UNAPPROVED DRAFT FOR REVIEW ONLY

DRAFT DATE day MONTH Year

X Assigned number (cover title style)

Standard Title (cover title style) May have line break but not a return. This is an em dash —, often used in titles, if so with spaces on both sides of it.

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| P:\COMMUNICATIONS\_2023 Branding\NewLogo_2023\Logos_rgb\logo_asabe-rgb-gradient-title.png |  |  |
| **S****T****A****N****D****A****R****D** | **For draft the top two rows in red font should state:**UNAPPROVED DRAFT FOR REVIEW ONLYDRAFT DATE day MONTH YearFollowed by 2 spacing rowsProject number (cover title style)Standard title (Cover title style)**Once approved:** Four spacing rowsStandard number (cover title style)Standard title (cover title style)One space Cover templateDo not insert cover sheet template until standard is sent for publication.. |

ASAE EP470.1 OCT2011 (Std Number style). Always a return above it

(ANSI) (Stnd approved Style) \_\_\_\_ as an American National Standard

Approved month year as an ……..

Revision approved month year ……..

Approved month year; reaffirmed month year ………

Revision approved month year; reaffirmed month year ……..

Standard Title (title style) May have line break but not a return. This is an em dash —, often used in titles, if so with spaces on both sides of it.

History paragraph (history style) Developed by the ……. Semi colon between history types (revised month year; reaffirmed month year). Comma between same (revised January 2010, June 2017.) Period at end.

Notes for cleaning up History paragraph: change ‘confirmed’ to ‘reaffirmed.’ Combine ASAE and ANSI approvals with latest date if within 2 month time frame. Use ANSI approval month year for new entries to History paragraph and list as revised.

**Keywords (keyword style):** List Keywords from PPF alphabetically, separated by commas, first word of each phrase cap, no period at the end

# 1 Scope and Purpose (Style is Heading 1 for each main section. Use one tab after entering section number. No period at end)

**1.1** Style is Normal. A section header paragraph(s) does not need to be numbered. Numbering to be section number period sub sub-step number.

**1.1.1** Tab totals after section number is equal to number of sub-steps after section number. (example: 1.1 one tab; 1.1.1 two tabs; 1.1.1.1 three tabs)

**1.2** All other main headings (Heading 1 style)

**1.2.1** Subheadings use Normal Style. Bold any sub-step sections which are considered a header section/brief description

# 2 Normative References (Heading 1 style)

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.

Dated reference includes revision number, no approval month year or reaffirmation information. ASAE S327.4, Terminology and Definitions……………

Dated references for ISO adoptions includes month year of adoption. ASABE/ISO 17101-1:2012 JUN2016, Agricultural machinery………..

Undated reference has only the base ASABE number of the standard. ANSI/ASAE S318, Safety for …..

Undated ISO adoptions includes year the document was approved by ISO. ASABE/ISO 17171-1:2012, Agricultural machinery……..

Do not number references.

Group Standard Developer standards together. Order each group numerically.

# 3 Definitions

Term bolded and lower case followed by colon: No period for short definitions. Terms should be listed alphabetically. Sub definitions made be used.

For definitions taken out of another document:

**4.6 guard:** A protective device designed and fitted to reasonably minimize the possibility of inadvertent contact with machinery hazards, as well as to restrict access to other hazardous areas.

[SOURCE: ANSI/ASAE S318.18 JUN2017, definition 3.4]

# 4 Miscellaneous

NOTE: Don't use NOTE -dash- use the colon.

Value degree symbol unit - 3°C, 3° (no space)

± space value ± 3

Value space unit – 3 m 3 h 3 ft

no space between number and % 3%



Equations use Math Type, with eq centered by tabs as

 1+1 = 2

where: put these lists on left margin, lowercase, colon, Normal style

a = 2b, this is Normal Inset style. If there are long definitions, use a 2-pi hanging indent.

use the style called Normal Inset for long quoted section like this a long quoted section a long quoted section a long quoted section a long quoted section a long quoted section a long quoted

For emphasizing: *use italics*; **bold for safety**.

Links:

There are various kinds of lists.

* List Custom has an em dash. May be modified.
* List Bullet
* Style = List Circle, because we needed another kind of list

Table – Table caption. Uses en dash (–) with spaces on both sides of it. No period at the end of the caption unless there are multiple sentences. Cap first word. If needed use Table 1 *(continued)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| size is 41 pi wide centered | often at top of cell,  | Table Contents style inside the cells | Only use bold when told to in header |  |
|  |  | add horiz lines as I like; use verts or not following their lead | Use 1-pt lines |  |
| \* Footnotes are left justified; do this manually. They are still in Table Contents style.NOTE: Don't use NOTE -dash- use the colon.OK to add period at the end or all footnotes to make consistent. |



Figure 1 – Figure Caption style. (The fig itself uses Figure style.) Same rules as table captions.

Figures with more than one part use one parentheses to label: a) b)

Figures or tables which continue onto more than one page - add after title: (continues on to the next page)

For ISO adoption text – do as the ISO does.

References (Ref Title style)

[1] References text (RefListing style). Ref styles vary, some standards use [1], others not, but the same throughout a Standard.

[2] List alphabetically or by dates. Change with Standards staff approval.

[3] Follow Standards staff direction.

[4] Use hanging indent whether numbered or not. Many refs use em dashes — not shorter dashes.

1. OSHA. Threshold limit values and biological exposure indices for 2003. Occupational Safety & Health Administration, 200 Constitution Avenue, NW, Washington, DC 20210.

Annex A (Appendix Title style)

Subheading style

# Headings (Heading 1 style)

Text (normal style)

NOTE for folio: Put number in folio. Adjust spacing between number and word “Copyright” to approx.. equal the space between “Engineers” and the page number. This will vary with the length of the std number so must do by hand. The Copyright phrase is in Arial Narrow font; all is 8 pt bold.