

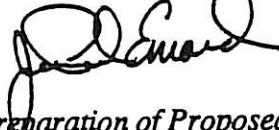
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Reply to: Kate McMillan
202-626-5742

TO: X3 Technical Committees
FROM: Jean-Paul Emard, Director - X3 Secretariat 
SUBJECT: Transmittal of the *ANSI Style Manual for Preparation of Proposed American National Standards* (eighth edition)

ANSI has published the eighth edition of the *ANSI Style Manual for Preparation of Proposed American National Standards*. The document and its companion, *Guidelines for Submitting Proposed American National Standards in an Electronic Format*, are now available.

This new manual is intended to facilitate the international adoption of American National Standards. It was developed by ANSI, in conjunction with ISO editors, with the goal of providing detailed specifications regarding content, format and style that would be considered acceptable IEC/ISO style.

The X3 community is encouraged to follow these guidelines whenever possible.

For further information regarding the content of the style manual, contact the ANSI Publications department at 212-642-4916.

Copies of these documents, as well as the *IEC/ISO Directives, Part 3*, are available upon request from the X3 Secretariat. One copy of each is being forwarded at this time to the chairs of the TCs.

Enclosures for TC Chairs Only:

ANSI Style Manual for Preparation of Proposed American National Standards
Guidelines for Submitting Proposed American National Standards in an Electronic Format
IEC/ISO Directives, Part 3

REPORTER

ISO/IEC Style Manual Adopted By Institute

ANSI has published the eighth edition of its "Style Manual for Preparation of Proposed American National Standards." To facilitate the international adoption of American National Standards, the new manual reflects the style specifications contained in the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) "Directives Part 3, Drafting and Presentation of International Standards."

These new style specifications are being used by the Institute for the standards ANSI publishes. The Institute recommends that standards developers which publish ANSI-approved standards follow this manual wherever possible in order to help create a consistent set of American National Standards. Consistency will enhance the usefulness of the standards in national and international applications.

The current edition of the manual is divided into two chapters. The first chapter contains written specifications regarding content, style, publication procedures, and ANSI policies. The second chapter contains sample standard elements that illustrate the written specifications. The chapters are cross referenced.

"Guidelines for Submitting Proposed American National Standards in an Electronic Format," a companion document published with the style manual, provides a description of the ANSI publishing system, a list of accepted and preferred file formats, preferred file preparation procedures and other relevant information. It will be particularly useful to technical contacts who have chosen to provide an electronic manuscript to ANSI for publication.

Both publications are available to committee members through their secretariats and to secretariats through their assigned ANSI program administrator. Others wishing to obtain the publications can do so by contacting ANSI's Procedures and Standards Administration Center at (212)642-4909. For information regarding the content of the style manual, contact the ANSI Publications Department at (212)642-4916. ▲