

AMERICAN SOCIETY OF CIVIL ENGINEERS

Form and Style Manual for ASCE Codes & Standards

Codes and Standards Activities Committee

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American Society of Civil Engineers

Form and Style Manual for ASCE Codes & Standards

1.0 Scope, purpose, and management

1.1 Scope

This document defines the different classes of standards and describes the required format and writing style for the development of standards by the consensus process.

1.2 Purpose

The purpose of this document is to provide the procedures for standards committees in order to standardize the form and style of standards promulgated by the American Society of Civil Engineers (ASCE) (referred to herein as Society). The detailed supervision of the development and maintenance of standardization activities is administered by ASCE's Codes and Standards Activities Committee (CSAC) and the standards writing committees of the Society. Several different types of standard documents exist; and, consequently, certain unique features may be required in a particular standard. The standards writing committees shall use this Form and Style document for the topical requirements and the required uniform format of ASCE standards. The overall intent of this document is to achieve standards that are clearly written, consistent in terminology, and in a form and style that is readily usable.

1.3 Management

ASCE's rules for the management of standardization activities and their supervision by CSAC are contained in ASCE's Official Register. ASCE standards are processed using the American National Standards Institute (ANSI) Canvass Method.

2.0 General requirements for all standards

2.1 Suitable for repetitive use

A major requirement of a standard is that it can be used time and again. If a set of requirements is so specialized that it will not be applied repeatedly, it shall not be processed with the intent of becoming a standard.

2.2 Definitive

Requirements in a standard shall be definitive and expressed as specific instructions and not as explanations. Requirements that are general or which contain platitudes instead of workable instructions are impractical and often useless.

2.3 Realistic

Requirements shall not be arbitrary but shall be based on factors that are necessary to achieve the purpose of the standard. Unnecessary requirements shall not be included. Requirements or

tolerance shall not be made tighter than necessary. Increasing the severity or detail of a requirement does not necessarily increase quality but will nearly always increase cost. Justification in writing, if necessary, shall be readily available to every requirement of the standard, and the basis of each must be able to be shown as a logical deduction from factual information about the item or practice in question. Commentaries and references may be used to provide the factual information. Those standards intended for adoption by a codes agency as a mandatory standard (see 3.2) must have a commentary (see 8.0) accompanying the standard.

2.4 Technically sound

Requirements shall be technically sound and shall cover only those items which are subject to control and which are pertinent. Requirements shall be reasonably consistent with current practices and capable of being specified by the user.

2.5 Clear

The requirements shall be expressed in understandable language that is free of ambiguity and shall be so clear that differences of interpretation are unlikely.

2.6 Consistent

Requirements in a standard shall not be contradictory or incompatible with one another; similarly, the requirements of related and dependent standards shall also be consistent with each other. Also, the requirements shall be, to the maximum extent possible, compatible with the requirements of documents referenced in the standard. A standard shall use nationally accepted sizes, shapes, and devices wherever possible. Special (i.e., nonstandard) sizes, shapes, or tests require special attention and extra time on the part of the user and therefore increase cost; they also inhibit maintenance, repair, and replacement.

2.7 Limited in scope

When the scope of a single standard is too broad, its requirements have the potential for becoming confused by the user. When a proposed standard has more than one major section that can apply to users who have different responsibilities, it is desirable to develop the proposed standard into separate standards in order to maintain clarity and central purpose of a single standard. For example, standards committees are discouraged from including both construction and design criteria within the same standard. Usually those items for construction would be more appropriate in separate standards.

2.8 Prescriptive, performance, or a combination

The wording of a standard determines how it will be applied by the user. A standard shall be designed for a specific purpose and in such a manner that it cannot be easily misinterpreted. Standards may contain wording that is both prescriptive as well as descriptive of desired performance, but it is preferable to have requirements that apply to either one or the other.

2.8.1 Prescriptive standard. A prescriptive standard is one that contains wording that specifically describes ways and means of attaining the end results. It not only states what is to be attained but also the specifics of how it is to be attained. It may well include limitations on

certain elements of the process being described and specify the order or timing of actions, events, or activities.

2.8.2 Performance standard. A performance standard is one that contains wording that specifically describes the end-result to be attained. This type of standard is worded to describe how the design, method, or specification is to perform when completed.

