



Designation: D6718 – 02

Standard Practice for Writing Committee D 13 Standards¹

This standard is issued under the fixed designation D6718; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

INTRODUCTION

The position of Committee D13 is that the current issue of the publication entitled *Form and Style for ASTM Standards*, is controlling in all instances of document preparation within subcommittees. While much of its content allows for some optional choices in document format, there are several sections that are mandatory in respect to being included in all standards. These mandatory sections are: *Title, Designation, Scope, Significance and Use, Procedure, Precision and Bias, and Keywords*, which must be included in all documents, with precision and bias specifically required in test methods that generate data in the form of values, counts, or ratings that can be analyzed to yield statistical parameters for stating precision and bias. ASTM documents include test methods, specifications, and other types, such as practices and guides, classifications, terminology, tables, and charts.

Under the ASTM consensus process, ASTM policies about document formats are not implemented uniformly in all committees, nor even in subcommittees within a committee. If a document lacking a required section goes through the ballot steps without receiving a negative vote as to a mandatory section being missing, publication results routinely. Consequently, some standards appear in the Book of Standards with missing mandatory sections, or with other recommended sections that have been omitted. By implementing this practice within Committee D13, a practice which is based firmly on guidance found in *Form and Style for ASTM Standards*, Committee D13 writers will have a reference for producing documents that fulfill ASTM policies.

There are four parts to this practice. The main body describes sections usually contained in standards, and a brief statement of content for each, following a test method example. Next follows an annex that shows more detail and fuller statements of content for each section, again with emphasis on test methods. Then follows an appendix that provides a check-off list for three standards for the use of document writers in seeing that all mandatory and other recommended sections are included. Finally, there follows an annex that provides a synopsis of SI units and usage.

1. Scope

1.1 This practice gives information to Committee D13 document writers that agrees with guidance of the ASTM publication *Form and Style for ASTM Standards*² (hereinafter *Form and Style*) and fits the particular needs of Committee D13.

1.2 With guidance from this practice and from *Form and Style*, Committee D13 document writers will have answers to most questions regarding form and style.

1.3 Writers may prepare documents, with pertinent requirements in hand, at the time of writing, to meet all ASTM policies.

2. Referenced Documents

2.1 *ASTM Standards*:³

D123 [Terminology Relating to Textiles](#)
IEEE/ASTM S10 - [Use of the International System of Units \(SI\): The modern Metric System](#)⁴

2.2 *Other ASTM Documents*:

Tex-Pac Adjunct²

3. Terminology

3.1 *Definitions*:

3.1.1 *practice, n*—a definitive procedure for performing one or more specific operations or functions that does not produce a test result.

3.1.2 *specification, n*—a precise statement of a set of requirements to be satisfied by a material, product, system, or

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² Available, ASTM International, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959.

³ *Annual Book of ASTM Standards*, Vol. 07.01.

⁴ *Annual Book of ASTM Standards*, Vol. 14.04.

service that indicates the procedures for determining whether or not each of the requirements is satisfied.

3.1.3 *test method, n*—a definitive procedure for the identification, measurement, and evaluation of one or more qualities, characteristics, or properties of a material, product, system, or service that produces a test result.

3.1.4 For definitions of other textile terms contained in this practice, refer to Terminology **D123**.

4. Summary of Practice

4.1 This practice gives Committee D13 document writers information needed to produce standards that are within ASTM policies regarding form and style.

4.2 The most usual sequence of document sections for Committee D13 standards is shown for test methods, specifications, and practices.

4.3 Information regarding test methods is highlighted in this practice, with a brief statement of content for each section heading.

5. Significance and Use

5.1 The practice shows sections most frequently included in Committee D13 standards, highlighting those sections designated as mandatory.

5.2 Use this practice in conjunction with the most current issue of *Form and Style*.

5.3 Sections designated as mandatory in *Form and Style* must be included in Committee D13 standards.

5.4 In addition to sections designated as mandatory in *Form and Style*, Committee D13 has designated the terminology section to be mandatory in its standards.

5.4.1 Subcommittees are responsible for maintaining standards, including terminology. Defined terms must be kept current in standards from which they derive, and in Terminology **D123**.

5.5 Statements on precision and bias are necessary for test methods that generate data in the form of values, counts, or ratings that can be analyzed to yield statistical parameters for determining precision and bias.

6. Procedure

6.1 Of the types of standards allowed by ASTM policies, test methods, specifications, and practices are most often required within Committee D13. This practice is directed primarily to these three types, but the other types not cited are very similar to practice requirements.

6.2 Sections usually contained in Committee D13 standards. Writers should follow the sequence in drafting new documents, or in revising current documents.

6.3 When following the sequence for test methods as noted above, include information pertaining to each section as indicated in the example that follows.

6.3.1 Example of test method sections and content, numbered as usually contained in a test method.

Designation (Mandatory)

(Use assigned test method number and year.)

Title (Mandatory)

(A title should be concise, but identify the use of a test method.)

1. Scope (Mandatory)

(The scope should contain information relating to the purpose of a test method, including any limitations.)

2. Referenced Documents

(List titles of documents cited in the standard, and give sources for documents. Do not list related documents, if not cited within the standard.)

3. Terminology (D13 Mandatory)

(Significant terms with meanings more specialized than common dictionary meanings should be defined within a standard or reference made to a terminology standard under the subcommittee's jurisdiction.)

