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| <b>TECHNICAL REPORT</b>                                          | <b>GEIA-OP-0002™</b>                 |  |
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| Style Manual for Standards and Other Publications of TechAmerica |                                      |  |

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# TechAmerica Engineering Bulletin

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## Style Manual for Standards and Other Publications of TechAmerica

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**GEIA-OP-0002**

February 2002

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# TechAmerica

## Style Manual for Standards and other Publications of TechAmerica

### GEIA-OP-0002

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|----------|-----------------------|----------|
| -        | Initial Release       | Feb 2002 |

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## Foreword

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This style manual establishes requirements for the preparation of standards and certain other publications of TechAmerica). These requirements are intended to ensure that such documents are presented in as uniform a manner as practicable, irrespective of the technical content.

Included are requirements for content; general style; and style for special elements such as equations, tables, and figures. They will help ensure that a standard is well organized and that it is consistent in style and presentation within itself and with other standards published by TechAmerica. Formulating committees and working groups should comply with the requirements set forth in this manual to make the product of the committee's work available for application in as short a time as possible.

The TECHAMERICA Standards and Technology Department will use this manual to resolve non-technical comments received as a result of public review of proposed standards.

This manual is based on widely accepted usage. Its sources include the IEC/ISO Directives, Part 3 *Drafting and Presentation of International Standards, 1997* (see annex A for differences); American National Standards Institute (ANSI)-approved consensus standards on unit and letter symbols, abbreviations, drafting, and publishing practices; *Webster's Third New International Dictionary, Unabridged*; and *Merriam-Webster's Collegiate Dictionary, Tenth Edition*.

Annexes A, B, C, F, and K through N are informative; annexes D, E, G, H, and J are normative.

This release of this style manual incorporates the contents of EIA EP-7-C. The majority of the text remains unchanged. The material contained in this publication was formulated under the cognizance of the TechAmerica Standards and Technology Department.

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## Introduction

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It is recognized that amongst standards writers many different tools are used for the drafting of standards, and that these tools will not necessarily permit the same options for the presentation of text elements. Therefore, wherever possible, optional presentations have been allowed for in these rules [e.g., it is permitted to precede the items in an unordered list by dashes or bullets (see 5.2.6)]. However, for such cases it should be noted that the TechAmerica Standards and Technology Department reserves the right to apply only one presentation in published standards.

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## STYLE MANUAL FOR STANDARDS AND OTHER PUBLICATIONS

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### 1 Scope

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This style manual establishes requirements for the preparation of standards<sup>1)</sup> and certain other publications of TechAmerica. It also gives some indication with regard to presentation.

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### 2 Normative references

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The following normative documents contain provisions that, through reference in this text, constitute provisions of this style manual. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based in this manual are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest editions of the normative document referred to applies.

ANSI X3.50, *Representation for U.S. Customary, SI, and Other Units to be Used in Systems with Limited Character Sets*.

ANSI Y14.5M, *Dimensioning and Tolerancing*.

ANSI Y14.15, *Electrical and Electronics Diagrams*.

ANSI Z39.4, *Basic Criteria for Indexes*.

ANSI/ASME Y1.1, *Abbreviations for Use on Drawings and in Text*.

ANSI/ASME Y14.1M, *Metric Drawing Sheet Size and Format*.

ANSI/ASME Y14.2M, *Line Conventions and Lettering*.

ANSI/ASME Y14.3M, *Multiview and Sectional View Drawings*.

ANSI/ASME Y14.4M, *Pictorial Drawing*.

ANSI/ASME Y14.24M, *Types and Applications of Engineering Drawings*.

ANSI/IEEE Std 91, *Graphic Symbols for Logic Functions*.

ANSI/IEEE Std 100, *IEEE Standard Dictionary of Electrical and Electronic Terms*.

ANSI/IEEE Std 200, *Reference Designations for Electrical and Electronics Parts and Equipment*.

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1) As used in this style manual, the word “publication” is a generic term that includes standards. Requirements that apply only to standards shall be so designated.

ANSI/IEEE Std 260.1, *Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units, and Certain Other Units)*.

ANSI/IEEE Std 260.3, *Mathematical Signs and Symbols for Use in Physical Science and Technology*.

ANSI/IEEE Std 280, *Letter Symbols for Quantities Used in Electrical Science and Electrical Engineering*.

ANSI/IEEE Std 315, *Graphic Symbols for Electrical and Electronics Diagrams*.

ANSI/IEEE Std 991, *Logic Circuit Diagrams*.

