GOV-TA-0003

Documentation for

SFF TA TWG Style Guide

Rev 1.0a   January 17, 2019

This guide provides editors of SFF TA TWG documents with information on style and formatting to aid in the creation of new documents and in the revision of existing documents. Questions about the content of this document should be directed to the SNIA Technical Council Managing Director at tcmd@snia.org.

Revision History

Rev 1.0   *November 21, 2018*
- First publication

Rev 1.0a   *January 17, 2019*
- Added document number (GOV-TA-0003)
- Added revision history
- Updated formatting

Contents

1   Overview

The following information is intended to provide style consistency between SFF TA TWG documents. This style guide is to be used for all new SFF TA specification (SFF-TA-####) and reference (REF-TA-####) documents. It is recommended for use for revisions to existing documents, but it is acceptable to continue using the existing format when revising documents published prior to the release of this style guide. These guidelines do not apply to information (INF-TA-####) documents.

2   Section Numbering

SFF TA TWG documents shall contain numbered sections. Subsections shall be identified by the current section number (e.g., 2 or 3.5), followed by a decimal and a sequential number (e.g., 2.1 or 3.5.1).

Appendices are to be lettered alphabetically in the order in which they appear. Subsections in appendices are to be identified by the current section letter/ number (e.g., A or B.2), followed by a decimal and a sequential number (e.g., A.1 or B.2.1).

3   Text

3.1   Font, Margins, and Formatting

SFF documents shall use black, Tahoma font, size 10 for body text. Email addresses and URLs should appear in blue, underlined text. Text in tables may be made slightly smaller to aid in formatting, though the font size shall be consistent throughout the table. Text in figures may vary if it is consistent between figures and is legible. Headings shall use black, Tahoma, bolded font. Major section headings (#) shall be size 14 and minor sections (#.#) shall be size 12. All remaining subsections (#.#.#, #.#.#.#, etc.) shall be size 10.

SFF TA TWG documents shall have 0.75" margins on sides except the top, which shall have a 1" margin. All text shall be fully justified. Exceptions include pages rotated to accommodate oversized figures and tables, which are permitted to have reasonably smaller margins. All SFF TA TWG document headers shall also include the document state (e.g. published; left justified) and the document number and revision number (right justified). All SFF TA TWG document footers shall include the document title (left justified), page number (right justified), and copyright notice (right justified). Refer to the SFF TA TWG document template for more information.

3.2   Units, Subscripts, and Superscripts

Unit symbols (e.g. 50 Ω), subscripts, and superscripts may be used in SFF TA TWG documents. However, the editor is instructed to use care when converting documents to PDF to ensure these characters are legible and that they convert correctly. It is also permitted to write symbols out (e.g. 50 Ohm).

3.3   Trademark and Copyright Symbols

Trademark and copyright symbols only need to be included with the first appearance in the document. First appearance is likely to occur in the front matter of a document.

4   Tables of Contents, Figures, and Tables

All SFF TA TWG documents shall include a Table of Contents listing all sections and subsections included within a document. Additionally, all figures shall be listed and all tables shall be listed in the beginning of the document. These tables are most easily created by using the features built into Word by using heading styles and inserting captions above and below tables and figures (respectively) rather than inserting text. Refer to the SFF TA TWG document template for formatting details.

5 Figures and Tables

Figures and tables shall be referenced in the text of SFF TA TWG documents, preferably prior to appearance. They shall be referenced by alphanumeric, not by location on the page (e.g. "Figure 2-3 illustrates", not "the figure below illustrates").

5.1 Captions and Numbering

Captions shall appear below figures and above tables. Both figures and tables shall be numbered using arabic numbers, first identifying the section number, followed by a dash, a sequential number, and finished with the caption title (e.g. Figure 3-2 Caption Title). Sequential numbering shall restart in each major section of the document (refer to SFF TA TWG Document Template for examples). Text in captions shall follow the Chicago Manual of Style capitalization rules for titles. Figures and tables in appendices shall by numbered by the letter identifying the annex or appendix, followed by a dash, a sequential number, and the caption title (e.g. Table A-4 Caption Title).

5.2 Figures
FORMATTING

When including figures in an SFF TA TWG document, the editor is strongly recommended to insert PNG files with 800 dpi or better quality. Furthermore, figures shall be clear and shall not contain unnecessary white space. All text shall be legible. Figures shall be centered on the page and shall not appear embedded in text. Figures shall also be referenced as Figure followed by the alphanumeric (e.g. Figure 2-3) in the text of the SFF document.

The editor is strongly encouraged to keep figures on one page in SFF TA TWG documents. Figures that spill over onto multiple pages shall repeat the caption on each page; e.g. Figure 3-2 (continued) Figure Title. Furthermore, the caption shall indicate if the figure continues onto the next page. If a figure is not able to be sensibly sized to fit across the width of a page, the figure may be rotated 90 degrees or the page may be rotated to landscape layout. This may only be done for the page containing the oversized figure; the rest of the document shall appear in portrait layout.

NOTES

Figures may include notes. Notes shall be below the figure but above the caption and shall be preceded with NOTE or NOTES. Notes shall be numbered and listed sequentially if a given figure contains more than one note.

5.3 Tables
FORMATTING

Tables shall have a single-line outline on all sides, shall be centered on the page and shall not appear in line with additional text. Color coding may be used at the discretion of the editor and shall be explained in a key or with accompanying text. Table entries that include underscores, subscripts, or superscripts should be located within the table's cells such that they do not interfere with cell boarders. Tables shall also be referenced in the text of the SFF document.

The editor is strongly encouraged to keep tables on one page in SFF TA TWG documents. Tables that spill over onto multiple pages shall repeat the header row and caption on each page. Furthermore, the caption shall indicate if the table is continued from the previous page. For reference, an example of a table breaking across pages is included in the specification template. Note that repeated captions must be inserted manually to avoid formatting issues with the list of tables in the front matter of the document.

If a table is not able to be sensibly sized to fit across the width of a page, the page may be rotated to landscape layout. This may only be done for the page containing the oversized table; the rest of the document shall appear in portrait layout.

NOTES

Tables may include notes, which shall be referenced in the body of the table; footnotes shall not be used. Notes shall appear either in the last row of the table or below the table entirely and shall be preceded with NOTE or NOTES. Notes shall be numbered and listed sequentially if a given table contains more than one note.

6   Appendices

Appendices may be used at the discretion of the editor to provide additional information to readers. Appendices may include normative or informative content. Appendix titles shall state if the content is normative or informative in parentheses after the appendix title (e.g. Appendix A Title (Normative)). Appendices containing normative content shall appear before appendices containing informative content.