3.0 Classification requirements for standards

3.1 General

A consensus document that is prepared by members and nonmembers of the Society according to the Society's Rules for Standards Committees (Appendix 12.1) which include balloting by the appropriate balanced standards committee, balloting by the membership of ASCE, and balloting by the public, shall be written in either mandatory or nonmandatory language. Appendix 12.2 contains the ASCE rules for processing standards under the canvass method of the American National Standards Institute (ANSI). Standards are prepared by volunteers and are intended for the public's voluntary use. Even though a standards committee prepares the documents, the final authority for approval and acceptance of a standard is the responsibility of the public. A standard is a set of rules, conditions, or requirements concerned with definition of terms; classification of components; delineation of procedures; specification of dimensions, materials, performance, design, or operations; description of fit and measurement of size; and/or measurement of quality and quantity in describing materials, products, systems, services, or practices. There are other classifications of standards, either mandatory or nonmandatory, that may be developed by an ASCE committee and are not herein listed. If so, the process of initiation is the same as that for any standard. Examples of these other standards include but are not limited to computer software, contract documents, procedural manuals, handbooks, etc.

3.2 Mandatory standard

A mandatory standard shall be enforceable by the appropriate public body and shall be worded so that a person auditing its use or application can point out where it has been followed or where it has not been followed, or the extent to which it has or has not been followed. Standards intended for adoption in codes or other regulatory documents shall be written in mandatory language.

3.2.1 Standards in building codes. Standards or portions of standards intended for adoption in building codes that are developed by ASCE or incorporated in an ASCE standard shall comply with criteria in 3.2.1.1 through 3.2.1.11. Any deviations from these criteria shall only be made with the approval of ASCE's CSAC with the submittal of acceptable justification.

3.2.1.1 Mandatory language. A standard or portions of standards intended to be enforced shall be written in mandatory language. Portions not intended to be enforced shall be incorporated in a commentary or other advisory document (refer to 8.0).

3.2.1.2 Definition of terms. All terms shall be defined when they deviate from an ordinarily accepted meaning or dictionary definition.

3.2.1.3 Scope. The scope or application of a standard shall be clearly described.

3.2.1.4 Proprietary materials. A standard shall not have the effect of requiring proprietary materials to the exclusion of others. Refer to Section 7.1.

- 3.2.1.5 Proprietary agency.** A standard shall not prescribe a proprietary agency for quality control or testing.
- 3.2.1.6 Testing procedures.** A standard which includes new testing procedures shall describe, in detail, preparation of the test sample and/or sample selection.
- 3.2.1.7 Test results.** A test standard shall prescribe the reporting format for the test results. The format shall identify the key performance criteria of the element(s) tested. The standard or commentary shall contain information as to the acceptable length of time for which the test data must be reported and by whom.
- 3.2.1.8 Performance measures.** The measure of performance for which the test is conducted shall be clearly defined.
- 3.2.1.9 Conflicts between codes and standards.** A standard shall not state that its provisions shall govern whenever the referenced standard is in conflict with the requirements of the referencing code.
- 3.2.1.10 Referenced standards availability.** Standards referenced in ASCE standards shall be readily available.
- 3.2.1.11 Referenced standards.** Standards referenced in ASCE standards shall have been developed and maintained through a nationally recognized consensus process such as ANSI or the American Society for Testing and Materials (ASTM). Any exception to this must be approved by the appropriate executive committee having jurisdiction of the standard and by CSAC.
- 3.2.2 Standard test method.** A standard test method is a definitive procedure for the identification, measurement, and evaluation of one or more qualities, characteristics, or properties of a material, product, system, or service. Its content shall be sufficiently explicit to obtain reproducible results.
- 3.2.3 Standard specification.** A standard specification is a precise statement of a set of requirements to be satisfied by a material, construction process, product, system, or service that also indicates the procedures for determining whether each of the requirements is satisfied.
- 3.2.4 Design standard.** A design standard establishes the minimum requirements for the design of a product, material, or system which will provide acceptable performance when subjected to prescribed loads and/or conditions.

3.3 Nonmandatory standards

A nonmandatory standard is written in permissive language (i.e., should, may) and may not be suitable for adoption in codes or other regulatory documents. The title of the standard shall clearly indicate the nonmandatory nature of the standard through the use of such terms as “guide,” “guideline,” or “consensus guideline.” Nonetheless, a nonmandatory standard is developed in accordance with the Rules.

