THE NELAC INSTITUTE

SOP TITLE:	Format and Style Guide for Consensus Standards
SOP NO.:	2-103
REVISION NO:	0

SOP Approval Dates

	Initial Approval	Revision Date	Review Date
Committee	NA		
Program	1/12/2017		
Policy Committee Review	1/5/2018		
TNI Board of Directors Endorsement	1/10/2018		
SOP Effective Date	1/12/2017		

The NELAC Institute (TNI)
P.O. Box 2439
Weatherford, TX 76086
www.nelac-institute.org

_____

TABLE OF CONTENTS

TNI Standard Operating Procedure   SOP 2-103
Effective: 01/12/2017   Rev. 0
Format and Style Guide for Consensus Standards
_____

1.0   Introduction and purpose

This SOP has been prepared to assist authors in the consistent preparation and presentation of Consensus Standards.

The goal of this SOP is to ensure that relevant documents are in a standardized style and format.

2.0   Applicability

This is applicable to all Consensus Standards.

3.0   Related documents/Reference

SOP 1-100 Format Guidelines for Standard Operating Procedures (SOP) of the NELAC Institute (TNI)

SOP 1-104 Control of Documents

SOP 1-116 Development and Approval of TNI Policies and SOPs

ISO/IEC Directives, Part 2, 2016, Principles and rules for the structure and drafting of ISO and IEC documents.

4.0   Style

4.1 Font Size and Type

Arial is the recommended font and 10 is the preferred size. The use of **bold** text of titles, subsections of the document should be kept at a minimum and consistent with previously approved standards. Bold type and larger font sizes are generally used only for providing section definitions or descriptions within the document. All print should be in black font. Highlighting shall not be used. The use of bullets of whatever type are discouraged in favour of sequential numbering.

4.2 Verb Tense

Throughout TNI documents numerous verb tenses are used within and between statements/requirements. In order to ensure clarity and reduce Standard Interpretation Requests, use of the appropriate tense is very important.

The most common verb tenses relative to TNI documents are as follows:

- Simple Present Tense (*e.g.,* present, document, prepare, etc.)
- Simple Past Tense (*e.g.,* presented, documented, prepared, etc.)
- Simple Future Tense (*e.g.,* will/shall present, will/shall document, will/shall prepare, etc.)
- Present Perfect Tense (*e.g.,* have/has presented, have/has documented, have/has prepared, etc.)
- Past Perfect Tense (*e.g.,* had presented, had documented, had prepared, etc.)
- Future Perfect Tense (*e.g.,* will/shall have presented, will/shall have documented, will/shall have prepared, etc.)

Use active voice whenever possible and appropriate.

Authors also need be cautious as to the use of conditional verbs such as "would" and/or "could" that can be used in a number of these verb tenses.

_____

5.0   Presentation

5.1   File Naming Convention for TNI Standards
Consensus Standards will be identified with a unique file name using the following convention:

    EL-V and M-Year-Rev

    Where:

    EL is the Sector of the Standard (EL is the abbreviation for Environmental Laboratory),

    V is volume of the Standard,

    M is the module within the volume (naming convention does not include the module number if the title refers to the entire volume)

    Year reflects the date of passage of the Standard, Volume or Module, and

    Rev is the revision number of the volume/module of the Standard.

Examples include the following:

    EL-V1-2016-Rev2.0
    EL-V1M3-2016-Rev2.1
    EL-V2M2-2016-Rev1.1

5.2   Version Control / Revision Number (REV#)

5.2.1   All original relevant TNI documents are revision "0" (i.e., REV 0 or REV 0.0). Minor changes (editorial, grammatical, etc.) are indicated by changes in the decimal value of the version number. For examples 1.0 becomes 1.1 or 3.4 becomes 3.5.

5.2.2   Major changes (controversial issues, new versions of the standard or module, etc.) are indicated by changes in the integer value of the revision number. Note on major changes to a TNI document the decimal value always returns to zero. For example 1.0 becomes 2.0 or 3.4 becomes 4.0.