ANSI/IEEE/ASTM SI 10, *Standard for Use of the International System of Units (SI): The Modern Metric System*.

GEIA-OP-0001, *Manual of Organization and Procedure*.

JEDEC JEP104, *Reference Guide to Letter Symbols for Semiconductor Devices*.

JEDEC JEP120, *Index of Terms Defined in JEDEC Publications*.

JEDEC JESD77, *Terms, Definitions, and Letter Symbols for Discrete Semiconductor and Optoelectronic Devices*.

JEDEC JESD99, *Terms, Definitions, and Letter Symbols for Microelectronic Devices*.

JEDEC JESD100, *Terms, Definitions, and Letter Symbols for Microcomputers and Memory Integrated Circuits*.

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### 3 Terms and definitions

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For the purpose of this publication, the following terms and definitions apply.

**3.1 standard:** A document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

NOTE: Standards should be based on the consolidated results of science, technology, and experience, and aimed at the promotion of optimum community benefits.

[ISO/IEC Guide 2: 1996, definition 3.2]

**3.1.1 international standard:** A standard that is adopted by an international standardizing/standards organization and made available to the public.

[ISO/IEC Guide 2: 1996, definition 3.2.1.1]

NOTE International standards published by ISO and IEC are written with a capital “I” and “S”, i.e., “International Standard”.

**3.2 normative element:** An element that has provisions with which it is necessary to conform in order to be able to claim compliance with the standard.

**3.3 informative element:** An element that does not have any provisions with which it is necessary to conform in order to be able to claim compliance with the standard.

**3.3.1 preliminary element:** An informative element that identifies the standard, introduces its content, and explains its background, its development, and its relationship with other standards.

**3.3.2 supplementary element:** An informative element that provides additional information intended to assist in understanding or using the standard.

**3.4 required element:** An element whose presence in a standard is obligatory.

**3.5 optional element:** An element whose presence in a standard is dependent on the provisions of that standard.

**3.6 provision:** An expression, in the content of a normative document, that takes the form of a statement, an instruction, a recommendation, or a requirement.

NOTE: These types of provisions are distinguished by the form of wording they employ; e.g., instructions are expressed in the imperative mood, recommendations by the use of the auxiliary “should”, and requirements by the use of the auxiliary “shall”.

[ISO/IEC Guide 2: 1996, definition 7.2]

**3.6.1 statement:** A provision that conveys information.

**3.6.2 instruction:** A provision that conveys an action to be performed.

[ISO/IEC Guide 2: 1996, definition 7.3]

**3.6.3 recommendation:** A provision that conveys advice or guidance.

[ISO/IEC Guide 2: 1996, definition 7.4]

**3.6.4 requirement:** A provision that conveys criteria to be fulfilled.

[ISO/IEC Guide 2; 1996, definition 7.5]

**3.7 state of the art:** The developed stage of technical capability at a given time as regards products, processes, and services, based on the relevant consolidated findings of science, technology, and experience.

[ISO/IEC Guide 2; 1996, definition 1.4]

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## 4 General principles

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### 4.1 Objectives

The objective of a standard is to define clear and unambiguous provisions in order to facilitate trade and communication. To achieve this objective, the standard shall

- a) be as complete as necessary within the limits specified by its scope,
- b) be consistent, clear, and accurate,
- c) take full account of the state of the art (see 3.7),
- d) provide a framework for future technological development, and
- e) be comprehensible to qualified persons who have not participated in its preparation.

### 4.2 Homogeneity

Uniformity of structure, of style, and of terminology shall be maintained, not only within each standard but also within a series of associated standards. The structure of associated standards and the numbering of their clauses shall, insofar as possible, be identical. Analogous wording shall be used to express analogous provisions; identical wording shall be used to express identical provisions.

The same term shall be used throughout each standard or series of standards to designate a given concept. The use of an alternative term (synonym) for a concept already defined shall be avoided. Insofar as possible (see G.1.4.8), only one meaning shall be attributed to each term chosen.

These requirements are particularly important, not only to ensure comprehension of the standard but also to derive the maximum benefit available through automated text processing techniques and computer-aided translation.

### 4.3 Consistency of standards

In order to achieve the aim of consistency within the complete body of standards, the text of every standard shall be in accordance with the relevant provisions of existing basic TechAmerica, ANSI, and international standards. This requirement relates particularly to

- a) standardized terminology,
- b) principles and methods of terminology,
- c) quantities, units, and their symbols,
- d) abbreviations,
- e) bibliographic references,
- f) technical drawings, and
- g) graphical symbols.

