

# 2014 IEEE-SA Standards Style Manual

## 4. Editorial responsibilities and duties of the sponsor

The general responsibilities and duties of the sponsor of each project are delineated in [5.1.1](#) and [5.1.2](#) of the *IEEE-SA Standards Board Operations Manual*.

## 5. Copyright and permissions

### 5.1 General copyright policy

Contributions by participants to IEEE Standards projects are subject to the IEEE-SA copyright policy found in Clause [7](#) of the *IEEE-SA Standards Board Bylaws* and [6.1](#) of the *IEEE-SA Standards Board Operations Manual*.

Go to <http://standards.ieee.org/ipr/copyright.html> for additional information on IEEE-SA copyright policy.

### 5.2 Excerpting material published by other organizations

Any participant who submits contributions from previously [published](#) sources shall comply with [7.2.1](#) of the *IEEE-SA Standards Board Bylaws*.

It is strongly recommended that copyrighted material be referenced rather than reprinted. However, when using excerpts of published text, tables, or figures and possibly modifying or adapting the material is unavoidable, permission to do so shall be requested from the copyright owner. The sponsor is responsible for obtaining this permission.

Standards developers are encouraged to request permission from copyright owners as soon as deciding to include copyrighted material in a draft. Standards developers should initiate the permission-seeking process prior to the start of initial IEEE-SA sponsor ballot. Permission letters shall be submitted to the IEEE-SA staff liaison 1) as part of Mandatory Editorial Coordination (MEC); 2) along with the draft at the start of ballot invitation or separately prior to initial sponsor ballot; or 3) prior to a recirculation if the information is included during the ballot. If excerpted material is inserted during ballot resolution, receipt of permission letters will be required before the recirculation ballot of the draft. All permission letters will be reviewed during MEC and again when the draft is submitted to the IEEE-SA Standards Board for approval. If there are difficulties with obtaining permission responses, the working group should consider citing the information normatively rather than including an excerpt.

It is preferred that the IEEE permission form letters are used when seeking permission (see Annex A). IEEE requests the following:

[N]on-exclusive, irrevocable, royalty-free permission, and requires world rights for distribution and permission to modify and reprint in future revisions and editions of the resulting draft and approved IEEE standard and in derivative works based on the standard, in all media known or hereinafter known.

In addition, no limitations on the right of the IEEE to determine appropriate business arrangements for its standards shall be included as a stipulation for use of material. Contact the IEEE-SA at [stds.ipr@ieee.org](mailto:stds.ipr@ieee.org), with any questions regarding material that might not meet the requirement.

The following credit line shall be used if specific language from the copyright holder is not available:

<Indicate material> reprinted from <copyright owner, title of publication, year of publication.>

The sponsor is responsible for alerting the IEEE-SA, [stds.ipr@ieee.org](mailto:stds.ipr@ieee.org), in instances where legal agreements or licenses are required. This includes the adoption of independently developed documents as potential IEEE standards. Working groups shall not negotiate agreements with outside entities with regard to IEEE standards. Please contact the IEEE-SA, [stds.ipr@ieee.org](mailto:stds.ipr@ieee.org), with any questions about licensing agreements, copyright, and permission.

## 6. Patents

Working groups concerned about or interested in the relationship of patents and patent-related requirements to IEEE standards should review the IEEE-SA Standards Board [Patent Committee website](#). Please note that any reference to patents or patent applications shall be made only in the frontmatter of the standard. The [IEEE-SA templates](#) contain the patent statement that is to be included in the frontmatter.

## 7. Trademarks

Working groups shall research the proper use guidelines for any trademarks appropriate for their drafts and ensure that no fees are required, limitations imposed, etc. This information is usually stated on the websites of the trademark owners. If used, any trademarked items shall be identified in the standard and marked as such (with either ® or ™), as appropriate, upon first reference. All trademarked items cited in standards shall be credited to the trademark owner in the frontmatter of the standard.

IEEE designations are trademarks of the IEEE and shall be identified as trademarks (® or ™, as appropriate) at first citation of each designation in the frontmatter and in the body of the draft.

