

AASHTO Publications

*Style Manual
and
Process Guide*

2019



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Preface

The *AASHTO Publications Style Manual and Process Guide* was created to assist the many committee volunteers, vendors, consultants, and internal staff in providing, editing, formatting, and preparing content for AASHTO publications. It provides information for authors, editors, and designers about AASHTO design preferences, style and editorial rules, and print and digital publication guidelines.

Like all AASHTO digital publications, this guide includes many features to aid users to quickly navigate to the specific information sought: bookmarks; fully linked table of contents, list of figures, and list of tables; and internal links and weblinks in the running text. Also included are annexes with resources for different users:

- [Annex A: Author/Committee Resources](#)
- [Annex B: Editorial Resources](#)
- [Annex C: Design Resource](#)
- [Annex D: Administrative Resource](#)

This guide is meant to be used as a desk reference. It is our hope in offering this reference to volunteers, staff who liaise with them, vendors, and consultants early in the content development and production processes that we can continue to provide timely, accurate, and high-quality publications to our readership.

—AASHTO Publications Staff

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Part 1: Author/ Committee



Chapter 1

Author/Committee Workflow

1.1 Content Development

Begin using this style manual and process guide as early as possible in development of any content (e.g. text, figures, tables, equations) destined to become a new AASHTO publication, or to be incorporated into an existing one. In addition to this chapter, refer to

- [Chapter 2, “Providing Content,”](#)
- [Part 3, “Style Rules,”](#) and
- [Annex A, “Author/Committee Resources.”](#)

1.2 Obtaining Permissions

Obtain written permission (emails are acceptable) to use any material that is derived from a copyrighted source. Be sure to include source information for this content. See [Annex A1, “Request for Permission to Publish.”](#)

1.3 Committee Approval

Most AASHTO publications are balloted and approved by a committee or task force before AASHTO Publications begins production. This is not always possible but it is the ideal situation; it ensures that the latest, authorized versions of the files are used.

1.4 Handoff to Production

1.4.1 Files and Information Needed at Handoff

Please submit documents in Word format. Submit the text and graphic files as separate, individual components rather than integrated in one single file.

When the content is ready for handoff, AASHTO Publications will need

- confirmation of the final title,
- main text,
- front matter,
- end matter,
- reference list, and
- graphics.

In addition, you will likely be asked for

- a completed copy of the AASHTO Technical Publications Promotional Information Form, found in [Annex A3](#), and
- cover graphics.

For the full details of what is needed at handoff, see [Annex A2, “AASHTO Technical Publications Checklist.”](#)

1.4.2 File Delivery Methods

File delivery method varies by committee. Web portal, DropBox, and FTP are all acceptable methods. Email is also acceptable for smaller files.

1.5 Technical Review

1.5.1 Reviewers

Members of the committee or task force responsible for the publication are the technical reviewers who are responsible for the technical accuracy of the document.

The Committee on Bridges and Structures (CBS) and the Committee on Materials and Pavements (COMP) use technical subcommittees to oversee specifications pertaining to specific subjects; for example, the technical subcommittees for COMP focus on different types of construction materials—asphalts, bituminous material, hydraulic cement, pipe, etc. (The LRFD books are the exception to this rule. One consultant group, Modjeski and Masters, is the sole author of this series under the auspices of CBS.) The technical subcommittee chairs serve as the contact persons during the technical review process.

The remaining committees designate members to serve as chapter authors, who act as the contact persons for individual chapters during the technical review. For small publications, only one person will act as the technical reviewer. This person is usually the chair or secretary of the committee or task force responsible for the publication.

1.5.2 Schedule

The schedule for technical review varies depending on the size of the project. A small publication may be reviewed in a week or less. Large publications may require up to a month to complete the review process.

1.5.3 File Transfer

The AASHTO project manager sends the electronic document to the AASHTO liaison or to the designated committee chair, task force chair, or chapter author for review. The email to the reviewer should include

- file retrieval instructions or the formatted document attachment(s),
- the deadline for return of the technical review comments, and
- a list of queries to the technical reviewers.

1.5.4 Reviewer Content Check

Reviewers should determine that all content, is complete, correct, and presented in a logical order. Make sure that no content has been inadvertently dropped and no errors have been inadvertently introduced. Check (or at least spot check)

- text,
- figures,
- tables,
- equations,

- references, and
- keywords.

1.5.5 Query Responses

Answer all technical queries, which are listed in a separate document. See [Annex B4, “Query Form,”](#) for an example of what to expect.

If there are any outstanding figure issues related to missing files, image credits, or copyright permissions, provide the files as needed and the contact information to enable AASHTO Publications to follow up with the content owner. See [Annex B5, “New and Revised Figure Worksheet.”](#)

1.6 Final File Availability

Final files will be made available after the document has been published to ensure that any late-stage edits are captured for future content revisions.

Chapter 2: Providing Content

2.1 Figures and Other Graphics

2.1.1 General

In AAHTO publications, line art is of two types:

- graphs and charts, or
- diagrams and drawings.

Bar graphs, line graphs, and pie charts are used to show relationships among data. Diagrams show relationships among components, while drawings (or illustrations) show the essential elements of an object but may omit unnecessary details.

2.1.2 Software

AASHTO uses two basic graphics programs to create line art illustrations—Adobe Illustrator and Adobe Photoshop. (Please note that AASHTO Publications staff do not have access to AutoCAD.) All line art drawings must be compatible with one of these programs and should have a minimum of 0.35-point line weight. Please submit these graphics as EPS, TIFF, or JPEG files. If you use MicroStation drawings, please submit them as exported EPS files.

Line art charts or graphs may be created in Word or Adobe Illustrator or generated from Excel files. The charts or graphs should be easily understood and the main idea visually obvious to the reader. Avoid designs using complex color schemes or subtle color coding for data. Make sure all symbols are easily recognizable.

2.1.3 Placeholder Images and Separate Files

Figures should be inserted in Word documents as “pictures,” not as “drawing objects.” The file should be inserted in a paragraph style tag named “Figure Placeholder” that is immediately followed by a paragraph style tag named “Figure Caption.” Use the “Keep with next” style feature with the Figure Placeholder tag so that the picture does not get separated from its caption.

All figures must be submitted as separate graphic files even if you have inserted them in a Word document.

2.1.4 Figure Captions

2.1.4.1 Wording

The figure caption should clearly distinguish its figure from other illustrations. The caption should provide a succinct noun or noun phrase that describes the figure but does not provide unnecessary background information nor repeat information found in the text. Any lengthier description should be included as a figure note rather than as part of the figure caption itself. Other guidelines are as follows:

- Avoid using articles, such as, “A,” “The,” etc., at the beginning of captions.

