

**U.S. Marine Corps**



**PROJECT DELIVERABLE  
STYLE MANUAL**



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO:  
5230/02A  
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From: Commandant of the Marine Corps

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) PROJECT DELIVERABLE  
STYLE MANUAL

Ref: (a) MCO 1510.37  
(b) MCO P5231.1  
(c) MCO 5271.1  
(d) MCO P5600.31

Encl: (1) IRM-5230-02A

1. PURPOSE. To provide guidance and instructions on the preparation of automated system documentation as required by references (a) and (b).

2. CANCELLATION. IRM-5230-02.

3. SUMMARY OF REVISION. This revision updates the sections addressing documentation standards and format. Specific guidance on page layout and page numbering have been revised to standardize the arrangement and style of system documentation. All figures have been edited to be consistent with the text of the style manual.

4. AUTHORITY. This publication is published under the auspices of reference (c).

5. APPLICABILITY. The guidance contained in this publication is applicable to all contractors and Marine Corps personnel responsible for the preparation of system documentation. This standard is applicable to the Marine Corps Reserve.

6. DISTRIBUTION. This technical publication will be distributed as indicated. Appropriate activities will receive updated individual activity Table of Allowances for Publications. Requests for changes in allowance should be submitted in accordance with reference (d).

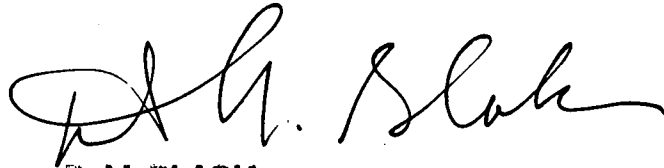
7. SCOPE.

a. Compliance. Compliance with the provisions of this publication is required unless a specific waiver is authorized.

b. Waivers. Waivers to the provisions of this publication will be authorized only by CMC (MCCTA) on a case by case basis.

8. SPONSOR. The sponsor of the technical publication is CMC (MCCTA).

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STYLE MANUAL

A handwritten signature in black ink, appearing to read "D. M. Black". The signature is fluid and cursive, with the first name "D. M." and the last name "Black" clearly distinguishable.

**D. M. BLACK**  
By direction

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UNITED STATES MARINE CORPS  
Information Resources Management (IRM) Standards  
and Guidelines Program

Project Deliverable Style Manual  
IRM-5230-02A

Enclosure (1)

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Chapter 1

GENERAL

1.1. OBJECTIVE. The objective of the Style Manual is to provide for consistent documentation throughout the project. It is the purpose of the Style Manual to provide guidelines for the standardization of document format such that the arrangement, style, and appearance of all written information is the same. The Style Manual should be used as a set of rules for the preparing of all project documentation. This manual is not intended to address the technical content of any standard but to provide the format for such documentation to follow. This Manual is also not intended to address the format standards for IRM technical publications. That subject is addressed in IRM-5271-04, Technical Publication Format.

1.2. SCOPE. The Style Manual establishes the standard and descriptions for the documents related to the System Development Methodology, and for all other information created for use in the project. These standards will apply to all project documentation to ensure that the appearance of all written information is consistent with respect to content requirements and format. They apply to the project development team, application contractors, the functional managers, and users concerned with the development, implementation, operation, and maintenance of the system. This manual, when used in conjunction with the individual project documentation standards, collects in one reference source all the necessary format and style guidance to produce project documentation, including the graphic products of structured analysis and design. It incorporates the spirit and intent of preceding DOD and SECNAV standards while providing one single integrated set of standards to be uniformly applied to all project documentation.

1.3. APPROACH. All documentation created for a project shall adhere to the standards established by the Style Manual. The information provided in Chapter 2 identifies the style and format to be used in the preparation of written information. Refer to Appendix A for a list of reference materials that were used in the development of this manual. Other documents shall be prepared in accordance with these standards, when applicable, including technical reports and technical notes. A technical report is a document that reports the results of a completed project, basic research, or developmental studies. A technical note is a document that provides procedures, lists of data, or other information that does not logically belong in other document types.

1.4. DOCUMENTATION DEPENDENCIES. The documentation governed by this standard may also rely on the content of other project deliverables and/or standards. Because the Style Manual Standard is a convention standard that will be referred to in the

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preparation of deliverables governed by any other standard, the preceding project documentation required can only be determined at that time.

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2.1. DOCUMENTATION STANDARDS. The necessary guidance for preparing project documentation is contained in the paragraphs below. Included is a list of required document components, the required format for the various components, and the rules for the physical arrangement, style, and appearance of the text.

