

AMERICAN GEAR MANUFACTURERS ASSOCIATION

***Style Manual for the Preparation of
Standards, Information Sheets and
Editorial Manuals***

AGMA 900-H06



AGMA INFORMATION SHEET

(This Information Sheet is NOT an AGMA Standard)

Style Manual for the Preparation of Standards, Information Sheets, and Editorial Manuals

AGMA 900-H06
(Revision of AGMA 900-G00)

CAUTION NOTICE: AGMA technical publications are subject to constant improvement, revision or withdrawal as dictated by experience. Any person who refers to any AGMA technical publication should be sure that the publication is the latest available from the Association on the subject matter.

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Approved August 22, 2006

ABSTRACT

This information sheet is a compilation of the AGMA and ISO editorial style manuals.

Published by

American Gear Manufacturers Association
500 Montgomery Street, Suite 350, Alexandria, Virginia 22314

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Printed in the United States of America

ISBN: 1-55589-880-7

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Foreword

[The foreword, footnotes and annexes, if any, in this document are provided for informational purposes only and are not to be construed as a part of AGMA Information Sheet 900-H06, *Style Manual for the Preparation of Standards, Information Sheets, and Editorial Manuals*.]

The Technical Division Executive Committee (TDEC) of the American Gear Manufacturers Association (AGMA) has approved use of this style manual by all technical committees and the AGMA staff during the preparation and production of all AGMA publications.

Since this manual has been prepared in accordance with the requirements set forth, it has the same appearance as a properly prepared document regarding numbering, equations, illustrations, and references.

The regulations governing committee activities, preparation of standards, organization of the Technical Division and the review and approval process are detailed in the AGMA Policy and Practice Guides. Committee chairmen, committee members, and others concerned with standards preparation and review are urged to become familiar with the appropriate Policy and Practice Guides and with this manual in order to facilitate the entire process of preparation and review of standards. This editorial manual complies with the American National Standards Institute (ANSI) Style Manual to the extent practical. It also uses the rules for drafting and presentation of the International Standards Organization (ISO) if they coincide with or enhance the ANSI Manual. Illustrations, examples and terminology have been substituted for those in the ANSI Manual in order to provide information more appropriate to the gearing industry. In addition, the special policies clause cites specific AGMA policies and practices as relating to preparation of AGMA technical literature.

The first edition of this style manual was revised into AGMA 900-B87 in September 1987. The next revision, AGMA 900-C89, incorporated changes to the clauses on references and bibliography as approved by the TDEC on October 10, 1989. The revised AGMA 900-D92 was changed to follow the ANSI style manual which, in turn, was based on the ISO style manual. It was approved by the TDEC on September 17, 1992. It was changed further, on September 8, 1995, to reflect changes in the ANSI and ISO style manuals. It also is updated for Policy and Practice guide changes and the directions of the TDEC. The AGMA 900-F96 revision added ISO TC60 document symbols to annex E. It was approved by the TDEC on October 28, 1996. AGMA 900-G00 was approved by the TDEC on October 22, 2000.

AGMA 900-H06 was revised to incorporate current practice with text edits and by moving the three tables from annex D to a new annex F. It reflects the continuing integration of ISO Directives pertaining to the style and drafting of documents within AGMA. It was approved by the Technical Divisions Executive Committee on August 22, 2006.

Suggestions for improvement of this standard will be welcome. They should be sent to the American Gear Manufacturers Association, 500 Montgomery Street, Suite 350, Alexandria, Virginia 22314.

American Gear Manufacturers Association –

Style Manual for the Preparation of Standards, Information Sheets, and Editorial Manuals

1 Scope

This style manual establishes the requirements for the preparation of American Gear Manufacturers Association (AGMA) standards, information sheets, editorial manuals, and other technical literature. The style and format of AGMA technical literature is covered by this manual. All technical committee and staff personnel should use this manual in the preparation of AGMA technical literature drafts.

The guidelines in this manual are presented to enable personnel working on AGMA drafts to produce standards and information sheets that are uniform, easily used by the reader, and that can be easily processed through the review and printing processes.

A check list, edit marking methods, and symbol guidance are provided in the annexes to assist the editorial personnel in review of a draft.

2 Reference documents

The following documents contain provisions which, through reference in this text, constitute provisions of the manual. At the time of publication, the editions were valid. All publications are subject to revision, and the users of this manual are encouraged to

investigate the possibility of applying the most recent editions of the publications listed:

- ANSI/AGMA 1012-G05, *Gear Nomenclature, Definitions of Terms with Symbols*
- AGMA 904-C96, *Metric Usage*
- ANSI Style manual – for preparation of proposed American National Standards, Eighth Edition, Version 1.0 3/1/91
- ISO/IEC Directives, Part 2 – *Rules for the structure and drafting of International Standards*

3 Responsibilities

To produce a professional document which is technically accurate requires certain responsibilities of both the technical committee and AGMA Headquarters staff. Each shall be aware of the other's responsibilities and should assist the other in the edit process whenever possible.

