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6/6/97

Everyone:

**Subject: Style Guidelines for Gas Transmission  
Standards Documents**

Attached for your use is the latest revision to the style guidelines. This version replaces the one I distributed on 11/15/96.



Please review and follow these guidelines. I'll revise S 4010 to reflect the new document format. Let me know of problems, inconsistencies, etc. you encounter when using the guidelines. As always, suggestions for improvement are welcome.

Thanks,

A handwritten signature in cursive script, appearing to read 'Susan'.

Attachment

## **APPLICATION**

The style guidelines described in this document apply to Gas Transmission Policies, Standards, Recommended Practices and Engineering Guidelines. They do not apply to Gas Standard & Specifications (Gas Standards) or joint gas distribution/transmission standards published by Distribution and Construction Services.

## **TEMPLATES**

1. Template files for standards documents are named *pgegstd.dot*, *pgegieg.dot*, and *pgegrp.dot*. Templates can be found either on the N drive (n:\templates) or on the S drive (s:\sysstd\standard\template).
2. “Revision” numbers: Use “whole” numbers (1, 2, 3,...) for initial issue and substantive changes which are balloted. Initial issue of a standard is Revision 1. Use decimals (X.1, X.2, X.3,...) to designate revisions which are not balloted. Examples include:
  - only correcting typographical errors,
  - only updating contact names and telephone numbers or
  - issuing a standard that has been reaffirmed by the technical committee with no substantive changes.
3. In the header, the “Effective Date” and “Review Date” are updated for whole-number” revisions. The “Review Date” only is updated for decimal revisions.
4. In the footer, the “File Reference” should include the file location, file name and date the document was last saved. For working drafts, the file location is wherever you typically store your drafts. For approved documents, the file location is the appropriate subdirectory (*gs\_eg*, *gs\_pol*, *gs\_rp*, or *gs\_std*) under s:\sysstd\standard.

## **BODY - REQUIRED INFORMATION**

The headings listed below should appear on all standard documents. Font size and type of text in the left-hand column is 11 pt Arial bold; font size and type of text in the right-hand column is 11 pt Times New Roman.

<b>Objective</b>	Describes the purpose of the document
<b>Scope</b>	Describes the areas covered (and not covered) by the standard
<b>Rescission</b>	Lists documents replaced or superseded by the standard
<b>Related Policy</b>	Lists any related corporate policies or standard practices, or other related business unit standards
<b>Originator</b>	Lists the Technical Committee or Department that sponsored or wrote the document.
<b>Business Risks</b>	Describes possible risks or consequences of not complying with the provisions of the standard.

<b>Responsibility for Implementation</b>	Lists person(s) responsible for implementing the standard.
<b>Exhibits, Appendices, and Supplements</b>	Lists any exhibits, appendices or supplements attached as part of the standard.
<b>Contact for Further Information</b>	Provides name, department, telephone and LAN address of the person(s) to contact for questions or comments concerning the content of the standard.
<b>Approvals and Authorizations</b>	Lists names and titles of all people who must approve and authorize the standard. Includes signatures and the date signed.

**BODY - MAIN TEXT**

1. Format of the main text can be "2-column, key word" format, full page width, or a combination of the two (e.g., key word for text, full page width for tables and figures), whatever best suits the purpose of the document.
2. For key word format, font size and type of (a) major headings is 10 pt Arial bold, (b) minor headings is 10 pt Arial bold italic, and (c) text is 11 pt Times New Roman.  
  
For full page width format, font size and type of (a) headings is 11 pt Times New Roman bold and (b) text is 11 pt Times New Roman.
3. Numbering of paragraphs and sub-paragraphs is required only for specifications. It is optional for all other types of documents. For documents using key word formatting, paragraph numbers should be used only in the right-hand column (i.e., do not number major and minor headings in the left hand column).

**EXHIBITS, APPENDICES AND SUPPLEMENTS**

Standards documents can have exhibits, appendices and/or supplements as attachments. The table below summarizes rules for labeling and assigning page numbers to these attachments.

Attachment Type	Contains	Designation	Paging
Exhibits	Tables, forms or figures	Numeric	Sequential with standard
Appendices	Can contain exhibits	Alpha	Alpha designation is carried on paragraph numbers, tables, figures and exhibits, but not page numbers. Page numbers are sequential with standard.
Supplements	Stand alone document that can contain exhibits and appendices	Alpha, Numeric or Title	Starts on page 1