- Capitalize both parts of hyphenated terms within the figure caption if the elements are nouns or adjectives or if the element is the final word of the caption. Correct examples would be “State-of-the-Art Report”; “Four-Leg Intersection”; “Conditions Determined to Be Pre-Existing.”
- Do not abbreviate “Figure.”

2.1.4.2 Position

Figure captions should appear below the figure. Use a period between the figure number and the caption of the figure, but not at the end of the figure caption. Figure captions are set in “Title” case, i.e., all nouns and verbs are capitalized while all conjunctions, prepositions, and articles are lowercase. Figure captions should be formatted consistently throughout the text.

2.1.4.3 Font

Figure captions may be set in serif or sans serif fonts. (Times New Roman or Arial fonts are preferred because they are commonly used.) Figure captions are usually set in boldface type.

For a discussion of fonts used within the figures themselves, see [Section 2.1.2](#).

2.1.4.4 Numbering

All figures should be numbered with Arabic numerals. Depending on the publication, numbering may be sequential, by chapter, or by section. Figures, tables, and equations should all be numbered separately, but the same numbering convention should be used for each.

Small publications often use sequential numbering (e.g. “Figure 1,” “Figure 2”).

Larger publications may use chapter numbering, where each figure is numbered with the chapter number followed by a hyphen and then followed by the number of the figure within that chapter (e.g., “Figure 7-1,” “Figure 7-2”). Numbering restarts from “-1” at the beginning of each chapter.

As an alternative to chapter numbering, large publications may instead use section numbering, where each figure is numbered with the lowest level section heading preceding the figure followed by a hyphen and then followed by the number of the figure within that section (e.g., “Figure 2.3.5.7-1,” “Figure 2.3.5.7-2”). Numbering restarts from “-1” with each new heading. This guide provides an example of section numbering (see [List of Figures](#)).

When chapter or section numbering is used, callouts should always use the full figure number.

2.1.5 Photographs

2.1.5.1 General

Photographs show exactly how something looks to help readers recognize an object, design, or situation. Photographs should support the information given in the text of the document. Photographs shall be considered figures in the document and will be numbered and titled accordingly. Additional guidelines are as follows:

- Color photos are preferred but black-and-white photos are acceptable.
- In the case of photographs of equipment, the photograph should not show a manufacturer’s name or logo on the equipment.
- Photographs that are not purchased as stock photography must be accompanied by the Photo Release Form and, if identifiable people are in the picture, a Model Release Form for each person.
- Digital photographs should be submitted where possible. If digital photographs are unavailable, hardcopy photographs are preferred to scanned images.

- Hardcopy art and photographs will not be returned after publication of the document unless requested by the author.

2.1.5.2 Digital Photographs

Send the highest resolution photographs that your digital camera can provide. Remember that we can always reduce the size of a photo, but we can never really improve the original resolution of a photo. TIFF or high-resolution jpg files are preferred.

Digital images must be at least 300 dpi in order to print properly; 600 dpi is preferred. At this resolution, an 8- by 10-in. photo would be approximately 7.2 MB and a 4- by 6-in. photo would be 2.6 MB.

Always save your digital photographs in a separate folder. Always submit these separate graphic files along with your document files.

For any photo figure that includes labels, two files should be submitted:

- a low-resolution version for label content and placement, and
- a high-resolution photo without the labels.

This way, text can be made consistent in size, font, and style with other figures in the publication.

If you wish to show the position of the photograph in the document, place a copy of the photograph in the Word document.

2.1.5.3 Hardcopy Photographs

Send the original photograph. Photographs not submitted electronically should be glossy prints that are sharp with good contrast. They should not be bent or scratched.

Photographs cut out of previous publications cannot be used.

2.1.5.4 Scanned Photographs

Black-and-white photos should be scanned in grayscale mode at a minimum of 300 dpi. Do not use halftone mode. Scan with software enhancements such as sharpening and descreening turned off.

2.1.5.5 Helpful Photo-Taking Tips

When taking photos for an AASHTO publication, keep these tips in mind:

- If the photograph is of a single piece of equipment, shoot the photo indoors (if possible) using a white background (or one that will enhance contrast).
- Make sure the lighting is adequate.
- If the photograph is taken outdoors, make sure that the sun is behind you.

2.1.6 Line Art

2.1.6.1 Purpose

Line art may consist of illustrations, diagrams, charts, and graphs). Line art diagrams use symbols labeled to represent system components and links that show the relationship among them. Line art illustrations show specific features of an object or show how something works, is assembled, or is maintained. Pie charts, bar graphs, line graphs, or scatter charts are used to illustrate changes or trends over a period of time, to show patterns in numerical data, or to show relationships among various factors.

2.1.6.2 Examples

Examples of acceptable line art are as shown in **Figures 2.1.6.2-1** through **2.1.6.2-7**.

Port and Terminal—Forecast Capacity/Demand

(Millions of Twenty-Foot Equivalent Container Units)

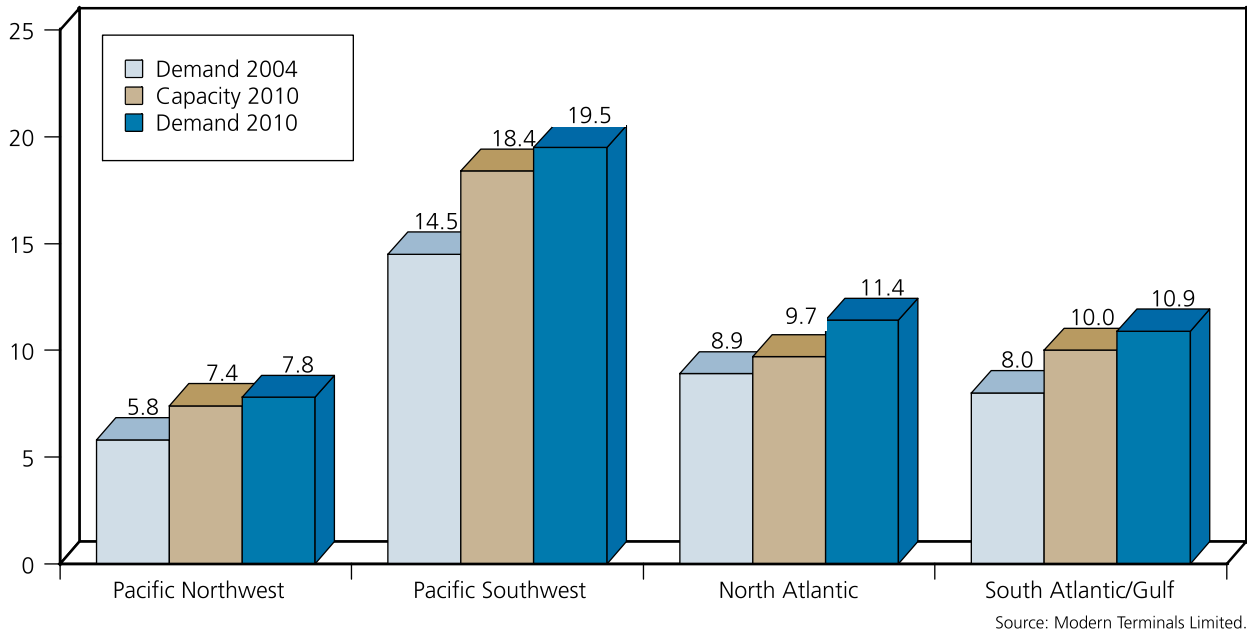


Figure 2.1.6.2-1. Bar Graph Example (Port and Terminal—Forecast Capacity/Demand)