3.1 Technical committees

Technical committees are responsible for providing AGMA Headquarters with complete, technically accurate drafts that meet the requirements of this manual for content, arrangement and legibility. Whenever possible, initial drafts of documents or portions of documents should be provided to AGMA Headquarters in electronic format. The specific software and version shall be agreed upon with Headquarters staff.

Conformance with the requirements for abbreviations, symbols, numbering system, and the style for special elements is especially important.

Since drafts in the development stage often undergo several revisions and pass through many hands before a final version is approved, AGMA requires that each committee appoint an editorial coordinator. This individual is responsible for ensuring that the draft includes all committee approved revisions. The coordinator should review each draft before it is submitted to Headquarters to ensure that it meets the requirements of this manual. The coordinator shall assemble all changes, additions, and corrections to the draft as approved by the committee and the Chairman before submitting each draft to Headquarters for word processing.

NOTE: The draft that is supplied by Headquarters is the official draft. The official draft contains a banner at the top of each page, stating, "This is preliminary information and **MAY NOT** be applied or cited in any manner," and a screened banner with the words "PRELIMINARY DRAFT" printed diagonally across each page. The status of the draft is indicated as Working draft, Committee draft, or General Ballot draft along with the standard number and date.

In making changes, the editorial coordinator shall **mark in red** directly on the official Headquarters draft. See annex B for the correct method of marking corrections or making inserts. In no case shall the draft be retyped. Retyping makes it very difficult for Headquarters to determine the changes that have been made to the text. If lengthy changes or inserts are required, they should be on the back of, or attached to, the page to be changed.

The editorial coordinator should serve as the only liaison between the committee and AGMA Headquarters editorial staff and should be available to answer questions on drafts submitted.

The Committee Chairman may also act as editorial coordinator but it is normally not recommended.

3.2 AGMA staff

The AGMA support staff will proofread the revised working draft to ensure that requested changes have been properly introduced into the official text.

NOTE: Committees are responsible for technical content of a document. Staff shall edit for style, grammar, clarity, and consistency among standards, but shall not change meaning or intent.

Staff will assist committee personnel in the development of technical literature by offering style and editorial comments throughout all stages of development, balloting, and printing.

4 Format of AGMA standards

All AGMA standards shall use SI ("hard" metric) dimensions and units of measure. A parallel document in the older, inch units may also be developed.

The ISO Directives and ANSI style manual shall be used with AGMA 900-F96 when the AGMA standard

will also be submitted as an ISO or ANSI national standard.

4.1 Elements

Every AGMA standard shall contain the following elements, arranged in the order indicated:

- Title page (front cover);
- Copyright and abstract page;
- Table of Contents;
- Foreword;
- Committee list;
- Scope;
- Symbols, terminology, and definitions;
- Complete text including tables and figures to support the technical data.

In addition, the following elements should be included as required:

- Normative references (after the scope);
- Annexes (after the text);
- Bibliography (at the end of the document) .

4.1.1 Title page

The format of the title page shall be as shown in figure 1 for all standards and information sheets.

4.1.1.1 Titles

The wording of the title shall be established with great care. Being as concise as possible, it shall indicate, without ambiguity, the subject matter. The title of a standard should indicate what it covers with very few words. Remember the words "American National Standard Institute" (ANSI) will become part of the title when approved. Either the term AGMA or ANSI is correctly used as a noun or as an adjective modifying such things as "specifications", "requirements", "methods of test", or "definitions". Do not use it as an adjective modifying a name.

Correct:

American Gear Manufacturers Association
Specification for Measurement of Linear Vibration on Gear Units

Incorrect:

American Gear Manufacturers Association
Gear Units

ANSI/AGMA 6113-A06

AMERICAN NATIONAL STANDARD

***Standard for Industrial Enclosed Gear
Drives (Metric Edition)***

ANSI/AGMA 6113-A06



AGMA STANDARD

Figure 1 - Sample cover with title

4.1.2 Abstract

Provide an abstract that is as informative as possible so that the reader can determine if the standard contains the information needed. Where possible, begin the abstract with the main purpose and recommendations of the standard. An abstract should be short and concise and provide an overview of information contained in the standard. It must be understandable without reference to the main parts of the standard (see figure 2).

4.1.3 Table of contents

The table of contents shall list the following elements in order (as required): clauses, annexes, bibliography, index(es), figures and tables. Numbering of these elements is explained in 5.1. See figure 3 for typical arrangement.