5.2.3   A minor or major change may reflect a single or multiple changes to the document and a decision as to the significance of the change (minor vs. major) is at the discretion of the responsible parties for said change but should favor the "major" change approach if questionable. (i.e., change to next whole number integer; 2.0, 3.0, as appropriate.)

5.2.4   If disagreement occurs in the Expert Committee as to minor v. major occurs, the decision of the CSDEC shall prevail.

5.2.5   All changes are accompanied by the final date of the change (see Section 5.6).

5.2.6   Changes are noted in the history/Approved Changes section of the document.

5.3   Headers and pagination

5.3.1   Headers

All TNI standards must be accompanied with the appropriate Header. The header should include a shortened version of the file name and the revision number.

Presentation should be as follows:

TNI Standard	EL-V1M1-2009-Rev1.1: Proficiency Testing
	page 1 of 6

_____

5.3.2   Pagination

Pagination should begin with the first page of the standard excluding the cover page, Table of Contents, Preface and other introductory material and be in a format of "page_of_" (i.e., page 4 of 5) and be positioned at the top of each page. The introductory pages (cover page, table of content, etc. should be numbered in lower case roman numerals (i.e., i, ii, iii, iv etc.).

5.4 Cover Page

The cover page of TNI standards shall contain the following information.
– Standard name as defined in section 5.1 above
– TNI Logo
– Standard Sector (EL in the case of CSDP)
– Volume number and name
– Module number and name (if appropriate)
– Title; TNI Standard
– TNI name and address
– American National Standard, where appropriate
– Copyright language where appropriate

5.5 Table of Contents

A Table of Contents is required for all TNI standards. At a minimum the table of contents should extend to cover all clauses. Inclusion of subclauses is at the discretion of the authors.

5.6 Standard Revision History

All TNI standards will have a page after the Table of Contents and before the body of the standard that shows the following dates as appropriate:
– Voting Draft Standard Published
– Draft Interim Standard Published
– Approved by Expert Committee
– Modified by Editorial Changes
– Released by Expert Committee
– Adopted by TNI Program
– Approved as a American National Standard

Variations on the above list may be used as appropriate. The goal is to show the dates of all critical changes.

5.7 TNI Logo

The TNI Logo should appear on the cover page of all TNI standards. The approved TNI Logo is as follows:

_____

The size of the logo maybe adjusted to meet the requirements of the document but the size reduction must reflect only the overall dimensions of the logo without any alterations of proportion.

When printed in color, no other colors other than those utilized in the official logo may be used. Generally, a black and white version of the logo is used for standards.

6.0   Format

The following provides detailed structural information and instruction for development of TNI Standards. The instructions are based principally upon ISO/IEC and ANSI guidelines but adjusted to meet the needs of TNI.

6.1 General Principles

6.1.1   Objective

The objective of TNI Standards is to define clear and unambiguous provisions in order to facilitate accreditation of environmental laboratories and other related functions. To achieve this objective, the document 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;
d) provide a framework for future technological development;
e) be comprehensible to qualified persons who have not participated in its preparation; and
f) take into account the principles for the drafting of documents.

6.1.2   Homogeneity

Uniformity of structure, of style and of terminology shall be maintained not only within each document, but also within a series of associated documents. The structure of associated documents and the numbering of their clauses shall, as far as possible, be identical.

The same term shall be used throughout each document or series of associated documents to designate a given concept. As far as possible, only one meaning shall be attributed to each term chosen.

6.1.3   Consistency of documents

In order to achieve the aim of consistency within the complete body of documents published by TNI, the text of every document shall be in accordance with the relevant provisions of existing basic documents published by TNI. This relates particularly to:

- standardized terminology,
- quantities, units and their symbols,
- abbreviated terms and/or acronyms,

_____
- bibliographic references,
- technical drawings and diagrams, and
- technical documentation.

6.1.4   Fitness for implementation as an American National Standard

The content of a document published by TNI shall be developed in such a way as to facilitate its direct application and its adoption without change as an American National Standard.