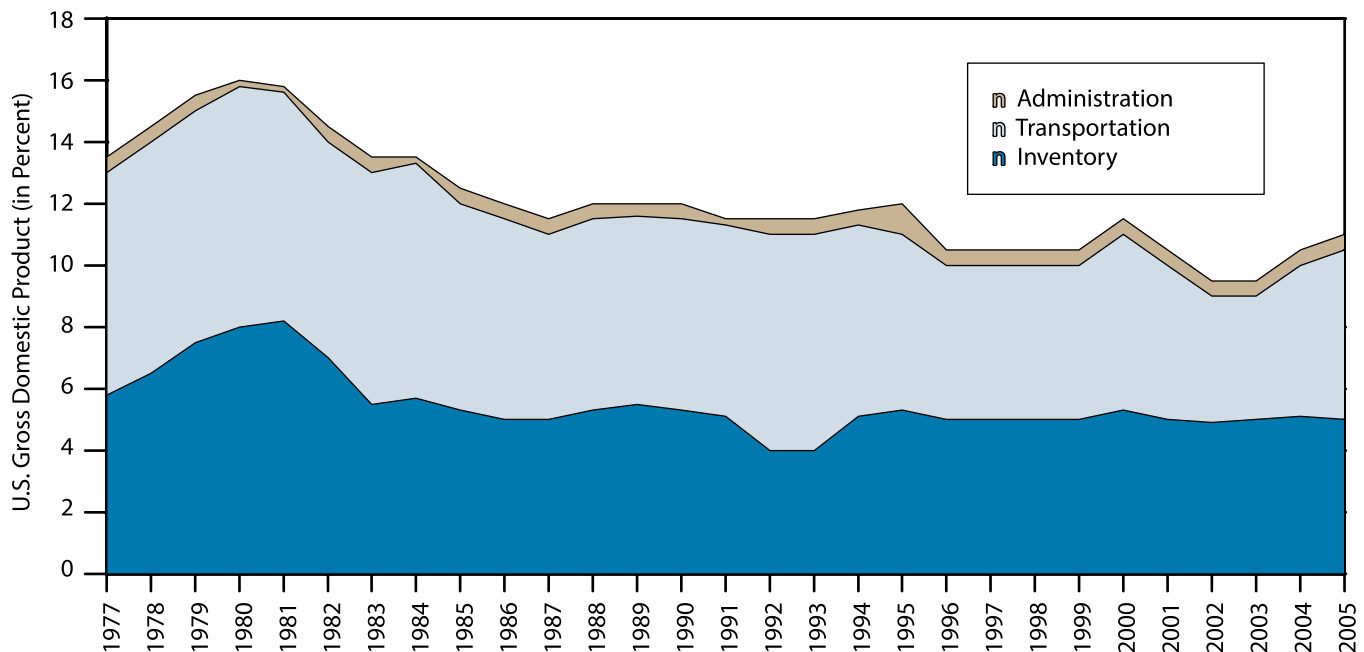


Figure 2.1.6.2-2. Line Graph Color Example (Logistics as Percent of GDP)

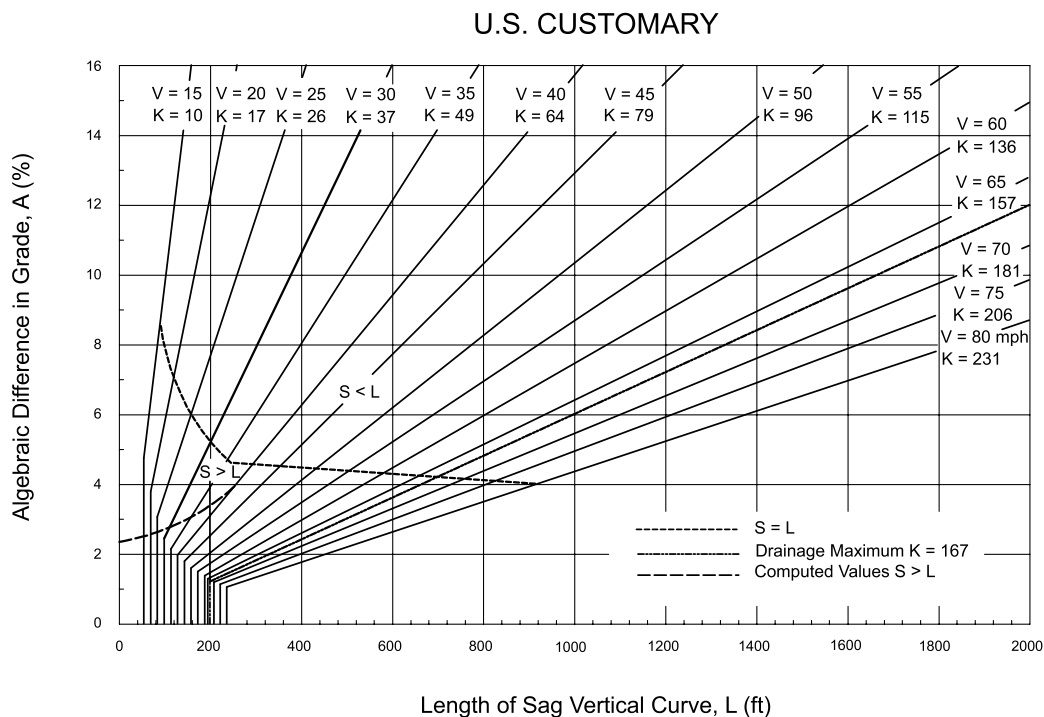
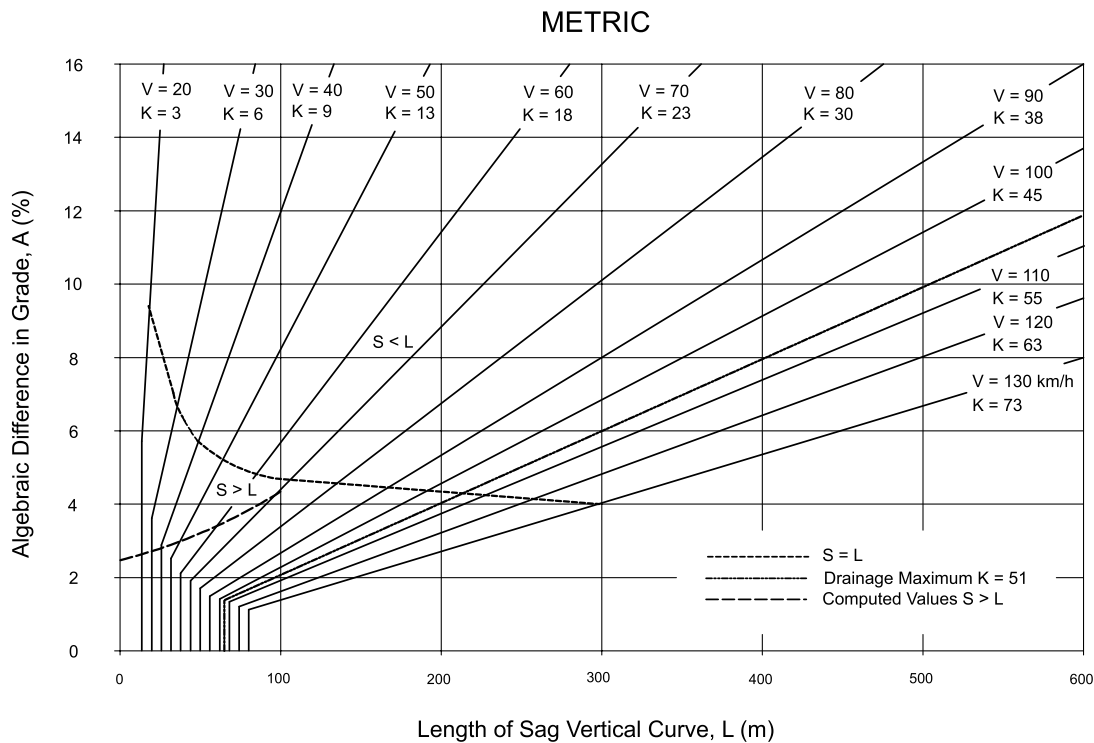