## 8. Commercial terms and conditions

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Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE standard. The appearance that a standard endorses any particular products, services, or companies shall be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of an IEEE standard. Where a sole source exists for essential equipment, materials, or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote as long as the words “or the equivalent” are added to the reference.

Citation of a product, service, or company shall be avoided. In those cases where a sole source exists, the product, service, or company shall be described generically in text and the product, service or company supplied in a footnote accompanying the text, as follows:

At the time of this publication [product, service or company] was an example of [name of generic product, etc.]. This information is given for the convenience of users of this standard and does not constitute an endorsement by the IEEE of these products. Equivalent products may be used if they can be shown to lead to the same results.

If every effort has been made to substitute a generic word or phrase in text for the product, service, or company, but no suitable substitute can be found, add the following footnote to accompany the citation:

### 9.3 Permissions list

Permissions should be obtained for all material reprinted or excerpted from other sources. The “Permissions List” should appear in the standard, including the footnote shown, under a flush left header, “Copyrights and Permissions,” in the following format. This segment should appear above the “Abstract and Keywords,” immediately following the title page.

#### “Copyrights and Permissions

Permissions have been granted as follows:<sup>a</sup>

Portions of this standard reprinted with permission from Avaya, IETF RFC 2108 Definitions of Managed Objects for IEEE 802.3 Repeater Devices using SMIV2, © 1997.

Portions of this standard reprinted with permission from Microsemi Corporation, IETF RFC 3621 Definitions Power Ethernet MIB, © 2003.

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Portions of this standard reprinted with permission from the Hewlett-Packard Company, IETF RFC 3635 Definitions of Managed Objects for the Ethernet-like Interface Types, © 2003.

<sup>a</sup> Every effort has been made to secure permission to reprint borrowed material contained in this document. If omissions have been made, please bring them to our attention.”

### 9.4 Abstract and keywords

The inclusion of an abstract and keywords in IEEE standards allows the documents to be referenced in a wide range of bibliographic environments, thereby increasing their utility, visibility, and availability to the public. An abstract and keywords shall be included immediately following the title page of each standard. Abstracts should be based on the scope and purpose of the standard as indicated on the PAR and should specify what the designation number of the project is. Abstracts should be no longer than 15 lines, and should be written in the passive voice. Keywords should highlight key terms and phrases from the text of the draft standard.

### 9.5 Committee lists

At a minimum, a roster of the officers and members of the working group that developed the document shall be provided by the working group. Individuals or entities that also contributed to the preparation of the document may be included in addition to the working group list (permission from entities shall be received prior to including the names in the draft).

In the working group roster, full first names are preferred over initials. Titles (Dr., Ms., P.E.) shall not be included with proper names.

The list of voting members of the balloting group is added by IEEE-SA content publishing staff during the publication process. Only the balloters (individuals or entities) who vote (approval, disapproval, or abstention) are listed in the standard. The following paragraph shall be placed in the frontmatter of all IEEE drafts, above the list of voting members of the balloting group, and shall reflect the type of ballot that was conducted (individual or entity):

## Annex A

(informative)

### Sample IEEE permission form request and response letters for working groups

When previously published material is to be reprinted or modified for use in an IEEE standard, permission to use that material is required. The working group shall obtain clear, written permission from the copyright holder as early as possible in the process, but in no event later than submittal of the document for approval by the IEEE-SA Standards Board.

Copies of these letters may be found at:

<http://standards.ieee.org/develop/stdsreview.html>

These permission form request and response letters are only samples. Agreements that do not conform to the IEEE permission form letters are possible, but such requests shall be in writing and shall be approved by IEEE-SA staff.

- Non-exclusive, irrevocable
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- World rights for distribution
- Permission to modify and reprint in future revisions and all media known or hereinafter known

Copies of any correspondence regarding copyrights shall be sent to the IEEE-SA ([stds.ipr@ieee.org](mailto:stds.ipr@ieee.org)).

If the working group plans on using a previously copyrighted document in its entirety or as a base document in a proposed IEEE standard, these sample letters may not be sufficient. It may be necessary for the IEEE-SA to negotiate a license agreement with a copyright owner, so it is advisable that the staff be notified as early in the process as possible. Contact [stds.ipr@ieee.org](mailto:stds.ipr@ieee.org). Working groups shall not negotiate agreements with outside entities with regard to IEEE standards.