3.3.1 Consensus practice. A consensus practice is a reasonably definitive procedure for performing one or more specific operations or functions. In the use of this type standard, significant judgment is left to the user. A consensus practice could describe requirements for construction, materials, testing schemes, and other type of practices where prescribed terms are not be explicitly or quantifiably defined in an exact or proven manner.

3.3.2 Consensus guideline. A consensus guideline offers a series of options or instructions but

does not recommend a specific course of action. Whereas a consensus practice prescribes a general usage principle, a consensus guideline only suggests an approach or method.

3.3.3 Standard contract document. Standard contract documents are standard forms of contracts, agreements, standard general provisions, etc., written in clear and precise language and intended to be used as contractual requirements.

3.3.4 Standard drawing. A standard drawing consists of illustrations depicting specific items such as standard details, standard connections, standard nomenclature, etc.

3.3.5 Referenced standards. Standards referenced in nonmandatory standards shall have been developed and maintained through a nationally recognized consensus process such as ANSI or the American Society for Testing and Materials (ASTM). Any exception to this must be approved by the appropriate executive committee having jurisdiction of the standard and by CSAC.

4.0 Units of measurement

Dimensions and quantities shall be expressed in either System International (SI) units, or in SI units followed by conversion to inch-pound units in parentheses, or in inch-pound units with an appendix to the standard containing full translation of all formulas, equations, and tables to SI units, whichever appears to the committee to be in the best interests of the users of the standard. Each scope statement shall include the committee intention relative to the use of SI. Uses of SI units shall be in accordance with ASCE's Policy Statement 119.

5.0 Style

5.1 Writing style

The style of writing shall be directed toward the anticipated audience. It shall be easy to read and of proper grammatical language. Coined words (i.e., colloquial terms peculiar to a particular industry or technical discipline) shall be avoided. For clarity, conjunctions and compound sentences shall be used with great care. Verbose statements, such as "may result in damage to" when "may damage" does just as well, shall be avoided. The style shall be simple to avoid being misunderstood. The latest edition of The Chicago Manual of Style shall be used for detailed instructions on writing (refer to 11.1).

5.2 Spelling

Webster's Third New International Dictionary of the English Language (Unabridged) shall be used as the guide to correct spelling; the form printed first is preferred in most cases (refer to 11.2).

5.3 Hyphenation

Webster's Third New International Dictionary shall be consulted on the question of whether a compound word shall be hyphenated or presented as one or two words. Permanent compounds (i.e., those that have been accepted into the general vocabulary) can usually be found in the dictionary. For temporary compounds (i.e., the joining of words for a specific context), the writer or editor must make the determination. The use of multiple adjectives to define a noun

shall be avoided; for example, use "requirements for electrical analog indicating instruments" rather than "electrical-analog-indicating-instrument requirements." In general, the trend is to leave out the hyphen unless its omission will mislead the reader or slow comprehension of the text.

5.4 Abbreviations

Abbreviations, either technical or nontechnical, are words or phrases that have been shortened by leaving out or substituting letters and shall not be used unless necessary for clarity and style and shall be commonly acceptable ones when used. Abbreviations that are not commonly known are to be included in a definition section. Technical abbreviations are of primary concern in standards and are herein addressed.

5.4.1 Usage. Technical abbreviations shall be used only where necessary to save time and space and only where their meaning is unquestionably clear to the intended reader. Abbreviations and their corresponding full terms or words shall be defined in the definitions section or in a separate section. Abbreviations shall conform to the ASCE Author's Guide to Journals, Books, and Reference Publications (see 11.3).

5.4.2 Definitions, symbols, and notations. Standard definitions, symbols, and notations that relate to their field of applicability are to be used whenever possible. Refer to lists published by ANSI. If a standard has definitions, symbols, and notations that have specific technical meaning or that are unique in the field, provide a definitions, symbols, and notations section.

5.4.3 Presentation. Lowercase letters are generally used for abbreviations for units in text except for those derived from proper names; for example, psi is the abbreviation for pounds per square in.; and Rh, the abbreviation for Rockwell hardness. Periods shall be omitted at the end of abbreviations and between letters in abbreviations.

5.5 Notes

Explanatory statements shall not be used in the text of mandatory standards for emphasis or offering informative suggestions. Such explanatory statements, if necessary, shall be included in the commentary. A note in a table or figure is a part of the standard.