Figure 2.1.6.2-3. Line Graph Black and White Example (Design Controls for Sag Vertical Curves—Open Road Conditions)

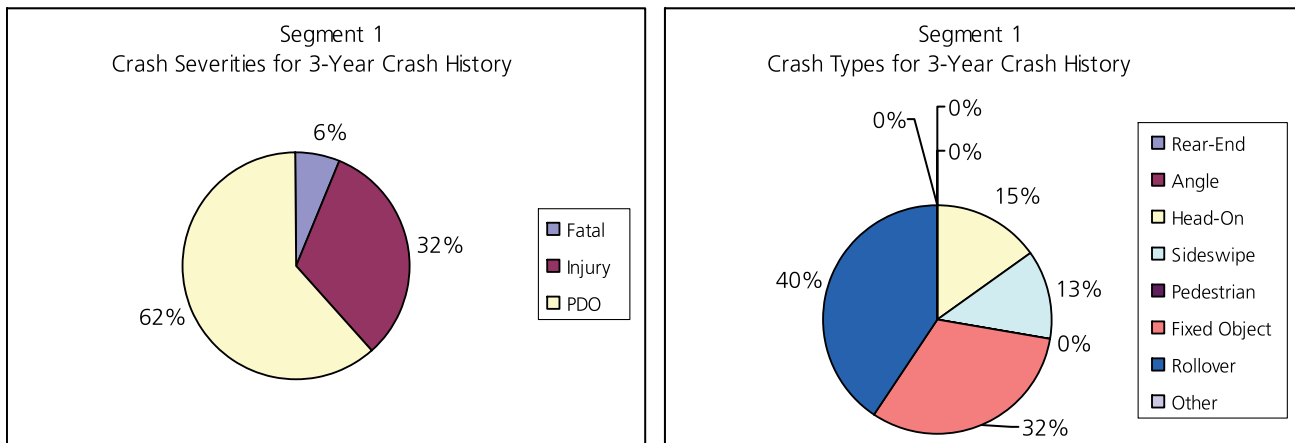


Figure 2.1.6.2-4. Pie Chart Example (Crash Summary Statistics for Segment 1)

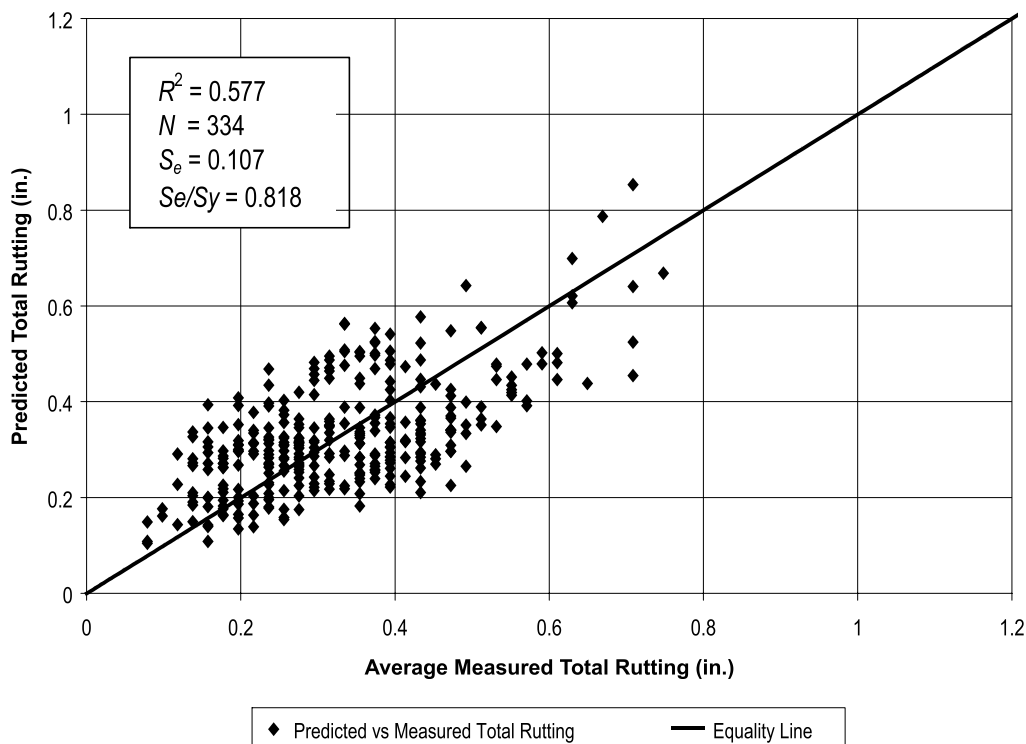


Figure 2.1.6.2-5. Scatter Chart Example (Comparison of Measured and Predicted Total Rutting Resulting from Global Calibration Process)