In addition, the relevant technical provisions of general TechAmerica, ANSI, and international standards shall be followed.

A list of basic standards is given in annex C.

### 4.4 Implementation

The content of a TechAmerica standard shall be constructed in such a way as to permit its direct application and to facilitate its adoption with minimum change as an American national standard or international standard.

### 4.5 Planning

In order to ensure the timely publication of a standard, or of a series of associated standards, a list of all aspects to be covered shall be defined before detailed drafting begins so that scope(s), structure(s), and interrelationships can be established. These rules for the drafting and presentation of standards shall be applied from the very beginning of the work and through all subsequent stages to avoid delay at any stage.

#### **4.6 Procedural policies**

The instructions in this manual supplement information in GEIA-OP-0001, *Manual of Organization and Procedure*. Clause 5 (including its sub-clauses) of GEIA-OP-0001 outlines the administrative and procedural steps to be followed in the formulation, publication, and maintenance of TechAmerica standards. See annex D.

#### **4.7 Legal policies**

Annex E of GEIA-OP-0001 is a brief summary of the TechAmerica Legal Guides.

## 5 Structure

### 5.1 Subdivision of the subject matter

#### 5.1.1 General

Standards are so diverse that no universally acceptable rules can be established for the subdivision of the subject matter. However, as a general rule, an individual standard shall be prepared and published as a complete entity for each subject to be standardized.

In specific cases and for practical reasons, for example, if

- a) the standard is likely to become too voluminous,
- b) subsequent portions of the content are interlinked,
- c) portions of the standard could be referred to in regulations, or
- d) portions of the standard are intended to serve for certification purposes,

The standard may be split into separate parts under the same number. The advantage is that each part can then be changed separately if the need arises.

In particular, the aspects of a product that will be of separate interest to different parties (e.g., manufacturers, certification bodies, legislative bodies) shall be clearly distinguished, preferably as parts of a standard or as separate standards. Such individual aspects include

- a) health and safety requirements,
- b) performance requirements,
- c) maintenance and service requirements,
- d) installation rules, and
- e) quality assessment.

The terms that shall be used to designate the divisions and subdivisions that a standard may have are shown in Table 1. For example of numbering, see annex F.

**Table 1 — Naming and numbering divisions and subdivisions**

| Term                   | Example of numbering |
|------------------------|----------------------|
| part                   | 9999-1               |
| clause                 | 1*                   |
| sub-clause             | 1.1                  |
| sub-clause             | 1.1.1                |
| paragraph              | (no number)          |
| annex                  | A                    |
| * Exception: see 5.2.2 |                      |

#### 5.1.2 Subdivision of the subject matter within a series of parts

There are two systems in use for subdividing into parts.

- a) Each part deals with a specific aspect of the subject and can stand alone.

##### EXAMPLE 1

*Part 1: Definitions*  
*Part 2: Requirements*  
*Part 3: Test methods*  
*Part 4: ...*

## EXAMPLE 2

*Part 1: Definitions*  
*Part 2: Harmonics*  
*Part 3: Electrostatic discharge*  
*Part 4: ...*

- b) There are both common and specific aspects to the subject. The common aspects shall be given in Part 1. Specific aspects (which may modify or supplement the common aspects and therefore cannot stand alone) shall be given in individual parts.

## EXAMPLE 3

*Part 1: General requirements*  
*Part 4: Particular requirements for diodes*  
*Part 7: Particular requirements for transistors*  
*Part 11: Particular requirements for integrated circuits*

Where the system described in b) is used, care shall be taken that references in one part to another are always to the latest revision. There are two ways to achieve this.

- a) If the reference is made to a particular element, the reference shall be dated (see 6.6.6.5.2).
- b) Since the complete series of parts is normally under the control of the same technical committee, the use of undated references (see 6.6.6.5.3) is permitted, provided that corresponding changes are implemented simultaneously in all parts. The use of undated references requires a high degree of discipline by the committee responsible for the standard. Their use is not permitted between standards of different committees except where the normative reference is intentionally undated, i.e., it is accepted that it will be possible to use all future changes of the text referred to for the purposes of the referring standard.

Each part of a multipart standard shall be drafted in accordance with the rules for an individual standard as specified in this publication.