## **Annex C**

(informative)

### **Sample draft standard**

This annex contains an example draft standard that points out common style issues. This example is meant to be used as a quick and easy reference to issues discussed in this manual. In most instances, a clause or subclause has been provided for easy reference.

# **P987.6™/D3**

## **Draft Recommended Practice for Preparing an IEEE Standards Draft**

Sponsor

**Standards Staff Engineering Committee**  
of the  
**IEEE Template Society**

Approved <Date Approved>

**IEEE-SA Standards Board**

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3 **Abstract:** Key discussion points covered in the draft are stated here in a few complete  
4 sentences, using passive rather than active voice. The more specific the better since the abstract  
5 often populates search engines and catalog databases.

6  
7 **Keywords:** designation, document development, draft, equation, figure, guide, IEEE 987.6™,  
8 introduction, list, purpose, recommended practice, scope, standard  
9  
10

11

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*[To be supplied by IEEE]*

## 1 **Participants**

2 At the time this draft recommended practice was completed, the <Working Group Name> Working Group  
3 had the following membership:

4 **Arthur C. Clark**, *Chair*  
5 **Alessandro Volta**, *Vice Chair*

6	7 Participant1	10 Participant4	13 Participant7
8	Participant2	11 Participant5	14 Participant8
9	Participant3	12 Participant6	15 Participant9

16

17 The following members of the <individual/entity> balloting committee voted on this recommended  
18 practice. Balloters may have voted for approval, disapproval, or abstention.

19 *[To be supplied by IEEE]*

20

21

22 When the IEEE-SA Standards Board approved this recommended practice on <Date Approved>, it had the  
23 following membership:

24 *[To be supplied by IEEE]*

25

26 Also included are the following nonvoting IEEE-SA Standards Board liaisons:

27 *[To be supplied by IEEE]*

## 1 Introduction

2 This introduction is not part of P987.6/D3, Draft Recommended Practice for Preparing an IEEE Standards Draft.

3 The introduction of the frontmatter is informative. It serves to give readers context, including background,  
4 key themes, history, etc.

5

1 **Contents**

2 <To create a table of contents using the IEEE-SA MS Word template after the draft body is complete,  
3 select this text and click Insert Special->Add (Table of) Contents>

4

# 1 Draft Recommended Practice for 2 Preparing an IEEE Standards Draft

3 *IMPORTANT NOTICE: IEEE Standards documents are not intended to ensure safety, security, health,*  
4 *or environmental protection, or ensure against interference with or from other devices or networks.*  
5 *Implementers of IEEE Standards documents are responsible for determining and complying with all*  
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7 *applicable laws and regulations.*

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10 *be found under the heading “Important Notice” or “Important Notices and Disclaimers*  
11 *Concerning IEEE Documents.” They can also be obtained on request from IEEE or viewed at*  
12 [\*http://standards.ieee.org/IPR/disclaimers.html.\*](http://standards.ieee.org/IPR/disclaimers.html)

## 13 1. Overview

### 14 1.1 Scope

15 The scope shall be within the technical boundaries, as determined by the balloting group, of the scope  
16 submitted on the PAR.

### 17 1.2 Purpose

18 The purpose shall be within the technical boundaries, as determined by the balloting group, of the purpose  
19 submitted on the PAR.

## 20 2. Normative references

21 The following referenced documents are indispensable for the application of this document (i.e., they must  
22 be understood and used, so each referenced document is cited in text and its relationship to this document is  
23 explained). For dated references, only the edition cited applies. For undated references, the latest edition of  
24 the referenced document (including any amendments or corrigenda) applies.

25 Accredited Standards Committee C2-2012, National Electrical Safety Code<sup>®</sup> (NESC<sup>®</sup>).<sup>1, 2</sup>

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<sup>1</sup> National Electrical Safety Code and NESC are both registered trademarks and service marks of The Institute of Electrical and Electronics Engineers, Inc.

<sup>2</sup> The NESC is available from The Institute of Electrical and Electronics Engineers at <http://standards.ieee.org/>.