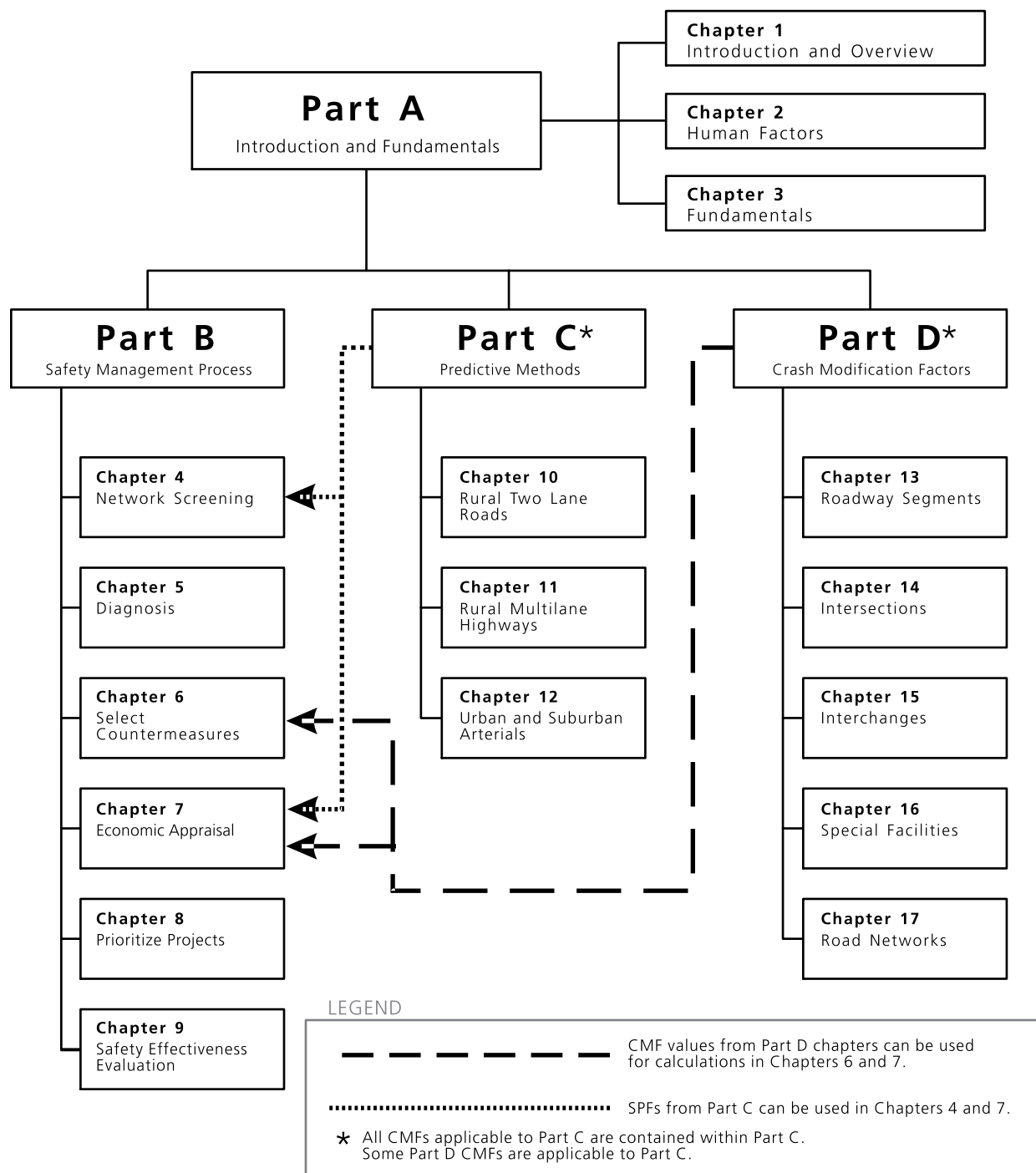


Figure 2.1.6.2-6. Diagram Example (Organization of the *Highway Safety Manual*)

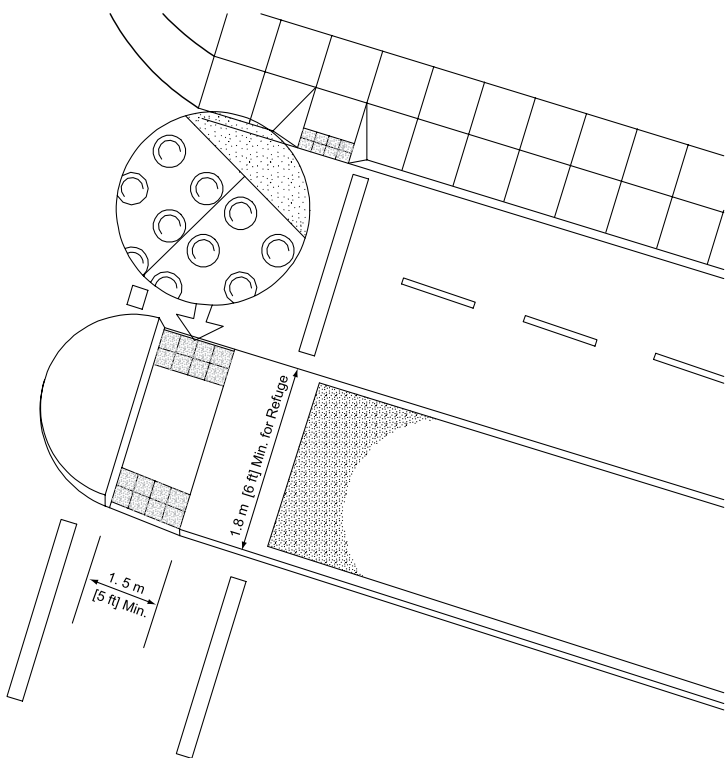


Figure 2.1.6.2-7. Illustration Example (Median Refuge)

2.1.6.3 Color vs. Black and White

In digital-only publications, use of color where appropriate is preferred. In publications that will be printed, line art should be black-and-white. Fills, such as cross-hatching and patterned lines, or screens may be used as substitutes for color in publications that will be printed.