### 5.1.3 Subdivision of the subject matter within an individual standard

The elements that together form a standard may be classified in two different ways:

- a) by their normative/informative nature and their position within the structure, i.e.,
  1. informative preliminary elements (see 3.5.1),
  2. normative general and technical elements (see 3.4), and
  3. informative supplementary elements (see 3.5.2); or
- b) by their required or optional presence (see 3.6 and 3.7).

An example of a typical arrangement is given in Table 2. Table 2 also lists the permitted content of each of the elements constituting the arrangement.

**Table 2 — Example of a typical arrangement of elements in a standard**

| Type of element                                                                                                                                                                                                                                                                                                  | Arrangement of elements <sup>a</sup> in the standard                                                | Permitted content <sup>a</sup> of elements in the standard |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Informative preliminary                                                                                                                                                                                                                                                                                          | <i>Cover</i>                                                                                        | (see 6.1.1 and 6.1.2)                                      |
|                                                                                                                                                                                                                                                                                                                  | <i>Table of Contents</i>                                                                            | (see 6.1.3)                                                |
|                                                                                                                                                                                                                                                                                                                  | <i>Foreword</i>                                                                                     | Text<br>Notes<br>Footnotes                                 |
|                                                                                                                                                                                                                                                                                                                  | <i>Introduction</i>                                                                                 | Text<br>Figures<br>Tables<br>Notes<br>Footnotes            |
| Normative general                                                                                                                                                                                                                                                                                                | Title                                                                                               | Text                                                       |
|                                                                                                                                                                                                                                                                                                                  | Scope                                                                                               | Text<br>Figures<br>Tables<br>Notes<br>Footnotes            |
|                                                                                                                                                                                                                                                                                                                  | Normative references                                                                                | References<br>Footnotes                                    |
| Normative technical                                                                                                                                                                                                                                                                                              | Terms and definitions<br>Symbols and abbreviated terms<br>Requirements<br>•<br>•<br>Normative annex | Text<br>Figures<br>Tables<br>Notes<br>Footnotes            |
| Informative supplementary                                                                                                                                                                                                                                                                                        | <i>Informative annex<sup>b</sup></i>                                                                | Text<br>Figures<br>Tables<br>Notes<br>Footnotes            |
| Normative technical                                                                                                                                                                                                                                                                                              | Normative annex                                                                                     | Text<br>Figures<br>Tables<br>Notes<br>Footnotes            |
| Informative supplementary                                                                                                                                                                                                                                                                                        | <i>Index</i>                                                                                        | (see 6.4.3)                                                |
| <sup>a</sup> Bold Type = required element; upright type = normative element; italic type = informative element.<br><sup>b</sup> Informative annexes may not contain normative elements unless these elements constitute optional provisions. For example, a test method that is optional may contain provisions. |                                                                                                     |                                                            |

Notes integrated into the text (see 6.5.1) may be part of any element except the cover, the title, and footnotes.

A standard need not contain all the technical normative elements shown, and it may contain technical normative elements other than those shown. Both the nature of the technical normative elements and their sequence are determined by the nature of the standard in question.

Include tables and figures, as necessary, to describe the material covered by the document (see 6.6.4 and 6.6.5). When drawings or detail sheets are included in an annex to the document, they should be referenced in the text.

A standard may also contain notes and footnotes to figures and tables (see 6.6.4.8, 6.6.4.9, 6.6.5.6, and 6.6.5.7).

Terminology standards have different requirements for the subdivision of content (see annex G).

## **5.2 Descriptions and numbering of divisions and subdivisions**

### **5.2.1 Parts**

A part is one of a series of documents published separately under the same standard number.

The number of a part shall be indicated by arabic numerals, beginning with 1, following the standard number and preceded by a hyphen, e.g., 9999-1, 9999-2, etc.

The title of a part shall be composed in the same way as that of a normal standard, as described in 6.1.1. All the individual titles in a series of parts shall contain the same introductory element (if present) and main element, while the complementary element shall be different in each case in order to distinguish the parts from one another. The complementary element shall be preceded in each case by the designation “part” followed by its number.

If a standard is published in the form of a number of separate parts, the first part shall include in its foreword (see 6.1.4) an explanation of the intended structure. In the foreword of each part belonging to the series, a reference shall be made to the titles of all other parts, if they are known.

### **5.2.2 Sections**

For practical reasons it may be desirable to subdivide a lengthy standard, or a lengthy part of a standard, into sections. In such cases, the sections shall be numbered with arabic numerals, beginning with 1. The numbers of the clauses within a section shall include, as their first numeral, the number of the section; e.g., clauses in section 2 would be numbered 2.1, 2.2, 2.3, etc.