4.1.4 Foreword

Supply a foreword that includes a brief history of the development of the standard, a description of its purpose and, if it is a revision, the principal changes incorporated since the last issue. See figure 4.

Since, by AGMA policy, the foreword is not part of the standard, it shall begin with this statement: "The foreword, footnotes and annexes in this document are provided for informational purposes only and are not to be construed to be a part of (add number and title of standard)."

Elicit comments on the standard by adding this statement at the end of the foreword: "Suggestions for the improvement of this standard will be welcome. They should be sent to the American Gear Manufacturers Association, 500 Montgomery Street, Suite 350, Alexandria, Virginia 22314."

4.1.5 Committee list

Each AGMA standard shall contain a list of committee members, including the member's company or affiliation. The Committee Chairman shall be listed first, followed by the Vice Chairman. All Active that worked on the standard will be listed separately and alphabetically.

NOTE: Committee membership is established in accordance with the AGMA Policy and Practice Guide 7-1.

4.1.6 Scope

The scope should be a brief statement of the material included in the standard. Unless it is obvious, the scope shall also state what is not included. The scope of the document shall not exceed the scope of the committee without the approval of the Technical Division Executive Committee (TDEC).

4.1.7 Normative references

Other standards shall be referenced, rather than quoted or repeated. This avoids transcriptional errors, maintains consistency and is mandated by ISO and ANSI.

Any reference documents that are necessary for proper application of the standard (normally AGMA Standards) shall be listed with their number, title and publication date. Reference documents should be listed following the scope only if they are incorporated in the text in such a way as to make them indispensable for the application of the standard.

The list shall be introduced by the following wording: "The following standards (documents) contain provisions which, through reference in this text, constitute provisions of this standard (document). At the time of publication, the editions were valid. All standards (documents) are subject to revision and parties to agreements based on this standard (document) are encouraged to investigate the possibility of applying the most recent editions of the standards (documents) indicated below."

The list shall not include documents which are not available or approved or those which are intended only as informative references. Such documents can be listed in a bibliography.

4.1.8 Symbols and terminology

Symbols and their meanings should be consistent throughout all AGMA technical literature. Include a table of all variable symbols used in mathematical equations along with the terminology associated with each. The table should also list the units of the variable, where it is first used and where it is first referenced. See annexes D and E for symbol selection.

American National Standard

Standard for Industrial Enclosed Gear Drives (Metric Edition) ANSI/AGMA 6113-A06

Approval of an American National Standard requires verification by ANSI that the requirements for due process, consensus, and other criteria for approval have been met by the standards developer.

Consensus is established when, in the judgment of the ANSI Board of Standards Review, substantial agreement has been reached by directly and materially affected interests. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution.

The use of American National Standards is completely voluntary; their existence does not in any respect preclude anyone, whether he has approved the standards or not, from manufacturing, marketing, purchasing, or using products, processes, or procedures not conforming to the standards.

The American National Standards Institute does not develop standards and will in no circumstances give an interpretation of any American National Standard. Moreover, no person shall have the right or authority to issue an interpretation of an American National Standard in the name of the American National Standards Institute. Requests for interpretation of this standard should be addressed to the American Gear Manufacturers Association.

CAUTION NOTICE: AGMA technical publications are subject to constant improvement, revision, or withdrawal as dictated by experience. Any person who refers to any AGMA technical publication should be sure that the publication is the latest available from the Association on the subject matter.

[Tables or other self-supporting sections may be referenced. Citations should read: See ANSI/AGMA 6113-A06, *Standard for Industrial Enclosed Gear Drives (Metric Edition)*, published by the American Gear Manufacturers Association, 500 Montgomery Street, Suite 350, Alexandria, Virginia 22314, <http://www.agma.org>.]

Approved April 26, 2006

ABSTRACT

This standard includes design, rating, lubrication, testing and selection information for enclosed gear drives, including foot mounted, shaft mounted, screw conveyor drives and gearmotors. These drives may include spur, helical, herringbone, double helical, or bevel gearing in single or multistage arrangements and wormgearing in multistage drives, as either parallel, concentric or right angle configurations.

Published by

**American Gear Manufacturers Association
500 Montgomery Street, Suite 350, Alexandria, Virginia 22314**

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Printed in the United States of America

ISBN: 1-55589-823-8

Figure 2 - Sample copyright page with abstract

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Figure 3 - Sample table of contents

ANSI/AGMA 2116-A05

AMERICAN NATIONAL STANDARD

Foreword

[The foreword, footnotes and annexes, if any, in this document are provided for informational purposes only and are not to be construed as a part of ANSI/AGMA 2116-A05, *Evaluation of Double Flank Testers for Radial Composite Measurement of Gears*.]