2.1.6.4 File Formats

Line art may be submitted as Adobe Illustrator files or submitted as an export to EPS format. Graphs and charts must be in a format editable in Word or Adobe Illustrator. Figures should be able to fit within an 8½-in. by 11-in. page, or constructed in such a way that they may be broken apart for placement on several 8½-in. by 11-in. pages.

2.1.6.5 Scanned Line Drawings

If hardcopy artwork must be scanned, the original drawings must have sharp, uniformly black lines. Images with fuzzy or broken lines, smudges, poor contrasts, delicate lines or fills, and stray marks or un-contained fills are not acceptable.

2.1.6.6 Figure Text

Make all fonts, symbols, abbreviations, dimension lines, text, fills, and line weights consistent for all line art of the same project, even if different software is used to produce individual graphics for the line art. For example, the same font in the same size should be used for all text or dimensions. Similarly, the dimensions should be indicated in the same manner, i.e., end lines or arrows, in all of the illustrations for the same project. Do not mix the use of decimals and fractions. Fractions should be presented in the same way— $\frac{1}{2}$ or $\frac{1}{2}$ —not in a combination of ways, e.g., some using diagonal slashes and some with numerator directly over the denominator, or some as fractions and others as decimals.

Abbreviations and symbols must not only be consistent throughout the book, but must also be of an ASCII format that will not change if the graphic is converted to a PDF.

2.1.6.7 Lines, Shading, and Fills

Because hairline weights will not print properly, lines must be at least 0.35 point thick. Similarly, shading and fills must be dark enough that they do not fade or disappear when printed.

2.1.6.8 Example of Figure Design Instructions

As an example, instructions for the design of the Green Book figures are shown in [Table 2.1.2.8-1](#).

2.1.7 Figure Footnotes

Footnotes are normally set one size smaller than the figure caption text (e.g., 9 points if the figure caption text is 10 points). The words “Source” and “Notes” are traditionally distinguished typographically from the note that follows.

In “Source:” or “Note:” do not italicize the punctuation (:). Make terms italic and initial caps followed by lowercase running text in roman style font.

Table 2.1.6.8-1. Green Book Figure Design Instructions

Font	Arial
Size	Headings—10 points Text—8 points
Style	Level 1 heading should be ALL CAPS; Level 2 heading should be Title Case. “Notes” should be removed from figures unless the note accompanies only a specific section of the figure.
Dimensions	Center dimension measurements within the dimension lines if the space is adequate. Use arrowheads instead of dots or slashes as the terminators. Use extension lines for clarity as necessary.
Fractions	Express fractions with diagonal slash for U.S. Customary Units and as decimals for Metric Units.
Abbreviations	Use “in.” and “ft” not ‘ or ” for U.S. Customary Units. Include periods for “U.S.” in U.S. Customary Units. If “Max” or “Min” appears in metric units, then it must also appear in U.S. Customary units if they are written separately. For example, both “14.58 m Max [47.8 ft Max]” and “14.58 [47.8 ft] Max” are correct; “14.58 m Max [47.8 ft]” is incorrect.
Symbols	ASCII Use “Diameter” instead of $\varnothing$; also spell out “Radius.” Use en dash (–) as minus sign. Use $\times$ instead of x for multiplication symbol.
Line Weights	Minimum 0.35 point.
Fills	Use ISO industry standard fills. Fills or shading must be dark enough that they will print well



Footnotes to a figure are of four general kinds and should appear in this order: (1) source notes, (2) other general notes, (3) notes on specific parts of the figure, and (4) notes on the level of probability. Leave extra space in between each note item.

2.1.8 Figures Continued on More Than One Page

Use continued lines as needed. Format in italics as follows:

- “Continued on next page” should appear under the figure caption at the bottom of the page.
- “Figure #—Continued ” should appear below the figure on the next page.

Alternately, when all parts of a large figure don’t fit on one page, consider numbering them as separate figures.

2.2 Tables

2.2.1 Purpose

Tables are used to present a large amount of detailed information in a minimum amount of space or to present quantitative or precise numerical values in a concise manner. Table and caption formatting should be consistent through the entirety of a publication.

2.2.2 In Word

In a Word document, the table itself should be inserted in a paragraph style tag named “Table Placeholder” that immediately follows a paragraph style tag named “Table Caption.” The Table Caption tag should utilize the “Keep with next” feature in order to avoid separation between the table caption and the table.

Avoid fills or shading in table cells. If gray shading is necessary to clarify the intended meaning, use a solid “Fill” of 20 percent gray.

2.2.3 Table Captions

2.2.3.1 Wording

The table caption should clearly distinguish its figure from other illustrations. The caption should provide a succinct noun or noun phrase that describes the table, but does not provide unnecessary background information nor repeat information found in the text. Any lengthier description should be included as a table note rather than as part of the table caption itself.

Avoid using articles, such as, “A,” “The,” etc., at the beginning of captions.

Capitalize both parts of hyphenated terms within the table caption if the elements are nouns or adjectives or if the element is the final word of the caption. Correct examples would be “State-of-the-Art Report”; “Four-Leg Intersection”; “Conditions Determined to Be Pre-Existing.”

Do not abbreviate “Table.”

2.2.3.2 Position

Table captions should appear above the table. Use a period between the table number and the caption of the table, but not at the end of the table caption. Table captions are set in “Title” case, i.e., all nouns and verbs are capitalized while all conjunctions, prepositions, and articles are lowercase. Table captions should be formatted consistently throughout the text.

2.2.3.3 Font

Table captions may be set in serif or sans serif fonts. (Times New Roman or Arial fonts are preferred because they are commonly used.) Table captions are usually set in boldface type.

2.2.3.4 Numbering

All tables should be numbered with Arabic numerals. Depending on the publication, numbering may be sequential, by chapter, or by section. Figures, tables, and equations should all be numbered separately, but the same numbering convention should be used for each.

Small publications often use sequential numbering (i.e., “Table 1,” “Table 2,” etc.).

Larger publications may use chapter numbering, where each table is numbered with the chapter number followed by a hyphen and then followed by the number of the table within that chapter (e.g., “Table 7-1,” “Table 7-2,” etc.). Numbering restarts from “-1” at the beginning of each chapter.

As an alternative to chapter numbering, large publications may instead use section numbering, where each figure is numbered with the lowest level section heading preceding the table followed by a hyphen and then followed by the number of the figure within that section (e.g., “Table 2.3.5.7-1,” “Table 2.3.5.7-2,” etc.). Numbering restarts from “-1” with each new heading.

When chapter or section numbering is used, callouts should always use the full table number.

2.2.4 Table Format

2.2.4.1 Table Orientation

Set all tables vertically (portrait) if possible.

2.2.4.2 Table Margins

Make sure the tables do not exceed the limits imposed by the printed page.