6.2   Structure

6.2.1   Subdivision of the Subject Matter

6.2.1.1 General

As a general rule, an individual TNI document shall be prepared for each subject to be standardized, and published as a complete entity. In specific cases and for practical reasons, the document may be split into separate parts under the same number. This has the advantage that each part can be changed separately when the need arises. For example:

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

The terms which shall be used to designate the divisions and subdivisions that a document may take are shown in Table 1.

Table 1 — Names of divisions and subdivisions

Term	Example of numbering
Volume	Volume 1
Module	Module 1
Clause	1
Subclause	1.1
Subclause	1.1.1
Paragraph	[no number]
Appendix	A

6.2.2   Description and numbering of divisions and subdivisions

6.2.2.1 Volume and Module

6.2.2.1.1   The number of a volume or module shall be indicated by Arabic numerals, beginning with 1, for example:

Volume 1, Volume 2, etc. (at this time the Consensus Standard Development Expert Committees are only providing standards for Volume 1)

Module1, Module2, etc.

Volumes and modules shall not be further subdivided.

6.2.2.2 Clause

A clause is the basic component in the subdivision of the content of a document.

The clauses in each document or module shall be numbered with Arabic numerals, beginning with 1 for the "Scope" clause. The numbering shall be continuous up to but excluding any Appendices.

Each clause shall have generally have a title, placed immediately after its number, on a line separate from the text that follows it.

6.2.2.3 Subclause

A subclause is a numbered subdivision of a clause. A primary subclause (*e.g.,*5.1, 5.2, etc.) may be subdivided into secondary subclauses (*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.).

Subclauses shall be numbered with Arabic numerals. A subclause shall not be created unless there is at least one further subclause at the same level. For example, text in Clause 10 shall not be designated subclause "10.1" unless there is also a subclause "10.2".

Each primary subclause 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 subclauses may be treated in the same way. Within a clause or subclause, the use of titles shall be uniform for Subclauses at the same level, *e.g.,*if 10.1 has a title, 10.2 shall also have a title.

6.2.2.4 Paragraph

A paragraph is an unnumbered subdivision of a clause or subclause. "Hanging paragraphs" should be avoided. Reference(s) to "hanging paragraphs" must not be made. If a reference to the paragraph is required it must be numbered as a separate clause or subclause.

6.2.2.5 Lists

Lists should be introduced by a sentence, a complete grammatical proposition followed by a colon, or by the first part of a proposition (without a colon), completed by the items in the list.

Each item in a list shall be preceded by a dash or a bullet or, if necessary for identification, by a lower case letter followed by a parenthesis. If it is necessary to subdivide further an item in the latter type of list, Arabic numerals followed by a parenthesis shall be used.

6.2.2.6 Appendix

Appendices shall appear in the order in which they are cited in the text. Each Appendix shall be designated by a heading comprising the word "Appendix" followed by a capital letter designating its serial order, beginning with "A", *e.g.,*"Appendix A". The Appendix heading shall be followed by the title on a separate line. Numbers given to the clauses, subclauses, tables, figures and mathematical formulae of an Appendix shall be preceded by the letter designating that Appendix. The numbering shall start afresh with each Appendix. A single Appendix shall be designated "Appendix A".

Appendices may be subdivided into clauses, subclauses, paragraphs and lists. A clause shall not be created unless there is at least one further clause in the Appendix.

> EXAMPLE   Clauses in Appendix A are designated "A.1", "A.2", "A.3", etc. Subclauses in A.1 are designated "A.1.1", "A.1.2", "A.1.3", etc.

_____

6.2.3   Other informative elements

6.2.3.1 Notes and examples integrated in the text

Notes and examples integrated in the text of a document shall only be used for giving additional information intended to assist the understanding or use of the document. They shall not contain requirements ("shall") or any information considered indispensable for the use of the document, *e.g.,*instructions (imperative), recommendations ("should") or permission ("may"). Notes should be written as a statement of fact.

6.2.3.2 Footnotes to the text

Footnotes to the text give additional information; their use shall be kept to a minimum. Footnotes shall not contain requirements or any information considered indispensable for the use of the document.