- 1 IEEE Std 260.1™-2004, IEEE Standard Letter Symbols for Units of Measurement (SI Units, Customary  
2 Inch-Pound Units, and Certain Other Units).<sup>3, 4</sup>
- 3 IEEE/ASTM SI 10™, American National Standard for Metric Practice.
- 4 IEEE P802.21™ (Draft 14, November 2003), Draft Standard for Local and Metropolitan Area Networks—  
5 Media Independent Handover Services.<sup>5</sup>
- 6 ISO/IEC 9945-1:2003, Information technology—Portable Operating System Interface® (POSIX®)—Part 1:  
7 Base Definitions.<sup>6</sup>
- 8 NFPA 70, 2011 Edition, National Electrical Code® (NEC®).<sup>7, 8</sup>

### 9 3. Definitions, acronyms, and abbreviations

#### 10 3.1 Definitions

11 For the purposes of this document, the following terms and definitions apply. The *IEEE Standards*  
12 *Dictionary Online* should be consulted for terms not defined in this clause.<sup>9</sup>

13 **acceleration-insensitive drift rate:** The component of ... *See also:* **drift rate; systematic drift rate.**

14 **code set:** *See:* **coded character set.**

15 **coded character set:** A set of characters ... *Syn:* **code set.**

16 **drift rate:** The slope at a stated time of ... (adapted from ISO/IEC 9945-1:2003)

17 **input reference axis (IRA):** The direction of an axis ... *Contrast:* **output reference axis.**

18 NOTE—See 6.7.<sup>10</sup>

19 **output:** (A) Data that ... (B) The process of ...

20 **systematic drift rate:** That component of drift rate that ... (IEEE Std 260.1-2004)

21

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<sup>5</sup> Numbers preceded by P are IEEE authorized standards projects that were not approved by The IEEE-SA Standards Board at the time this publication went to Sponsor ballot/press. For information about obtaining drafts, contact the IEEE.

<sup>6</sup> ISO/IEC publications are available from the ISO Central Secretariat at <http://www.iso.org/>. ISO/IEC publications are available in the United States from the American National Standards Institute at [http://www.ansi.org/](http://www ansi.org/).

<sup>7</sup> National Electrical Code and NEC are both registered trademarks of the National Fire Protection Association, Inc.

<sup>8</sup> The NEC is published by the National Fire Protection Association (<http://www.nfpa.org/>). Copies are also available from The Institute of Electrical and Electronics Engineers at <http://shop.ieee.org/>.

<sup>9</sup> *IEEE Standards Dictionary-Online* subscription is available at [http://www.ieee.org/portal/innovate/products/standard/standards\\_dictionary.html](http://www.ieee.org/portal/innovate/products/standard/standards_dictionary.html).

<sup>10</sup> Notes in text, tables, and figures of a standard are given for information only and do not contain requirements needed to implement this standard.

## 3.2 Acronyms and abbreviations

DER	distributed emission regeneration
DIS	distributed interactive simulation
ISDN	integrated services digital network
LAN	local area network
PDU	protocol data unit

## 4. Important elements of IEEE standards drafts

### 4.1 General

IEEE drafts should be created using one of the approved IEEE-SA templates. The templates have macro features that allow for easy tagging of each of the draft elements.<sup>11</sup>

Sources listed in the normative references clause shall also be cited in text. Explain the role and significance of each normative reference. Note that drafts may be included in the normative references clause as long as they are properly cited. See reference to IEEE P802.21 (Draft 14, November 2003).

NOTE 1—A normative reference is a document that users of the standard must have and understand in order to correctly implement the material contained in an IEEE draft.

NOTE 2—Documents that serve as supplemental information that authors of the standard found useful when researching the material but that do not carry the same weight as the normative references are usually informative and therefore would belong in a bibliography (informative annex).

All IEEE standards shall use metric units as the primary units of measure. Customary equivalents may be included in the text after the metric units in parentheses. In the case of tables, separate tables for metric and customary units may be included. See National Electrical Safety Code® (NESC®) (Accredited Standards Committee C2-2012) and National Electrical Code® (NEC®) (NFPA 70, 2011 Edition) for examples. For more information on the use of metric in IEEE standards, see IEEE/ANSI SI 10. For guidance on the use of letter symbols for units of measurement, refer to IEEE Std 260.1-2004.