2.2.4.3 Table Rules

Make rules at the top and bottom of the table one point wide. All other rules should be 0.5-point wide.

2.2.4.4 Table Headings

Table headings—i.e., column heads, spanners, and cut-in heads—can be set in Times New Roman or Arial, 8–10 points (7 points can be used if space must be conserved), boldface. Spanners are set above column heads and cover two or more column heads. Cut-in heads are set below column heads, cover two or more column heads, and function as spanner subheads. Spanner heads and cut-ins must be centered over the columns they apply to.

When tabular matter demands two or more levels of headings, decked heads must be used. A decked head consists of a spanner head and two or more column heads to which it applies. A horizontal rule is set between the spanner and column heads indicating the columns the spanner applies to. Decked heads should seldom exceed two levels. See [Figures 2.2.4.10-1](#) through [2.2.4.10-3](#) for examples.

2.2.4.5 Table Stub

The table stub is the far left column of the table that lists the items about which information is provided in the columns to the right. Use Times New Roman, 8–10 point, initial caps for the stub row text. Headings in the table stub are set as other headings are.

In the stub, subheads should be in italics and are aligned flush left. Stub items are usually indented one em space under the subhead. Runovers in stub items are indented one em space from where the item begins.

With two or more levels of subheads in the stub, the top level may be centered and the second level flush left. Use cut-in heads for the top-level subheads with rules above and below extending all the way across the table.

2.2.4.6 Table Columns

Vertically align a column of figures on the decimal points. Numerals of 1,000 or more should have commas for U.S. Standard units only; SI units of 10 000 or more should have a nonbreaking space inserted in place of the comma while SI units between 1000 and 9999 do not have a comma or spacing. Mathematical operation signs are aligned if they precede quantities in a column of figures. In a column consisting of information expressed in words, make text flush left if the description is long. If short, center it.

2.2.4.7 Table Symbols

In table text:

- Use em dashes to indicate breaks.
- Use en dashes to indicate ranges (2–4).
- Use “%” to indicate percentages.
- For equations, use a minus sign (en dash) with a space on either side.

2.2.4.8 Table Footnotes

Footnotes are normally set one size smaller than the body of a table (e.g., 7 points if the table text is 8 points). The words “Source” and “Notes” are traditionally distinguished typographically from the note that follows.

In “Source:” or “Note:” do not italicize the punctuation (:). Make terms italic and initial caps followed by lowercase running text in roman style font.

Footnotes to a table are of four general kinds and should appear in this order: (1) source notes, (2) other general notes, (3) notes on specific parts of the table, and (4) notes on the level of probability. Leave extra space in between each note item.

2.2.4.9 Tables Continued on More Than One Page

Use continued lines as needed. Format in italics as follows:

- “Continued on next page” should appear under the rule of the table at the bottom of the page.
- “Table #—Continued” should appear above the top rule of the table on the next page.

Column heads are to be repeated on each page, but the title of the table is not.

2.2.4.10 Sample Tables

The examples in [Figures 2.2.4.10-1](#) through [2.2.4.10-3](#) are tables taken from AASHTO’s LRFD Design, Materials Standards, and Green Book.

Table 4.6.2.2.1-2—*L* for Use in Live Load Distribution Factor Equations

Force Effect	<i>L</i> (ft)
Positive Moment	The length of the span for which moment is being calculated
Negative Moment—Near interior supports of continuous spans from point of contraflexure to point of contraflexure under a uniform load on all spans	The average length of the two adjacent spans
Negative Moment—Other than near interior supports of continuous spans	The length of the span for which moment is being calculated
Shear	The length of the span for which shear is being calculated
Exterior Reaction	The length of the exterior span
Interior Reaction of Continuous Span	The average length of the two adjacent spans

Figure 2.2.4.10-1. LRFD Design Table Format Example

Table 2.2.5-1—Weight of Metallic Coating Type I or II Fabric

Specified Diameter of Coated Wire		Weight of Coating of Uncoated Wire Surface ^a		
		Type I Zinc		Type II Aluminum,
		Class C, oz/ft ²	Class D, oz/ft ²	oz/ft ²
in.	mm			
0.192	6	1.2	2.0	0.40
1.148	9	1.2	2.0	0.40
0.120	11	1.2	2.0	0.35

^a Based on ASTM A309.

Figure 2.2.4.10-2. Materials Standards Table Format Example

Table 2-1. Corresponding Design Speeds in Metric and U.S. Customary Units

U.S. Customary	Metric
Corresponding Design Speed (mph)	Design Speed (km/h)
15	20
20	30
25	40
30	50
40	60
45	70
50	80
55	90
60	100
70	110
75	120
80	130
85	140

Figure 2.2.4.10-3. Green Book Table Format Example

2.3 Equations

2.3.1 Numbering

All equations should be numbered with Arabic numerals. Depending on the publication, numbering may be sequential, by chapter, or by section. Equations, figures, and tables should all be numbered separately, but the same numbering convention should be used for each.

Small publications often use sequential numbering (i.e., “Equation 1,” “Equation 2,” etc.).

Larger publications may use chapter numbering, where each equation is numbered with the chapter number followed by a hyphen and then followed by the number of the equation within that chapter (e.g., “Equation 3-1,” “Equation 3-2,” etc.). Numbering restarts from “-1” at the beginning of each chapter.

As an alternative to chapter numbering, large publications may instead use section numbering, where each equation is numbered with the lowest level section heading preceding the equation followed by a hyphen and then followed by the number of the equation within that section (e.g., “Equation 4.8.1-1,” “Equation 4.8.1-2,” etc.). Numbering restarts from “-1” with each new heading.

Equation numbers are enclosed in parentheses at the right-hand margin (note that, as in the examples above, parentheses are not used when referring to the equation in the publication’s text). The word “Equation” does not precede these numbers. There should be a minimum of one quarter of an inch between the equation number and the last term in the equation. For example

$$H_{int-t} = \frac{s_w - \frac{w_t}{12} - \frac{0.06D_t}{12}}{LLDF} \quad (3.6.1.2.6b-1)$$

The equation number appears on the same line of a single-line equation and on the last line of a multiline equation.

2.3.2 Software

Equations should be formatted in MathType, which works standalone or as a Word plugin. MathType is available for download at <https://docs.wiris.com/en/mathtype/start>. This site also has documentation for use of the software.

2.3.3 Key Formatting

All variables represented by Roman letters are italicized throughout the text. Variables represented by Greek symbols are not italicized.

Fences/enclosures are used in the preferred order listed in The Chicago Manual of Style, working from parentheses outward: { [()] }.

For more information about formatting equations and other mathematical expressions, see [Section 9.5](#).