Each section shall begin at the top of a right-hand page. The title shall be centered and laid out as in the following example:

#### **SECTION 1: SYMBOLS FOR QUANTITIES AND THEIR UNITS**

### **5.2.3 Clauses**

A clause is the basic component in the subdivision of the text of a standard.

The clauses in each standard or part shall be numbered with arabic numerals, beginning with 1 for the “Scope” clause. The numbering shall be continuous up to but excluding any annexes (see 5.2.7). For the numbering of clauses within sections, see 5.2.2.

Each clause shall have a title, placed immediately after its number, on a line separate from the text that follows it. Very lengthy or complex documents may be clearer in presentation if the clause number and title are separated from the text by horizontal ruled lines, above and below, as used in this document.

#### 5.2.4 Sub-clauses

A sub-clause is a numbered subdivision of a clause, the number being expressed in arabic numerals (see annex F for examples). A primary sub-clause (e.g., 5.1, 5.2, etc.) may be subdivided into secondary sub-clauses (e.g., 5.1.1, 5.1.2, etc.), and this process of subdivision may be continued as far as the fifth level (e.g., 5.1.1.1.1.1, 5.1.1.1.1.2, etc.). The period serves merely as a separator and is not a decimal point.

Numbering shall not be used to create a sub-clause unless there is at least one further sub-clause at the same level. For example, a piece of text in clause 10 shall not be designated sub-clause “10.1” unless there is also a sub-clause 10.2.

Each primary sub-clause should preferably be given a title, which shall be placed immediately after its number, on a line separate from the text that follows it. Secondary sub-clauses may be treated in the same way. Within a clause or sub-clause, the use of titles shall be uniform for sub-clauses at the same level; e.g., if 10.1 has a title, 10.2 shall also have a title. In the absence of titles, key terms or phrases (composed in distinctive type) appearing at the beginning of the text of the sub-clause may be used to call attention to the subject matter dealt with. For examples, see 6.6.7.1 through 6.6.7.6. Such terms or phrases shall not be listed in the table of contents.

#### 5.2.5 Paragraphs

A paragraph is an unnumbered subdivision of a clause or sub-clause. For example 5.2.4 comprises three paragraphs.

ISO/IEC Directive 3 prohibits the inclusion of text in any but the lowest-level sub-clauses of international standards. This prohibition is not maintained by this manual for TechAmerica publications; however, the practice of including text in higher-level paragraphs is not recommended because of the ambiguity in references that is likely to result. For example, if text is included in clause 5 preceding 5.1, a reference to clause 5 that is intended to include any of its sub-clauses must be written as “clause 5 (including its sub-clauses)” or “clause 5 through sub-clause 5.1.3” or whatever applies. Similarly, the text in clause 5 that precedes its sub-clauses may be referred to as “the text in clause 5 that precedes 5.1”. To simplify these references, it would be necessary to renumber the text as 5.1 (possibly titling it, e.g., “General”) and then renumber existing 5.1 and subsequent sub-clauses, or to move the text elsewhere.

#### 5.2.6 Lists

When the introduction to a list could stand alone as a sentence and the items in the list are not sentences, the introduction shall be followed by a colon with the items separated by semicolons (see example 1).

When the introduction to a list could stand alone as a sentence and the items in the list could also stand alone as sentences, (1) the introduction and each item shall be written as sentences (see example 2) or (2) the introduction shall be followed by a colon with the items separated by semicolons (see example 2, first list item).

When the introduction to a list cannot stand alone as a sentence, it will generally be followed by no punctuation (as in example 3, below), or by a comma when called for (as in 6.4.2.3), with the listed items separated by commas.

Each item in a list shall be preceded by an em dash or a bullet or, if necessary for identification, by a lowercase letter followed by a parenthesis. If it is necessary to further subdivide an item in the latter type of list, arabic numerals each followed by a parenthesis shall be used (see example 2).

In all cases, lists shall end with a period.

EXAMPLE 1 No switch is required for any of the following categories of apparatus:

- a) apparatus having a power consumption not exceeding 10 W under normal operating conditions;
- b) apparatus having a power consumption not exceeding 50 W, measured two minutes after the application of any of the fault conditions;
- c) apparatus intended for continuous operation.

EXAMPLE 2 The following requirements apply to the preparation and submission of the reports.