2.1.1. Document Components. Each project document will be structured from the following list of components. These are denoted mandatory or as required if the standard or scope of a document may not require every component. When included in a document, the components are required to be in the order shown. Each component listed below is described in the following paragraphs.

- |                      |               |
|----------------------|---------------|
| a. Front Cover       | (Mandatory)   |
| b. Cover Letter      | (Mandatory)   |
| c. Title Page        | (Mandatory)   |
| d. Record of Changes | (Mandatory)   |
| e. Table of Contents | (Mandatory)   |
| f. List of Figures   | (As Required) |
| g. Text              | (Mandatory)   |
| h. Bibliography      | (As Required) |
| i. Appendices        | (As Required) |
| j. Attachments       | (As Required) |
| k. Index             | (As Required) |
| l. Distribution List | (Mandatory)   |
| m. Back Cover        | (Mandatory)   |

2.1.2. Front Cover. The front cover of a document will include the following information:

- a. Publication Day, Month, and Year
- b. Manual Number
- c. Publication Control Number (if applicable)
- d. Activity Short Name
- e. Document Type



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f. Activity Seal

g. Document Title and Subtitle (may include a superseding statement)

An example of a front cover is shown in Figure 2-01, "Front Cover Example."

# M3S DOCUMENTATION PLANS, STANDARDS AND SPECIFICATIONS

M3S DIRECTORATE MCCDPA  
MCLB, ALBANY, GA

M3S SYSTEM DEVELOPMENT METHODOLOGY  
VOLUME III  
SUPPLEMENT NO. 21

STYLE MANUAL

APPROVED FOR PUBLIC RELEASE:  
DISTRIBUTION UNLIMITED

22 OCTOBER 1986  
PCN (if applicable)

FIGURE 2-01  
Front Cover Example

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2.1.3. Cover Letter. The cover letter shall contain the following information:

- a. Heading
- b. Date
- c. Effective Date of Document
- d. Supersession Instructions
- e. Change or Error Submissions
- f. By Direction
- g. Official Signature
- h. Distribution Code Supplied by Sponsoring Agency

An example of a cover letter is shown in Figure 2-02, "Cover Letter Example."

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UNITED STATES MARINE CORPS  
Marine Corps Logistics Base  
Albany, Georgia 31704-5000

1 October 1991

1. Marine Corps Users Manual, UM 4790-5 replaces MCO 4790.5B and is effective upon receipt.
2. This manual supersedes Marine Corps Users Manual UM 4790-5, dated 1 October 1980.
3. Submit recommended change and report errors or discrepancies via letter to the Commanding General (770), MCLB, Albany, Georgia 31704-5000.

BY DIRECTION OF THE COMMANDING GENERAL

OFFICIAL

John Doe  
Colonel, U.S. Marine Corps  
Deputy Commander  
Marine Corps Logistics Base  
Albany, Georgia 31704-5000

DISTRIBUTION: L86

FIGURE 2-02  
Cover Letter Example

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2.1.4. Title Page. The title page will contain the following information as necessary:

- a. Activity Name
- b. Document Title and Subtitle (may include superseding statement)
- c. Document Type
- d. Date
- e. Activity Short Name
- f. Document Number
- g. User Designator (if the document is prepared for a specific user)
- h. Contractor and Contract Number Designation (if the document has been prepared by a contractor under the guidance of the approving activity)
- i. Security Identification (including classification of the document, downgrading notice, distribution notice, and national security notation), if classified
- j. Copy number (if required)
- k. Distribution Statement. Unless the contracting activity so specifies and, in accordance with DOD 5230.24, provides the text for a substitute statement, the following shall be placed on the title page of each manual:

DISTRIBUTION STATEMENT C. Distribution is authorized to U.S. Government agencies and their contractors for official administrative or operational purposes. Other requests for this document may be referred to Commandant of the Marine Corps (HQSP-2), Washington, D.C. 20380-0001.

An example appears as Figure 2-03, "Title Page Example." The actual layout of the above items may be varied when circumstances require the use of a "window" front cover which displays a portion of the title page as part of the front cover.

