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Recommended Practice for

Designation and

Organization of Standards

An American National Standard



Sponsored and Published by
STANDARDS ENGINEERING
SOCIETY

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Recommended Practice for The Designation and Organization of Standards

Sponsored by
Standards Engineering Society

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Abstract

This recommended practice provides guidance on designating and organizing standards for standards developers and users. It also standardizes where information should be located within broad generic types of standards. Separate sections on referenced publications, definitions, standards elements, and arrangement are included.

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FOREWORD

(This Foreword is not an official part of this standard,
but is included for information purposes only.)

The original issue of this recommended practice was developed to provide guidance to standards committees, professional societies, trade associations, government agencies, companies, and others involved in the development and use of standards. It presented recommendations for uniform designations, titling, and arrangement for standards, and promoted the use of keywords and abstracts in standards. It did not provide guidance on grammar, spelling, word usage, style, or text appearance. For style matters, standards developers should refer to the *ANSI Style Manual for the Preparation of Proposed American National Standards*.

The current edition of this recommended practice addresses needs for improvements expressed by users of standards in attempting to identify and locate existing standards, and to find specific information within such standards. This revision addresses the following major items:

- Conversion of the document from hardcopy to electronic form
- Rewording of the title
- Including additional publications in Section 2 (Referenced Publications)
- Rewording, for clarification, some elements of Section 4.1 (Designation)
- Adding Section 4.5 (Cancellation)
- Adding Section 5.5 (Electronic Format)

Implementation of this recommended practice will help users identify, locate, and apply standards. SES recommends that standards developing organizations conform to this recommended practice when developing new or revising existing standards.

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Suggestions for improvement of this standard are welcome. They should be sent to the Chairman of the SES Standards Committee, c/o Standards Engineering Society (SES) 13340 SW 96th Avenue, Miami, Florida 33176.

SES STANDARDS COMMITTEE

The following members of the SES Standards Committee participated in the review and approval of this revision to the SES 1:1995 standard. The affiliated organizations are listed to demonstrate the openness and balance of the committee. Approval of this standard by the individuals listed does not imply endorsement by the affiliated organizations.

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RECOMMENDED PRACTICE FOR THE DESIGNATION AND ORGANIZATION OF STANDARDS

1 Scope, purpose, and application

1.1 Scope

This recommended practice provides for uniformity in the designation and organization of standards. These recommendations cover the following key areas:

- a) designation
- b) title
- c) abstract
- d) keyword
- e) uniform arrangement
- f) identification of revised portions of standards

1.2 Purpose

This recommended practice provides standards developers with a uniform method of presentation for standards products so that users may easily identify standards and information within those standards.

1.3 Application

This recommended practice applies to all types of standards. Some provisions, however, may not be appropriate for standards that are less than five pages, or for unique standards developed by companies or government agencies. Provisions that may not be applicable to all types of standards products have been noted.

2 Referenced publications

The following documents are referenced in this standard. Users are encouraged to apply the most recent editions of the references indicated below:

ANSI Style Manual for the Preparation of Proposed American National Standards ¹	
ANSI Z39.4	Basic Criteria for Indexes ¹
ANSI Z39.14	Writing Abstracts ¹
ASME Y1.1	Abbreviations for Use on Drawings and in Text ²
ICS	ICS (ISO – International Classification for Standards)
IEEE/ASTM SI 10	Standard for Use of the International System of Units (SI): The Modern Metric System ³

¹ Available from the American National Standards Institute (ANSI), 25 West 43rd Street, Fourth Floor, New York, New York 10036.

² Available from the American Society of Mechanical Engineers (ASME), 3 Park Avenue, New York, New York 10016.

³ Available from IEEE Service Center, 445 Hoes Lane, Piscataway, New Jersey 08854-1331 or www.ieee.org and ASTM International, 100 Barr Harbor Drive, West Conshohocken, Pennsylvania 19428-2959 or www.astm.org, ISBN 1-55937-901-4.