Footnotes to the text shall be placed at the foot of the relevant page and be separated from the text by a short thin horizontal line on the left of the page.

Footnotes to the text shall normally be distinguished by Arabic numerals, beginning with 1, followed by one parenthesis and forming a continuous numerical sequence throughout the document: 1), 2), 3), etc. The footnotes shall be referred to in the text by inserting the same numerals, as superscripts, after the word or sentence in question: [1] [2] [3] etc.

6.3   Common rules and elements

6.3.1   Verbal forms for the expression of provisions

The most common verb tenses relative to TNI documents are as follows:
- Simple Present Tense (*e.g.,* present, document, prepare, etc.)
- Simple Past Tense (*e.g.,* presented, documented, prepared, etc.)
- Simple Future Tense (*e.g.,* will/shall present, will/shall document, will/shall prepare, etc.)
- Present Perfect Tense (*e.g.,* have/has presented, have/has documented, have/has prepared, etc.)
- Past Perfect Tense (*e.g.,* had presented, had documented, had prepared, etc.)
- Future Perfect Tense (*e.g.,* will/shall have presented, will/shall have documented, will/shall have prepared, etc.)

Use active voice whenever possible and appropriate.

Authors also need be cautious as to the use of conditional verbs such as "would" and/or "could" that can be used in a number of these verb tenses.

6.3.2   Spelling and abbreviation of names of organizations, style, reference works and abbreviated terms

The spelling of the names of organizations, and their abbreviations, shall be as used by those organizations.

To facilitate understanding by all readers, the style shall be as simple and concise as possible.

Abbreviated terms shall be used with care, and their use shall be limited to those cases where it is not likely to cause confusion.

If a list of abbreviated terms is not given in the document, then the first time that an abbreviated term is used, the full term shall be given with the abbreviated term following in parentheses.

_____
An abbreviated term shall be specified only if used subsequently in the document.

6.3.3   Use of trade names and trademarks

A designation or description of a product shall be given rather than a trade name or trademark.

Proprietary trade names or trademarks for a particular product should be avoided, even if they are in common use.

If, exceptionally, trade names or trademarks cannot be avoided, their nature shall be indicated, *e.g.,* by the symbol ® for a registered trademark and by the symbol ™ for a trademark.

6.3.4   Figures

6.3.4.1 Usage

Figures should be used when they are the most efficient means of presenting information in an easily comprehensible form. Each figure shall be explicitly referred to within the text.

6.3.4.2 Form

Figures shall be in the form of line drawings. Photographs may be used only if it is not possible to convert them into line drawings.

6.3.4.3 Designation

Figures shall be designated "Figure" and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any tables. A single figure shall be designated "Figure 1".

6.3.4.4 Layout of figure designation and title

The figure designation and title (if present) shall be centered horizontally below the figure and laid out as in the following example:

Figure # – Details of apparatus

The figure designation and title shall be separated by a dash (−).

6.3.4.5 Continuation of figures

When a figure is continued over several pages, it may be useful to repeat the figure designation, followed by the title (optional) and by "(1 of #)", where # is the total number of pages on which the figure appears, as in the following example:

Figure # (1 of #)

Any statements concerning units shall be repeated on all pages after the first, where applicable.

6.3.4.6 Notes to figures

Notes to figures shall be located above the designation of the relevant figure and shall precede figure footnotes. A single note in a figure shall be preceded by "NOTE", placed at the beginning of the first line of the text of the note. When several notes occur in the same figure, they shall be designated "NOTE 1", "NOTE 2", "NOTE 3", etc. A separate numbering sequence shall be used for each figure.

Notes to figures shall not contain requirements or any information considered indispensable for the use of the document. Any requirements relating to the content of a figure shall be given in the text, or as a paragraph between the figure and its title. It is not necessary that notes to figures be referred to.

6.3.5   Tables

6.3.5.1 Usage

Tables should be used when they are the most efficient means of presenting information in an easily comprehensible form. Each table shall be explicitly referred to within the text.