Between 1994 and 1998, AGMA published three standards on calibration of gear measuring instruments: ANSI/AGMA 2010-A94, *Measuring Instrument Calibration – Part I, Involute Measurement*, ANSI/AGMA 2113-A97, *Measuring Instrument Calibration, Gear Tooth Alignment Measurement*, and ANSI/AGMA 2114-A98, *Measuring Instrument Calibration, Gear Pitch and Runout Measurements*. These standards covered elemental measurements specified in the accuracy requirements of ANSI/AGMA 2015-1-A01, *Accuracy Classification System – Tangential Measurements for Cylindrical Gears*. The Calibration Committee decided that supplemental information, on measurement system conditions for calibration, accuracy requirements and uncertainty determination, was desirable to have in an Information Sheet, AGMA 931-A02, *Calibration of Gear Measuring Instruments and Their Application to the Inspection of Product Gears*, that was published in 2002.

The material in these AGMA documents was combined and submitted to ISO for the development of ISO 18653:2003, *Gears – Evaluation of instruments for the measurement of gears*, and ISO/TR 10064-5:2005, *Cylindrical gears – Code of inspection practice – Part 5: Recommendations relative to evaluation of gear measuring instruments*.

The Calibration Committee decided that similar standardization and information was needed for the evaluation methods of double flank testers used for radial composite measurement of gears. After a study of existing practices, standards, and literature the information contained herein is a consolidation of the most common methods currently in existence.

The first draft of ANSI/AGMA 2116-A05 was made in August, 2003. It was approved by the AGMA membership in October, 2005. It was approved as an American National Standard on December 29, 2005.

Suggestions for improvement of this standard will be welcome. They should be sent to the American Gear Manufacturers Association, 500 Montgomery Street, Suite 350, Alexandria, Virginia 22314.

Figure 4 – Sample foreword page

4.1.9 Definitions

If the standard contains terms with special technical meanings that are unique to the standard or in the field, provide a definition clause. Coordinate definitions with those in other AGMA standards. Arrange them in alphabetical order with subclause numbers and do not capitalize unless, as in proper names, capitalization is mandatory, see ISO Directives if appropriate. Lengthy groupings of definitions may be arranged in technical, rather than alphabetical, sequence. This clause shall contain the following note:

NOTE: The symbols and definitions used in this standard may differ from other AGMA Standards. The users should assure themselves that they fully understand the terms, definitions, and symbols as contained in this standard.

4.1.10 Text clauses

The technical content of the text clauses, including accuracy, adequacy, and completeness is the responsibility of the technical committee. All information in the body of the standard should be substantiated and supported with documentation.

4.2 Tables

Certain data is better presented as a table. Tables are used where similar data for more than one item is to be presented. Tables can provide a clear and concise way of presenting a large amount of data in a small space.

4.2.1 Formal tables

Formal tables may be of one or two columns in width and may be either upright or turned 90 degrees on the page. Placement will be determined by the total width of the table. Turn page tables shall be placed so that the top of the table is to the left hand side, when the page is upright.

Tables are numbered consecutively for ease of reference. The table number is followed by the title and is centered above the table. Formal tables are surrounded with a box. Vertical and horizontal lines will separate the parts of a table. Terms, but not units, in table headings are bolded. Table 1 is an example of a typical table.

Tables of more than one page are marked with the words "continued" and "concluded" as needed. The title appears on only the first page, but the table number appears on all pages.

**Table 1 - Typical application factors,^{a)}
 C_a and K_a**

Application factor C_a, K_a	Driven equipment
1.25	Uniformly loaded conveyors Pure liquid mixers Centrifugal compressors Rotary or centrifugal pumps
1.50	Non-uniformly fed conveyors Variable density mixers Lobe compressors Reciprocating pumps
1.75	Multi-cylinder reciprocating compressors Rubber extruders
2.0	Reciprocating conveyors Single-cylinder reciprocating compressors Laundry washers

NOTE:

a) Taken from appendix A of [8], for gearing driven by electric or hydraulic motors.

4.2.2 Informal tables

Informal tables are simple tabulations that do not exceed four or five lines in depth and can be set in a single-column width. These tables do not require a caption or a number but must be placed immediately following the paragraph in which they are referenced.

Example:

	Case hardness minimum	
Material	(HRC)	(R15N)
4140 Type	48	85
4340 Type	46	84
EN40B Type	58	89
EN40C Type	58	89

4.2.3 Units of measure

When units are required, they should be placed below the title, if appropriate, or as part of the column headings. The units of measure shall be consistent in each column. Do not combine feet with inches, seconds with minutes, or millimeters with micrometers. Units of measure should be given in parentheses in column headings.

4.2.4 Notes and footnotes

Employ superscript numbers or letters to reference footnotes to tables, unless confusion would result. In that case, use symbols such as an asterisk.