5.6 Footnotes

Footnotes may be included in a standard for purposes of clarification. Footnotes are a part of a nonmandatory standard but are not part of a mandatory standard unless so indicated in the footnote. Footnotes to the text are to be numbered consecutively, beginning with the first page of the text of the standard and continuing through the appendixes, if any. If the same footnote occurs frequently throughout the text, the number of the first reference to it shall be retained. Table footnotes are a part of the table. Footnotes are discouraged in standards written in mandatory language and are not considered as part of the standard unless indicated otherwise in the footnote.

5.7 Numbers

Spell out numbers from one to ten unless used with dimensional terms; use figures for numbers above ten. When an isolated number of less than 100 appears in the general text, spell out the

number. Do not use figures for some numbers and spell out others in the same paragraph. Use Arabic numerals for all units of measuring time and physical quantity. Numbers for tolerances shall be either plus (+) or minus (-) or both, and where necessary, the direction is to be specified.

5.8 Acronyms

Full terms to which an acronym applies shall be spelled out with the acronym listed in parentheses when first used in the standard. Acronyms are generally in all capital letters.

5.9 Capitalization

All capitals shall be used for lettering on figures (except for units and symbols not usually capitalized) and for acronyms. Capital and lowercase letters (capitals for the first letter of the first word; lowercase for the balance) shall be used for, section and subsection headings, captions for figures, titles for tables, and column headings in tables.

5.10 Sections and subsections

5.10.1 Arabic numerals. Arabic numerals shall be used in sequence for sections and subsections. A subsection is designated by adding a period and number to the section number (for example, 5.1). This subsection, in turn, may be divided by a second period and a second number and indented (for example, 5.1.1). There shall be no fewer than two numbered subdivisions within a section or subsection. Five numbers divided by periods (for example, 5.1.1.1.1) is maximum. Subdivisions beyond this point result in cumbersome cross-references. The remedy is reorganization of the material.

5.10.2 Paragraphs within sections. Paragraphs within sections and subsections shall be numbered only when more than one is required. In this document, for example, the text for 1.1, Scope, consists of only one paragraph that relates directly to the heading of the section. The terms "subsection" and "subsubsection" shall not be used in headings or references; cross-references are made by referring simply to the appropriate number. The number and section headings may be used individually or together when referring to major section headings.

5.10.3 Lists. A list of items within a section or subsection shall be presented in outline form with the items number (1), (2), (3), etc. If further breakdown of the list is necessary, use (a), (b), (c), etc. Only one such list shall be presented in any one section or subsection to avoid confusing cross-references. Consistently omit closing punctuation in lists of short items. In general, bulleted items are discouraged.

5.11 Language

5.11.1 Shall. The word "shall" is to be understood as denoting a mandatory requirement. "Shall" is to be used wherever the criterion for conformance with the specific recommendation requires that there be no deviation. Its use shall not be avoided on the grounds that compliance with the standard is considered voluntary.

5.11.2 Should. The word "should" denotes a recommendation. "Should" is to be used wherever noncompliance with the specific recommendation is permissible. "Should" shall not be substituted for "shall" on the grounds that compliance with the standard is considered voluntary. The word "should" is not to be used in a mandatory standard. (Refer to 3.2)

5.11.3 May. The use of the word "may" is considered permissive and is not to be used in a mandatory standard. (Refer to 3.2)

6.0 Format

6.1 Required sections

In addition to the text, standards shall contain the following sections; Title, Abstract, Copyright Page (ASCE staff prepares), Foreword, Committee Roster, Table of Contents, Scope of Standard, Applicable Documents, Tables (where required), Figures (where required), Equations (where required), References, and Appendixes. Other sections will depend on the classification of the standard being prepared. Tables, figures, and equations shall, if practicable, be included in or close to the section to which they refer. If not practicable to do so, tables, figures, and equations should be placed in the back of the standard before the Appendixes. A brief description of the content for each section is shown in 6.3.

6.2 Optional sections

The following sections are optional; Index, Commentary (See 8.0), Acknowledgments, Disclaimer (See 7.5), and Definitions, Symbols, and Notations (Highly recommended where standards contain numerous notations.)

6.3 Section descriptions

6.3.1 Cover. The cover shall clearly indicate that the document was developed under the ASCE Standards Program.

6.3.2 Title. The title shall convey the subject of the standard in a clear and concise manner with minimum words.

6.3.3 Abstract. An informational retrieval abstract shall be included on a separate page. It is not part of the standard and shall be limited to 200 words.

