

January 9, 2008

Question & Answers *Specification Style Guide for 2006 and 1999 Specifications*

Q: See 3.6 in the *Guide*. When do we use "described," and when do we use "shown"?

A: Use:

Described in to refer to the specifications and the drawings; to refer to the Contract

Provided in to refer to laws

Shown in to refer to information in a table

Shown on to refer to drawing details or notes

Specified in to refer to specifications, including specifications such as ASTMs.

Q: The pay clauses in the *Guide* are different from those in appendix G of the *RTL Guide*. Which guide is correct?

A: Use the pay clauses in the current edition of the *RTL Guide*.

Q: See 3.10 in the *Guide*. Can you please elaborate on the use of "comply with" vs. "under"?

A: Use the words that best fit in the sentence.

Q: Do all the grammar and punctuation styles apply to text within a table?

A: No. Text in a table is typically not presented as a complete sentence; some grammar and punctuation rules will not apply.

Q: I think we should always use the headings GENERAL, MATERIALS, CONSTRUCTION, and MEASUREMENT AND PAYMENT. What is the rule?

A: Several specification engineers have requested that the heading GENERAL be added to the SSP example in appendix 6. From now on, OCCS recommends that if you have text associated with the headings GENERAL, MATERIALS, CONSTRUCTION, and MEASUREMENT AND PAYMENT, use the heading. Otherwise, don't use the heading.