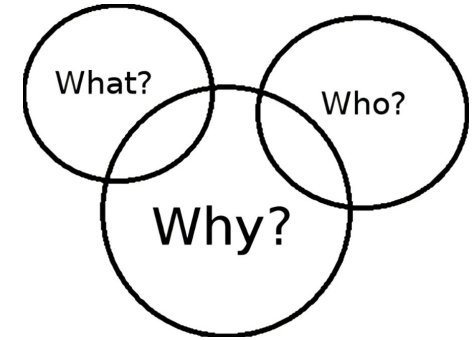
As of January 1, 2024, all AMPP Standards documents not already in balloting will follow the style and format of the new AMPP Publications Style Manual: Standards. The Staff Liaisons will assist with converting any in-progress draft to the new draft template when drafts are submitted to editing for pre-ballot review.

WHAT'S NEW?

Some notable changes include:

- All documents will include a **Foreword** and a **Rationale** statement.
- **Referenced Standards and Other Consensus Documents** will be listed in table format after the Rationale statement.

Foreword and Rationale



From the AMPP Publications Style Manual: Standards, First Edition:

2.13 Foreword

The foreword must explain concisely the purpose and intended audience of the document.

Any pertinent explanatory information on the nature of the document must also be included, such as its service to the industry, other advantages of its availability, and other related documents. If the document replaces a previously issued document, the details of the document's development must be in the foreword.

2.14 Rationale Statement

For new documents, the rationale statement outlines why the document was needed.

For documents that are revised, reaffirmed, stabilized or cancelled, the rationale statement should clearly identify why the change was made.

The rationale statement can also carry additional recommendations regarding the use of the document.

WHAT'S NEW?

- **Section 1: Scope** (previously “Section 1: General” in NACE publications). The first section, with the heading Scope, must define the document’s applicability and any limitations regarding the technical use of the document.
- **Section 2: Definitions.** If there is a list of definitions, they will always be listed in alphabetical order in Section 2.

Scope and Definitions

Section 1: Scope

Always Section 1

This section must define the applicability and any limitations regarding the technical use of the document.



Section 2: Definitions – if applicable

Always Section 2

Definitions are informative and must not contain requirements or use mandatory language.

Terms are listed in alphabetical order

Title Case

Terms are bolded

Terms are not numbered

Term and definition are separated by a colon

WHAT'S NEW?

- “Guides” were added as a class of SC publications.

AMPP Guides present the user with information about alternative procedures, materials, or technologies that enable the user to select the best option for a specific use. They may contain recommendations to assist the user to make an informed decision based on the desired outcome.

- A Guide must not establish requirements but may make recommendations in any form (either literal or implied).
- A Guide may be a set of instructions or organized information based on a consensus of "best industry practice."
- A Guide may be a set of directions provided to aid in preparing one's own modified specifications.

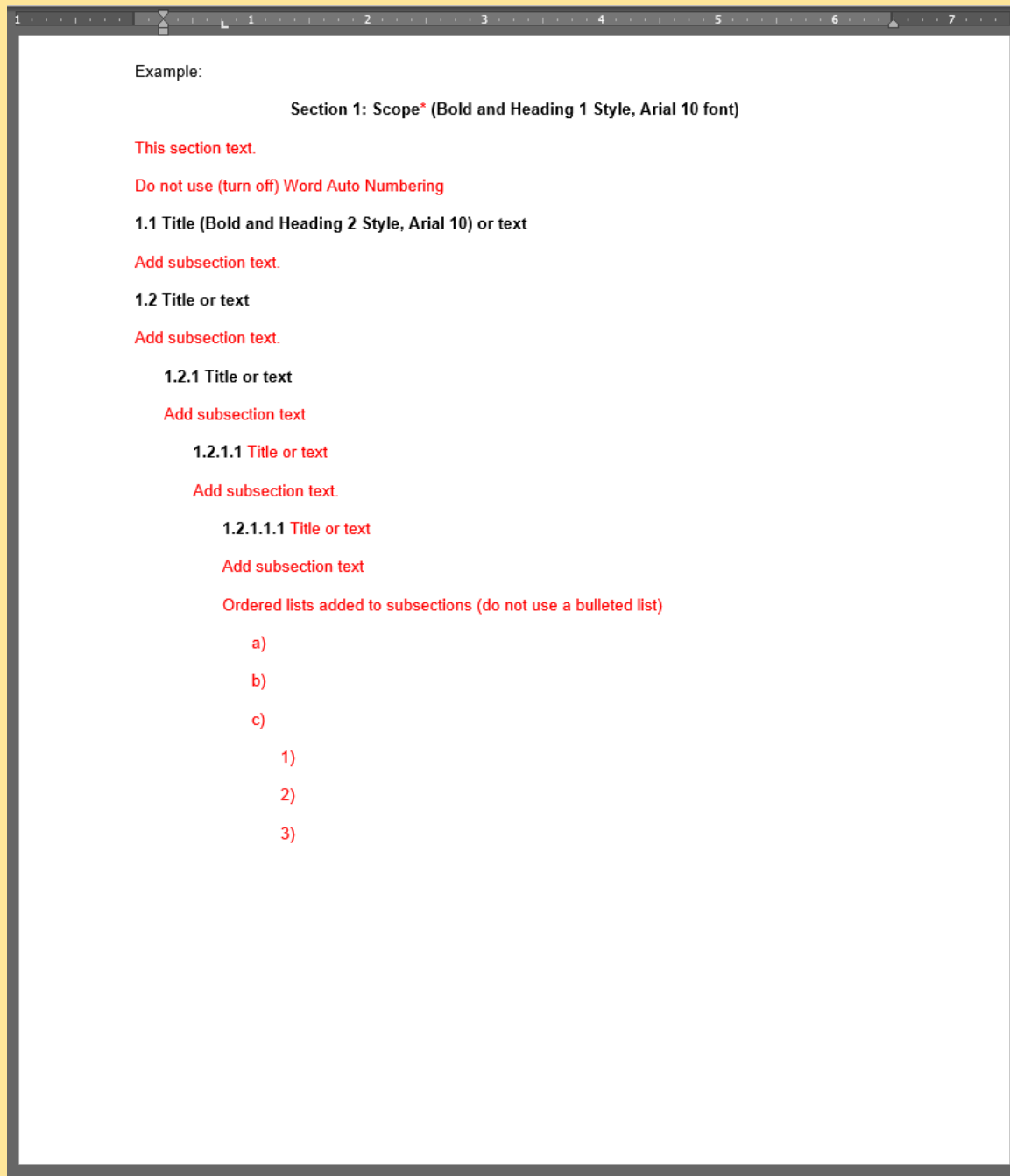
WHAT'S NEW?

- A Technical Report (TR) will include numbered sections and paragraphs.
 - A TR must not establish requirements or make recommendations in any form (either literal or implied).

Numbered sections will enable authors, reviewers, and users to locate information faster and easily reference and specify information included in AMPP reports.

WHAT'S NEW?

- One-inch margins
- Text in Arial 10 Font (Footnotes, footers, and copyright credits in Arial 9 Font)
- Subparagraphs (related thoughts) must be designated by adding more periods and consecutive digits up to five levels (e.g., 1.1.1.1.1).
- An ordered list of items should be presented in outline form, with items lettered a), b), c), etc. If a subdivision of the items is necessary, 1), 2), and 3), should be used to form a tiered list.



WHAT'S NEW?

- Draft documents (including draft standards) must not be cited in the text of standards or as references.



Questions?

Email standards@amppp.org