



Association of Textile, Apparel & Materials Professionals

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AATCC Style Guide for Writing Test Methods and Procedures

1. Foreword

1.1 AATCC standards are used in many different ways, and by many different types of users. Hence, it is important that they be written in a precise manner.

1.2 The numerical results obtained by AATCC test methods and procedures may be used by interested parties to establish pass/fail criteria. AATCC policy does not allow the Association to establish such criteria.

2. Purpose and Scope

2.1 This style guide provides instruction for the organization and content of AATCC test methods, evaluation procedures, and laboratory procedures. AATCC monographs are not required to follow the style listed in this document though it may still serve as a useful guide.

2.2 This document includes general guidelines and examples to cover most cases. Committees should consult with AATCC RA99 and/or ECR to address special cases requiring modification of the guidelines.

3. Referenced Documents

3.1 AATCC M9, A Summary of ASTM Methods for Interlaboratory Testing (see 33.1).

3.2 AATCC M11, A Glossary of AATCC Standard Terminology (see 33.1).

3.3 ASTM D1776, Standard Practice for Conditioning and Testing Textiles (see 33.2).

3.4 ASTM D2906, Standard Practice for Statements on Precision and Bias for Textiles (withdrawn, see 33.2)

3.5 ASTM E1402, Standard Guide for Sampling Design (see 33.2).

3.6 *The ISCC-NBS Method of Designating Colors and Dictionary of Color Names*, K. L. Kelly and D. B. Judd, NBS Circular No. 553, 1955, U.S. Government Printing Office, Washington, DC, USA (available at <https://archive.org/details/circularofbureau553unse/page/2>).

4. Guide for: Sections

4.1 All AATCC test methods, evaluation procedures, and laboratory procedures are required to contain the sections identified in the list below by an asterisk. Standards may also contain the additional sections shown in the list. However, to promote uniform style, the additional sections may only be used in the se-

quence shown. Titles or headings of the sections may not be replaced with other terms.

4.1.1 The following is the prescribed order for the text of AATCC test methods and procedures:

- *Title
- Foreword
- *Purpose and Scope
- *Principle
- Referenced Documents
- Terminology
- *Safety Precautions
- Limitations
- Apparatus, Reagents, Materials**
- Verification, Calibration**
- Sampling
- *Specimens
- Conditioning
- Preparation of Apparatus, Reagents**
- *Procedure
- *Calculations, Evaluation**
- *Report (not required for laboratory procedures)
- *Precision and Bias (not required for laboratory procedures)
- Notes
- *History
- Appendices
- *Required section
- **Use appropriate heading

4.2 Using the modified decimal system, number each series of sections and subsections serially and set off these numbers by periods (decimal points) to indicate the particular part of the standard from the largest section, down to the individual paragraphs. For example: “2.” indicates the second principal section of a standard; “2.3 and 2.14” designate respectively the third and fourteenth subsections of primary section 2.; similarly, “2.14.10” designates the tenth paragraph of the fourteenth subsection of the second section of the standard.

4.3 Use no longer than three-place numbers. For example: A two-place number means 2.14; a three-place number means 2.14.1 or 2.14.10. This numbering not only shows at a glance the arrangement of the written material, but also permits simple and specific cross referencing. Numbers with more than three places defeat the purpose of simplicity.

5. Guide for: Designation

5.1 The official designation for the standard appears at the top of the first page, above the title.

5.2 All designations begin with

“AATCC.”

5.3 Designations include a 1- or 2-letter code indicating the type of standard. The words are *not* spelled out in the designation.

TM: Test Method
EP: Evaluation Procedure
LP: Laboratory Procedure
M: Monograph

5.4 Designations include a number (Latin numerals) immediately after the code. There is no space between code and number. Numbers are assigned chronologically for each type of standard. If a standard is withdrawn, that number is not reused unless the standard is reinstated. Numbers may be 1-, 2- or 3-digits. For example, AATCC TM6 or AATCC LP1.

5.5 The code and number are followed by a hyphen and the year the standard was approved or the year of the last technical revision. For example, AATCC TM6-2016.

5.6 If a standard is technically revised a second time in the same year, append the letter “t” to the year. For example, AATCC TM135-2018t was revised in June 2018, following a revision in January 2018.

5.7 If a standard is reviewed and reaffirmed with no changes, append the year of reaffirmation in parentheses. For example, AATCC TM198-2011(2013) was technically revised in 2011 and reaffirmed in 2013. No changes were made in 2013.

5.8 If a standard is editorially revised, append the letter “e.” It is not necessary to indicate the year of the editorial revision in the designation. For example, AATCC TM61-2013e was technically revised in 2013 and editorially revised in 2016.

5.9 The same designation format should be used throughout the standard and in any external references to the standard. The portion after the hyphen may be omitted where it is clear that the reference is intended to indicate the most recent version of the standard. For example, AATCC TM6 indicates the most recent version published at the time it is read. AATCC TM6-2016 indicates the version of the standard published in 2016, regardless of when the reader comes across the reference, or how many times it has since been revised.

6. Guide for: Title

6.1 Begin the title with the type of standard. For example, “Test Method