A table within a table is not permitted.

6.3.5.2 Designation

Tables shall be designated "Table" and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any figures. A single table shall be designated "Table 1".

6.3.5.3 Layout of table designation and title

The table designation and title (if present) shall be centred horizontally above the table and laid out as in the following example:

Table # – Mechanical properties

The table designation and title shall be separated by a dash (–).

6.3.5.4 Headings

The first word in the heading of each column or row shall begin with a capital letter. The units used in a given column shall generally be indicated under the column heading.

EXAMPLE 1

Type	Linear density kg/m	Inside diameter mm	Outside diameter mm

As an exception to this rule, when all units are the same, a suitable statement (for example, "Dimensions in millimeters") shall instead be placed above the right-hand corner of the table.

6.3.5.5 Continuation of tables

When a table is continued over several pages, it may be useful to repeat the table designation, followed by the title (optional) and by "(1 of #)", where # is the total number of pages on which the table appears, as in the following example:

Table # (1 of #)

The column headings together with any statement concerning units shall be repeated on all pages after the first.

_____

6.3.5.6 Notes to tables

Notes to tables shall be located within the frame of the relevant table and shall precede table footnotes. A single note in a table shall be preceded by "NOTE", placed at the beginning of the first line of the text of the note. When several notes occur in the same table, they shall be designated "NOTE 1", "NOTE 2", "NOTE 3", etc. A separate numbering sequence shall be used for each table.

Notes to tables shall not contain requirements or any information considered indispensable for the use of the document. Any requirements relating to the content of a table shall be given in the text, or as a paragraph within the table. It is not necessary that notes to tables are referred to.

6.4   References

6.4.1   General

As a general rule, references to particular pieces of text shall be used instead of repetition of the original source material, since such repetition involves the risk of error or inconsistency and increases the length of the document. However, if it is considered necessary to repeat such material, its source shall be identified precisely.

References shall not be made to page numbers.

6.4.2   References to the document as a whole in its own text

For an individual document the form "this TNI Standard" shall be used, except in the introductory texts for the "Normative references" and the "Terms and definitions" clauses.

For a document published in separate parts, the following forms shall be used:

-"this part of TNI XYZ" (reference to a part only);
-"TNI XYZ" (reference to a complete series of parts).

Such references are understood to include all amendments and revisions to the document, since they are undated.

6.4.3   References to elements of text

6.4.3.1   It is unnecessary to use the term "subclause". Use, for example, the following forms:

-"in accordance with Clause 3";
-"according to 3.1";
-"as specified in 3.1 b)";
-"details as given in 3.1.1";
-"see Appendix B";
-"the requirements given in B.2";
-"see the Note in Table 2";
-"see 6.6.3, Example 2".

Imprecise references such as "this Clause" and "This Appendix" shall not be used.   If there is a need to refer to an unordered list item in another document, the following formulation shall be used:

"as specified in TNI EL-V1M3-2009, 3.1, second list item".

_____

6.4.3.2 References to figures and tables

Every figure and table included in the document shall normally be referred to in the text. Use, for example, the following forms:

e) "shown in Figure A.6";
f) "(see Figure 3)";
g) "given in Table 2";
h) "(see Table B.2)".

6.4.4 References to other documents

6.4.4.1General

References to other documents may be undated or dated.

6.4.4.1.1   Undated references

Undated references may be made only to a complete document and only where at least one of the following cases applies:

    a) if it is accepted that it will be possible to use all future changes of the referenced document for the purposes of the referring document;

    b) for informative references.

Undated references shall be understood to include all amendments to and revisions of the referenced document.

Use the following forms:

    i) " … as specified in TNI Volume 1, Module 1 … ";
    j) " … see TNI Volume 3 … ".

6.4.4.1.2 Dated references

Dated references are references to

    a) a specific edition, indicated by the date of publication, or
    b) a specific enquiry or final draft, indicated by a dash.

The date of publication shall be indicated by the year or, for documents for which more than one edition of the document or an element within the document will be published in the same calendar year, the year of publication and the month (and where necessary the day).