4. Summary of Test Method

(Include a brief outline of the test method, giving essential features, without the details necessary to the complete statement of procedure.)

5. Significance and Use (Mandatory)

(Include information that explains the relevance and meaning of the test method. Avoid repetition of the scope. State the suitability of the test method for acceptance testing.)

TABLE 1 Sequence for Drafting New Documents

Test Method	Specification	Practice
Designation (Mandatory)	Designation (Mandatory)	Designation (Mandatory)
Title (Mandatory)	Title (Mandatory)	Title (Mandatory)
Scope (Mandatory)	Scope (Mandatory)	Scope (Mandatory)
Referenced Documents	Referenced Documents	Referenced Documents
Terminology (D13 Mandatory)	Terminology (D13 Mandatory)	Terminology (D13 Mandatory)
Summary of Test Method	Classification	Summary of Practice
Significance and Use (Mandatory)	Ordering Information	Significance and Use (Mandatory)
Apparatus	Materials and Manufacture	Reagents
Reagents and Materials	Physical properties	Procedure (Mandatory)
Hazards	Performance Requirements	Test Methods
Sampling, Test Specimens, and Test Units	Sampling	Report
Calibration and Standardization	Number of Tests and Retests	Keywords (Mandatory)
Conditioning	Test Methods	(Additional Sections may be contained:)
Procedure (Mandatory)	Inspection	Annex (Mandatory Information)
Calculation (or Interpretation of Results)	Product Marking	Appendix (Nonmandatory Information)
Report	Packaging and Marking	
Precision and Bias (Mandatory)	Rejection and Rehearing	
Keywords (Mandatory)	Quality Assurance	
(Additional Sections may be contained:)	Keywords (Mandatory)	
Annex (Mandatory Information)	(Additional Sections may be contained:)	
Appendix (Nonmandatory Information)	Annex (Mandatory Information)	
References (5 or more)	Appendix (Nonmandatory Information)	
Adjunct	References (5 or more)	
	Adjunct	

6. Apparatus

(Include a brief description of the essential features of equipment required.)

7. Reagents and Materials

(List reagents and materials needed for the procedure.)

8. Hazards

(Include statements relating to safety hazards, precautions, remedial measures, and technical hazards.)

9. Sampling, Test Specimens, and Test Units

(Give directions for obtaining sample test units.)

10. Calibration and Standardization

(Give detailed instructions for calibration and adjustment of any apparatus, for standardization and use of reference standards, for preparation and use of calibration curves or tables.)

11. Conditioning

(Specify time and atmosphere for conditioning test materials.)

12. Procedure (Mandatory)

(Following the sequence of the procedure, give detailed directions for performing the test.)

13. Calculation (or Interpretation of Results)

(Give directions for calculating the test result, along with the number of significant figures. If the test result is of descriptive, relative, or abstract form, give a basis for interpreting the test result, such as by classification or rating.)

14. Report

(State the detailed information required in reporting the results of the test.)

15. Precision and Bias (Mandatory)

(Determine precision by initiating an interlaboratory study, determining components of variance from the data set, and calculating useful precision parameters. Determine the bias shown by a test method in comparison to an accepted referee method, or to standardized materials; but, if this is not possible, state the test method has no known bias.)

16. Keywords (Mandatory)

(Identify terms or phrases that represent the technical information presented in the standard.)

(Additional Sections that May Be Contained:)

References (5 or more that pertain to the test method)

(Include references providing needed supplementary information. If only a few references are included, use footnotes.)

Annex (Mandatory Information)

(Include additional information considered too lengthy for the main text.)

Appendix (Nonmandatory Information)

(Include additional information that is not a mandatory part of the test method.)

Adjunct

(Include material that is lengthy but required for use of the standard. Adjunct material must be available at the time of publication of the standard.)

(End of example for test method sections and content)

6.4 When following the sequence for specifications, practices, or other documents, refer to *Form and Style* for descriptions of information to be included in sections. In many instances, this necessary information is similar to that in a test method, and is not repeated here.

6.5 Follow the sequence in writing the document to ensure mandatory and other pertinent sections are included.

6.5.1 Use one of the check-off lists contained in Appendix X1 as a final check to see that all necessary sections have been included.

6.6 For a more detailed discussion of section contents, refer to **Annex A1**.

7. Keywords

7.1 ASTM documents; form; format; mandatory sections; style; writing standards

ANNEX

(Mandatory Information)

A1. MORE DETAILED DISCUSSION OF PREPARING A D13 STANDARD TEST METHOD

A1.1 This annex gives further guidance to writers of new and revised D13 standards by giving more details regarding section content and by citing certain examples of standardized language that may be inserted into documents.

A1.2 Though more extensive, this annex is not all inclusive. The preparer of a draft standard should use it in conjunction with *Form and Style*, applying both as they fit the needs of the intended document.

A1.3 Sections shown as “*Mandatory*” must appear in all test methods.

A1.4 Whenever possible, the author should give directions in the imperative voice.

A1.5 In the following test method example, italicized text contained in parentheses relates to instructions for the particular section in which they appear.

A1.6 The example contained below is directed primarily to

test methods, but much of the information applies to the other types of standards.

A1.6.1 Example of test method sections and content are as follows:

(Beginning of test method example:)

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(Caveat above, designation and title below are Mandatory)

New Standard: D _____

Draft _____

Standard Test Method for

_____ of _____¹

(Modify title from test method to specification, practice, etc., as needed)