- a) The reports shall be **submitted by the required dates** unless arrangements are agreed upon for later submission:
  - 1) reports on failures occurring in January through June are due by the following first day of August;
  - 2) reports on failures occurring in July through December are due by the following first day of February.
- b) The reports shall be **certified** by the manager of the organization that performed the tests of the failed parts.
- c) The reports shall be **organized** as specified in annex Z. This means that reports organized under previous rules will no longer be acceptable.

EXAMPLE 3 Vibrations in the apparatus may be caused by

- a) unbalance in the rotating elements,
- b) slight deformation in the frame,
- c) the roller bearings, and
- d) aerodynamic loads.

Key terms or phrases may be composed in distinctive type to call attention to the subject matter dealt with in the various list items (e.g., see example 2 above and 6.1.1). Such terms or phrases shall not be listed in the table of contents. If it is necessary that these terms or phrases be listed in the table of contents, they shall be presented as sub-clause titles (see 5.2.4) rather than as list items.

### 5.2.7 Annexes

For the description of the two types of annexes, see 6.3.8 and 6.4.1.

Annexes shall appear in the order in which they are cited in the text. Each annex shall be designated by a heading comprising the word “Annex” followed by a capital letter designating its serial order, beginning with “A” but omitting “I” and “O”, e.g., “Annex A”. The annex heading shall be followed by the indication “(normative)” or “(informative)”, and by the title, each on a separate line. Numbers given to the clauses, sub-clauses, tables, figures, and equations of an annex shall be preceded by the letter designated to that annex followed by a period. The numbering shall start afresh with each annex. A single annex shall be designated “Annex A”.

EXAMPLE Clauses in annex A are designated “A.1”, “A.2”, “A.3”, etc.

### 5.2.8 Bibliography

A bibliography, if present, shall appear after the last annex. For the drafting rules, see 6.4.2.

### 5.2.9 Index

An index, if present, shall appear as the last element. For the drafting rules, see 6.4.3.

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## 6 Drafting

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### 6.1 Preliminary informative elements

#### 6.1.1 Cover

The cover page shall contain the title of the standard and a reference number. The wording of the title shall be established with the greatest care. It shall indicate, with neither ambiguity nor unnecessary detail, the subject matter of the standard in such a way as to distinguish it from that of other standards. Any necessary additional particulars shall be given in the scope.

The title shall be composed of separate elements, each as short as possible, proceeding from the general to the particular. In general, not more than the following three elements shall be used:

- a) an *introductory element* (optional) indicating the general field to which the standard belongs (this can often be based on the title of the committee);
- b) a *main element* (required) indicating the principal subject treated within that general field;
- c) a *complementary element* (optional) indicating the particular aspect of the principal subject or giving details that distinguish the standard from other standards or from other parts of the same standard.

The title shall appear on the front cover and at the top of the page following the inside front cover. The rules in annex H for the drafting of titles have governed the titling of international standards for many years and shall be applied to all new TechAmerica publications.

#### 6.1.2 Notice and statement outlining similarities with non-TechAmerica standards

The TechAmerica Standards and Technology Department will provide the official notice that appears on the inside front cover of all published TechAmerica documents. Other information may also be included.

During development of a standard, the formulating committee or working group shall conduct a review and compare the standard with any related non-TechAmerica standards such as those from the International Electrotechnical Commission (IEC), International Organization for Standardization (ISO), Electronic Industries Association of Japan (EIAJ), etc. TechAmerica standards should agree technically with these non-TechAmerica standards, especially international standards, unless there are valid technical reasons why this is not possible. Once this review has been completed, the chair should select the one paragraph of the following five that most nearly expresses the extent to which the standard agrees with a similar non-TechAmerica standard. The wording may be modified if necessary to achieve an accurate statement. This information is useful to U.S. users of TechAmerica standards as well as to the cognizant U.S. Technical Advisory Group for international standards. The paragraph selected will appear on the inside front cover of the completed TechAmerica standard following the official notice.

- a) “This standard is based upon the major technical content of [International Electrotechnical Commission, International Organization for Standardization, or Electronic Industries Association of Japan] standard [number], [title], [date]. It conforms in all essential respects with this [IEC, ISO, or EIAJ] standard.”
- b) “This standard contains the major technical contents of [International Electrotechnical Commission, International Organization for Standardization, or Electronic Industries Association of Japan] standard [number], [title], [date]. It differs from [IEC, ISO, or EIAJ] standard [number] in certain important respects, as given in annex A hereto. These differences have been called to the attention of the U.S. National Committee of the [IEC or ISO] Technical Committee [number], [title], [date], and resolution of these differences will be sought in future meetings of [TC number or TechAmerica number].”