### 4.2 Lists

Lists in a clause or subclause may be ordered or unordered.

The following is an example of a properly formatted ordered list:

- a) Name of the manufacturer
- b) Connection chart showing
  - 1) Full winding development
  - 2) Taps

<sup>11</sup> IEEE-SA approved templates can be found online at <http://standards.ieee.org/resources/development/writing/writinginfo.html>.

- c) Self-impedance (for linear coupler transformers)
  - 1) Reactance
  - 2) Impedance
    - i) For volts
    - ii) For amperes

The following is an example of a properly formatted dashed list:

- Begin with a capital letter.
- Include final punctuation for all items in the list if one items in the list is a complete sentence.
- If at least one of the items in the dashed list is a complete sentence then add ending punctuation to all of the items in the list.

### 4.3 Tables

Tables should be cited in text and the significance of the tables explained. Table titles are positioned above the tables. Table 1 shows the nomenclature of a properly formatted table.

**Table 1—Table formatting**

Column heading	Column heading	Column heading	
		Column heading	Column heading
Line heading	Tabulated data (individual positions within the body of the table are called <i>cells</i> )		
Subheading			
Subheading			
Line heading			

Table 2 shows an example of table format. Column headings are in bold and centered. If a table extends beyond one page, carry the title of the table over to each subsequent page with “(continued)” after the title. Table notes are informative; table footnotes are normative.

**Table 2—An example of a continued table**

Type of source(s)	Type of calculation					
	First cycle		Interrupting		Multiple-voltage circuit breaker closer and latch <sup>a</sup>	
	Rate multiplier	Winding multiplier (see NOTE 2)	Rate multiplier	Winding multiplier (see NOTE 2)	Rate multiplier	Winding multiplier (see NOTE 2)
Induction motors Above 75kW at 1800 r/min	1.0	1.0	0.667	1.5	1.000	1.0



**Table 2—An example of table format (*continued*)**

Type of source(s)	Type of calculation					
	First cycle		Interrupting		Multiple-voltage circuit breaker closer and latch <sup>a</sup>	
	Rate multiplier	Winding multiplier (see NOTE 2)	Rate multiplier	Winding multiplier (see NOTE 2)	Rate multiplier	Winding multiplier (see NOTE 2)
Above 190 kW at 3600 r/min	1.0	1.0	0.667	1.6	1.000	1.0
All others 37 kW and above	1.0	1.0	0.333	3.0	0.833	1.2
All smaller than 37 kW	1.0	1.0	NEGLECT	NEGLECT	—	—
NOTE 1—This table is provided as an example. The structure of actual tables may vary depending on the data being displayed.						
NOTE 2—Use 0.75 $X_d$ for hydrogenerators without amortisseur windings.						

<sup>a</sup> Refers to calculations for medium-voltage circuit breakers.

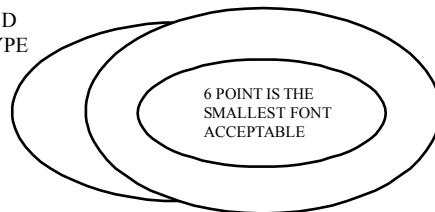
The following is an example of an informal table. Note that there is no title or table number.

Cable type	Rated voltage (kV)
High pressure	69–161
Low pressure	10–29
Gas-filled	30–46
Low and medium pressure	15–161
Liquid-filled	230

#### 4.4 Figures

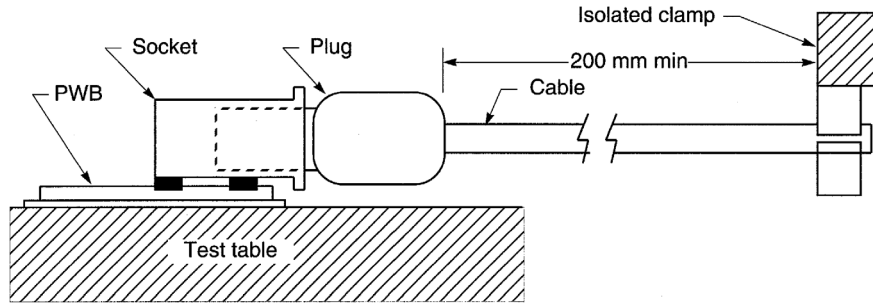
Figures should be cited in text and the significance of the figures explained. Figure titles are positioned below the figures themselves. Figures can be created using a word processing or design program. Figure 1 and Figure 2 show properly formatted figures.