6.3.4 Copyright page. A copyright page shall be included and will be prepared by ASCE staff.

6.3.5 Foreword. A foreword is required. The following paragraph shall be included as the first paragraph to the foreword:

In April 1995, the Board of Direction approved the revision to the ASCE Rules for Standards Committees to govern the writing and maintenance of standards developed by the Society. All such standards are developed by a consensus standards process managed by the ASCE Codes and Standards Activities Committee (CSAC). The consensus process includes balloting by a balanced standards committee made up of Society members and nonmembers, balloting by the membership of ASCE as a whole, and balloting by the public. All standards are updated or reaffirmed by the same process at intervals not exceeding five years.

Nonmandatory standards shall also include the following paragraph in their foreword:

The provisions of this document have been written in permissive language and, as such, offers to the user a series of options or instructions but does not prescribe a specific course of action. Significant judgement has been left to the user of this document.

In addition to the aforestated paragraph, the foreword shall include the following elements; A brief history of the standard's development, a description of its purpose, information as to who will benefit from use of the standard, an explanation of the principal differences between current and earlier editions, whether or not the appendixes in the standard are intended to be a requirement of the standard as in the case of mandatory standards, and for mandatory standards, the document is written in such a form that it may be adopted by references in a building code.

The following paragraph shall be included as the last paragraph in the foreword:

This standard has been prepared in accordance with recognized engineering principles and should not be used without the user's competent knowledge for a given application. The publication of this standard by ASCE is not intended as warrant that the information contained therein is suitable for any general or specific use, and the Society takes no position respecting the validity of patent rights. The user is advised that the determination of patent rights or risk of infringement is entirely their own responsibility.

6.3.6 Committee roster. A list of the officers and committee members at the time the standard is approved by ASCE shall be included.

6.3.7 Table of contents. The table of contents shall contain the main sections and at least the first tier of subsections along with a list of tables, figures, and appendixes.

6.3.8 Scope of standard. The scope shall include the technical area of coverage and, if necessary for clarity, what is not covered and any additional comments that describe the content of the standard.

6.3.9 Applicable documents. This section shall include a listing of all standards that are incorporated in the standard by reference. They shall be readily available.

6.3.10 Tables. Each table shall be given a title, explained in the text, and numbered with Arabic numbers in the order in which they are used in each section or subsection. All columns shall be labeled and numbered. The tables shall be included in or close to the section to which they refer.

6.3.11 Figures. All figures shall be referred to in each section or subsection in consecutive order. Figures shall be included in or close to the section to which they refer and shall be numbered sequentially within a section and bear the section number.

6.3.12 Equations. Equations shall use standard nomenclature whenever possible. Elements in an equation shall be clearly defined as near the first time the equation is used as possible. Equations shall be centered and numbered sequentially within a section and bear the section number blocked to the right. Arabic numbers in parentheses shall be used.

6.3.13 References. References shall be listed either alphabetically by author or in the same order as mentioned in the text. Only those references considered by the committee in developing the standard shall be included.

6.3.14 Appendixes. Appendixes are for the inclusion of additional material and are to be designated as part of the standard or for information purposes. Sample calculations and derivation of formulas are examples of materials to be included in the appendixes.

6.3.15 Commentary. A commentary, if the committee determines its need or if required by 2.3, shall be included in the standard, in a format manner that facilitates understanding. (Refer to 8.0)

7.0 Special policies

7.1 Patented and proprietary items

There is no objection in principle to writing an ASCE standard in terms that include the use of a patented item if in the consensus view of the standards committee it is considered that technical reasons justify this approach. If a standards committee feels that such an approach is necessary then they are required to notify ASCE of their desire to include the use of a patented item. If ASCE receives a notice that a proposed standard or revision to an existing standard may require the use of a patented item, the procedures in 7.1.1 through 7.1.4 shall be followed.