2.4 Hyperlinks

If hyperlinks (weblinks) are included in the main text or the references:

- provide an upper-level link that is less likely to be broken over the life of the publication; and
- test that the links work before handing off the files.

2.5 Keywords for the Online Store

2.5.1 Purpose

Keywords are terms that best represent the technical information presented in the standard. They will be used by customers attempting to locate a specific publication. If keywords are not provided at file hand-off, expect to see a query requesting them at the content review stage.

2.5.2 What to Include

All selected keywords should be

- stand-alone terms, not incomplete phrases or unattached adjectives;
- terms determined to be significant by the author or content reviewer;
- as specific and unique as possible; and
- plural forms, if possible (e.g., if “airports” is a keyword, the publication will show up regardless of whether the customer searches for “airport” or “airports”; if “airport” is a keyword, a search for “airports” will return no results).

2.5.3 What to Omit

Do not include

- general terms that apply to dozens or hundreds of AASHTO publications, such as “bridge,” “construction,” or “test;”
- any part of a publication’s title; and
- keywords that are part of other keywords (e.g., if “light rail” is a keyword, “rail” does not need to be included as a separate keyword).

2.6 Text

2.6.1 Front Matter

Be sure to provide

- acknowledgment for cover photos, if any are provided;
- members of any task force(s) that helped produced the content;
- committee list as of ballot passage;
- preface, i.e., statement by the author that may include
 - purpose,
 - research methods,
 - scope,
 - background,
 - brief acknowledgments,
 - permissions granted for use of previously published material, or
 - major changes from a previous edition;
- acknowledgments, separate from the preface if longer or presented as a list;
- introduction, if not part of main text; and



- special technical information that users might need, e.g. a metric conversion chart, a list of uncommon abbreviations, or a chronology.

2.6.2 Main Text

The main text should follow the guidelines in **Part 3, “Style Rules.”** The topics covered in **Sections 8.1** through **8.9** include word choices, spelling, compound words, prefixes and suffixes, capitalization, abbreviations and acronyms, punctuation, **Sections 9.1** through **9.8** cover lists, italic and bold-face type, numerals in text, signs and symbols in text, mathematical expressions, bibliography or reference lists, endnotes, and running text citations. See also **Section 6.3.1.2**.

2.6.3 End Matter

Also be sure to provide all end matter included in the publication:

- Supplementary Requirements
- Annexes
- Appendices
- Glossary
- References
- Index

For more information on each type of end matter, see **Section 6.3.1.3**.

Part 2: Production Team

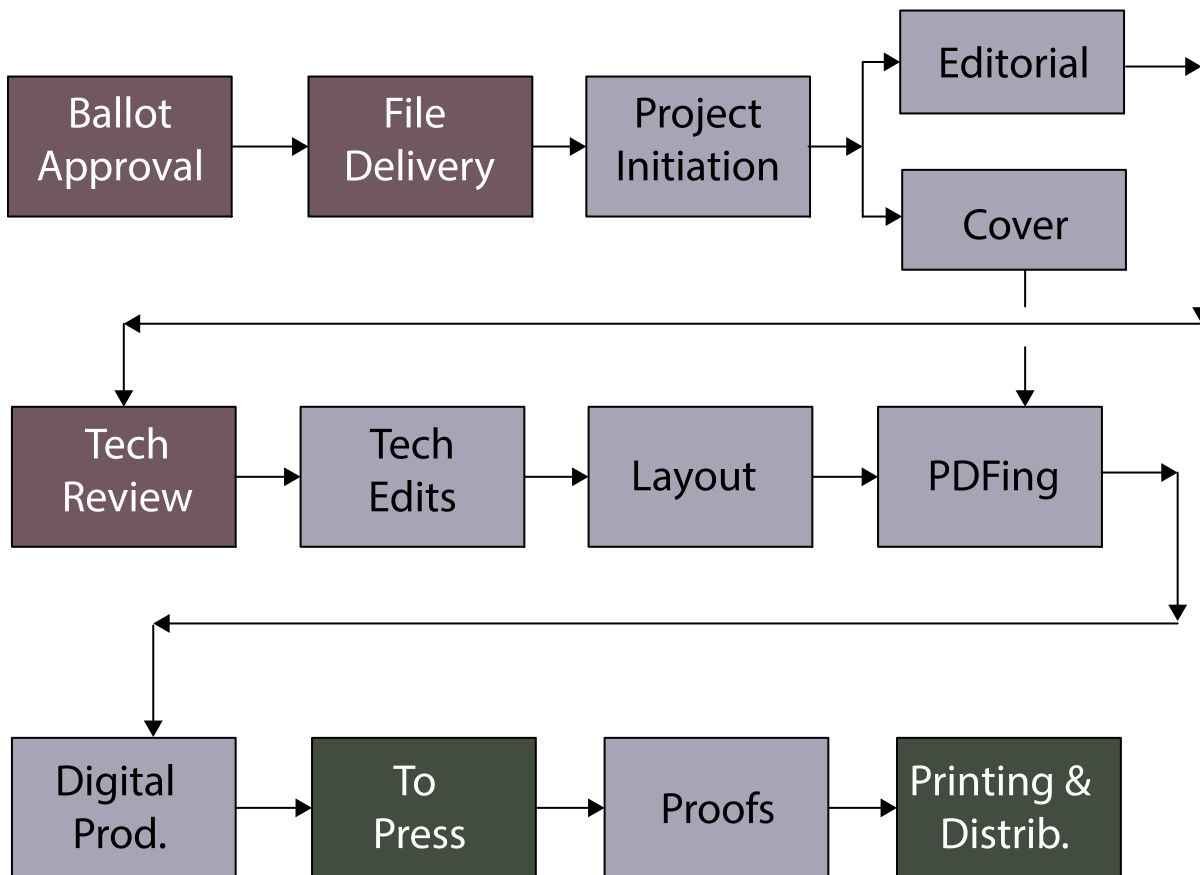


Documents
Document Sharing Hub

Chapter 3: Life Cycle of an AASHTO Publication Project

3.1 General

The flowchart shown in **Figure 3.1-1** illustrates the life cycle of an AASHTO document. Upon receipt of a document developed by a committee or task force, the Director of Publications determines the layout design, color options, and printing specifications for the project; fills out a project initiation form; enters the project into the publications database; prepares a publications jacket; sets up the publication folders on the Pubs drive; then passes the file along to the assigned Project Manager.



Note: The Director of Publications determines the publication's distribution format at project initiation.

Figure 3.1-1. AASHTO Publications Project Management Workflow

3.2 Preproduction

The Project Manager first completes the preproduction tasks, which include organizing the components of the publication; setting up the hardcopy files; and preparing tracking charts.