SHORTER CAPTIONS SHOULD  
BE ALL CAPS, IN 8-POINT TYPE

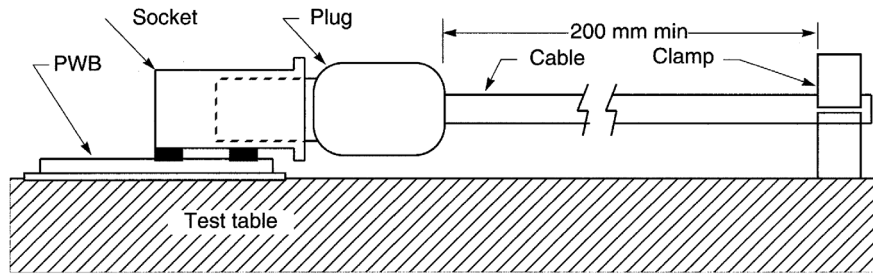


This is an example of  
8-point Times New Roman in initial capita l  
(should not be mixed with all-caps captions)

**Figure 1—Typographical specifications for figure captions**



a) vibration test



b) shock test

NOTE—Notes to figures are formatted between the graphic and the figure caption.

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**Figure 2—A sample of figure presentation**

## 4.5 Equations

Equations should be cited in text and the significance of each equation explained. The equation number should be right-aligned. See Equation (1).

$$Y(x) = Y_0 \exp[-(x - x_0)^2 / (2f^2)] \quad (1)$$

where

- $Y(x)$  is the amplitude of the Gaussian function at channel  $x$
- $Y_0$  is the height of the Gaussian at the centroid channel
- $x$  is the channel number
- $x_0$  is the centroid of the Gaussian
- $f$  is the width of the Gaussian

## 1 **Annex B**

2 (normative)

### 3 **Structure of a sample annex**

#### 4 **B.1 Overview**

##### 5 **B.1.1 Title**

6 Every annex shall be given a title and shall be designated either a normative or an informative annex. See  
7 Equation (B.1):

$$8 \quad Y(x) = Y_0 \exp[-(x - x_0)^2 / (2f^2)] \quad (B.1)$$

9 where

- 10  $Y(x)$  is the amplitude of the Gaussian function at channel  $x$
- 11  $Y_0$  is the height of the Gaussian at the centroid channel
- 12  $x$  is the channel number
- 13  $x_0$  is the centroid of the Gaussian
- 14  $f$  is the width of the Gaussian

##### 15 **B.1.2 Clause and subclause organization**

16 The material in an annex should be organized into clauses and subclauses just like the body text. There  
17 should be at least two subclauses in any subdivision so that if there is one second-level header, there should  
18 be at a minimum one other one.

#### 19 **B.2 Material in annexes**

20 Tables, figures, equations, lists, etc., in an annex are formatted like they would be in the body of the text  
21 except that:

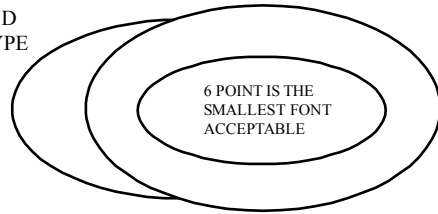
- 22 — Tables are numbered according to the annex letter (see Table B.1—Sample table in an annex).
- 23 — Figures are labeled according to the annex letter (see Figure B.1).

24 **Table B.1—Sample table in an annex**

Column heading	Column heading	Column heading	
		Column heading	Column heading
Line heading	Tabulated data (individual positions within the body of the table are called <i>cells</i> )		
Subheading			
Subheading			
Line heading			

25

SHORTER CAPTIONS SHOULD  
BE ALL CAPS, IN 8-POINT TYPE



This is an example of  
8-point Times New Roman in initial capita l  
(should not be mixed with all-caps captions)

**Figure B.1—Sample figure in an annex**

1  
2  
3  
4  
5  
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7  
8