7.1.1 Statement from patent holder: Prior to balloting text whose acceptance would include the use a patented item in an ASCE standard, ASCE shall receive from any identified patent holder either:

a) assurance in the form of a general disclaimer to the effect that such party does not enforce and does not currently intend on enforcing their patent rights pertaining to the item the use of which would be required for compliance with the proposed American National Standard, or

b) assurance that:

i) a license will be made available without compensation to the applicants desiring to utilize the license for the purpose of implementing the standard; or

ii) a license will be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

7.1.2 Record of statement: A record of the patent holder's statement shall be placed and retained in the files of ASCE.

7.1.3 Balloting process: When a committee is considering the inclusion of a patented item, the committee shall include a statement in the balloting process indicating a willingness to consider alternatives. The statement with the ballot shall include a request for an alternative(s) as follows:

The (name of material, product, process, procedure, apparatus) is covered by a patent. If you are aware of an alternative(s) to the patented item, please attach to your ballot return a description of the alternatives. All suggestions will be considered by the committee.

7.1.4 Responsibility for identifying patents: Neither ASCE nor an ASCE committee shall be responsible for identifying all patents for which a license may be required in using an ASCE standard or for conducting inquiries into the legal validity or scope of those patents that are brought to the Society's attention.

7.1.5 Notice: When ASCE receives from a patent holder the assurance set forth in 7.1.1b, either i) or ii), the standard shall include a note as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an item covered by patent rights. By publication of this standard, the American Society of Civil Engineers takes no position with respect to the validity of this claim or of any patent rights in connection therewith. Users of this standard are expressly advised that determination of the validity of any such patent rights, and the risk of infringement of such rights, are entirely their own responsibility. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from ASCE.

In addition, a statement shall be placed in a footnote of the standard in each specific section of the standard in which the patented item is mentioned. The footnote shall be as follows:

The (name of material, product, process, procedure, apparatus) is covered by a patent. Interested parties are invited to submit information regarding the identification of an alternative(s) to this patented item to ASCE Headquarters. Your comments will receive careful consideration at a meeting of the responsible standards committee, which you may attend.

7.2 Copyrighted material

If a standards committee proposes to incorporate material from a copyrighted publication other than ASCE, written permission shall be obtained from the owner. Permission shall be requested for use in the ASCE standard. The copyright source shall be referenced at the location where the material is incorporated into the standard.

7.3 Equipment and trademarks

Photographs and drawings shall be generic. References to equipment shall be generic and shall not include trademarks or other proprietary designations. Where a sole source is believed to exist for essential materials or equipment, the standard shall contain the name and address of the source in a footnote so long as the words "or the equivalent" are included in the reference.

7.4 Safety in standards

Where a standard involves the use of hazardous materials, operations, and equipment, a generic caveat or caution shall appear in the scope of the standard. The generic caveat shall be:

This standard may involve hazardous materials, operations, and equipment. This standard does not purport to address the safety problems associated with its application. It is the responsibility of whoever uses this standard to establish appropriate safety and health practices and to determine the applicability of regulatory and non-regulatory limitations.

7.5 Use of standards

Users of ASCE standards may need special knowledge or professional training and experience to properly and safely apply a standard. If necessary, specific caveats or limitations shall be included in a standard. Those who use a standard accept full responsibility for its use. Standards are not meant to preclude professional judgment in situations where standards are used.

8.0 Commentary

A commentary contains explanatory material, references, and additional information related to each particular section of the standard for which it is intended. A commentary need not be written in mandatory language and shall not provide alternatives to the standard. A commentary shall not be a research document or a textbook, but it shall directly address the reasons for and provide additional information on the requirements contained in the standard. The references may contain the backup research data related to the provisions of the standard. Commentary proposed for adoption by ASCE shall be approved by the standards committee by letter ballot using the voting procedures prescribed in the ASCE Rules for Codes and Standards Committees of the latest edition of the ASCE Official Register and current addenda, if any.

9.0 Review by committee on metrication

The standards writing committee shall submit the proposed standard to TAC's Committee on Metrication (COM) no later than the time of first ballot to the standards writing committee. The COM shall review the standard without undue delay and submit comments to the chair of the standards writing committee.

10.0 Printing and publication

A clean copy (and, if possible, a computer diskette using one of the latest versions of recommended word processing system software) of the proposed standard prepared according to this Form and Style document shall be sent to the staff coordinator of Codes and Standards. The staff will review the document, prepare sections that are the responsibility of staff, and submit the final document to ASCE's Publications Department for copy editing and printing. The standard shall be published in the 8-1/2 inch by 11 inch size.

11.0 References

11.1 The Chicago Manual of Style. Chicago: University of Chicago Press, latest edition.

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