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**M3S DOCUMENTATION  
PLANS, STANDARDS AND SPECIFICATIONS**

**TASK ISC-0002A  
CDRL-D024**

**SUPPLEMENT NUMBER 21  
STYLE MANUAL STANDARD**

**FINAL SUBMISSION**

**Prepared by:  
Electronic Data Systems Corporation  
3007-C North Slappey Boulevard  
Albany, Georgia 31707-5000**

**May 1991**

**DISTRIBUTION STATEMENT C. Distribution is authorized to U.S. Government agencies and their contractors for official administrative or operational purposes. Other requests for this document may be referred to Commandant of the Marine Corps (HQSP-2), Washington, D.C. 20380-0001**

**Prepared in support of:  
Marine Corps Standard Supply System  
Integration Support Contract  
M3S Directorate, MCCDPA  
MCLB, Albany, Georgia 31704**

**FIGURE 2-03  
Title Page Example**

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2.1.5. Record of Changes. Documents will include a Record of Changes page. This page arranged in columnar form will list document changes. There will be a column for the change number, the date of the change, the date the change was entered, and the signature of the person making the change. The Record of Changes page will begin on an odd-numbered page. Refer to Figure 2-04, "Record of Changes Example", for the format.

2.1.6. Table of Contents. The Table of Contents will list the section, paragraph numbers, titles, and the beginning page numbers. Appendices will be included in the Table of Contents. The Table of Contents will include paragraphs to the third organizational level, such as 2.1.7. The Table of Contents will begin on an odd-numbered page. Figure 2-05, "Table of Contents Example", shows the format for the Table of Contents.

2.1.7. List of Figures. The list of figures will account for each figure included in the text and appendices of a document. The figure number, title, and a beginning page number will be shown for each figure. The List of Figures will begin on an odd-numbered page. Figure 2-06, "List of Figures Example", shows the format.

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<u>RECORD OF CHANGES</u>				
Change Number	Date of Change	Date Received	Date Entered	By Whom Entered

FIGURE 2-04  
Record of Changes Example



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FIGURE 2-05  
Table of Contents Example

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FIGURE 2-06  
List of Figures Example

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2.1.8. Text. The text within a document will be formatted according to the guidelines given in Section 2.2., "Documentation Format."

a. Content and Structure Requirements. The text portion of all system documents should meet the content and structure requirements defined in the appropriate documentation standard or other data items description.

b. Grammar Requirements. The text portion of all system documentation should meet English grammar requirements. Do not overuse capitalization. When too many words stand out, none stand out. Do not capitalize words or terms that have acronyms unless the word or term is a proper noun.

c. Reading Grade Level (RGL). The text portion of all system documentation should meet the ninth RGL. See Appendix B for detailed instructions on RGL.

d. Figures. Figures should be used to clarify or illustrate the technical content.

2.1.9. Bibliography. The bibliography will provide a list of references which are worthy of note by the reader. The sources listed in the bibliography will have no identifying number, but must be listed in alphabetical order of the last names of the authors. References credited to no specific author will be listed first. The identifying information for each reference shall be presented in the order shown below.

Author's name. Book Title, Edition (if known). Book Identification Number (if any). Place of Publication: Name of Publisher, Year of Publication. (A short summary not to exceed four lines may be provided.)

2.1.10. Appendices

a. Identification. The Appendices will be identified in the Table of Contents as Appendix A, Appendix B, and so forth. Appendices will include additional support information for the document such as definitions of acronyms and abbreviations pertinent to the document. Information subject to change will also be included as an appendix. When classified or bulky, appendices may be bound separately. When included, glossaries will be in the form of an appendix. Terms listed in a glossary appendix should have the following format:

Term. The term should be spelled out, underlined, and followed by a period and two blank spaces. The term will then be defined.

b. Narrative Material. Narrative material prepared for an appendix of a document will be divided in the same manner as text narrative except that immediately preceding the number of each paragraph will be the alphabetic designation of that appendix;

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for example, B2.3 (paragraph 2.3 of Appendix B). Appendix pages will be numbered beginning with the appendix letter following by a hyphen followed by the sequential page number (e.g., A-15).

2.1.11. Attachments. Original material which is to be reproduced in the original form for inclusion as a supplement to the main document will be made an attachment. Only the attachment number and title will be included in the Table of Contents with no page number. Original page numbering will be maintained. Each attachment will contain a cover sheet, and attachments will be sequentially numbered as Attachment 1, Attachment 2, and so on.

2.1.12. Index. When an index is included, it will contain an alphabetical list of names, subjects, and other pertinent material, together with the paragraph numbers where they are referenced. Index pages will be numbered: Index-1, Index-2, etc.

2.1.13. Distribution List. This list will include the names and codes of commands, activities, and offices external to the originating organization which are to receive copies of the document. When USMC wide distribution is required, Standard Navy Distribution List (SNDL) codes should be used.

2.1.14. Back Cover. The back cover shall be blank, except for security classification if the document is classified.

2.2. DOCUMENTATION FORMAT. The following paragraphs establish specifications for the arrangement, style, and appearance of project documents.

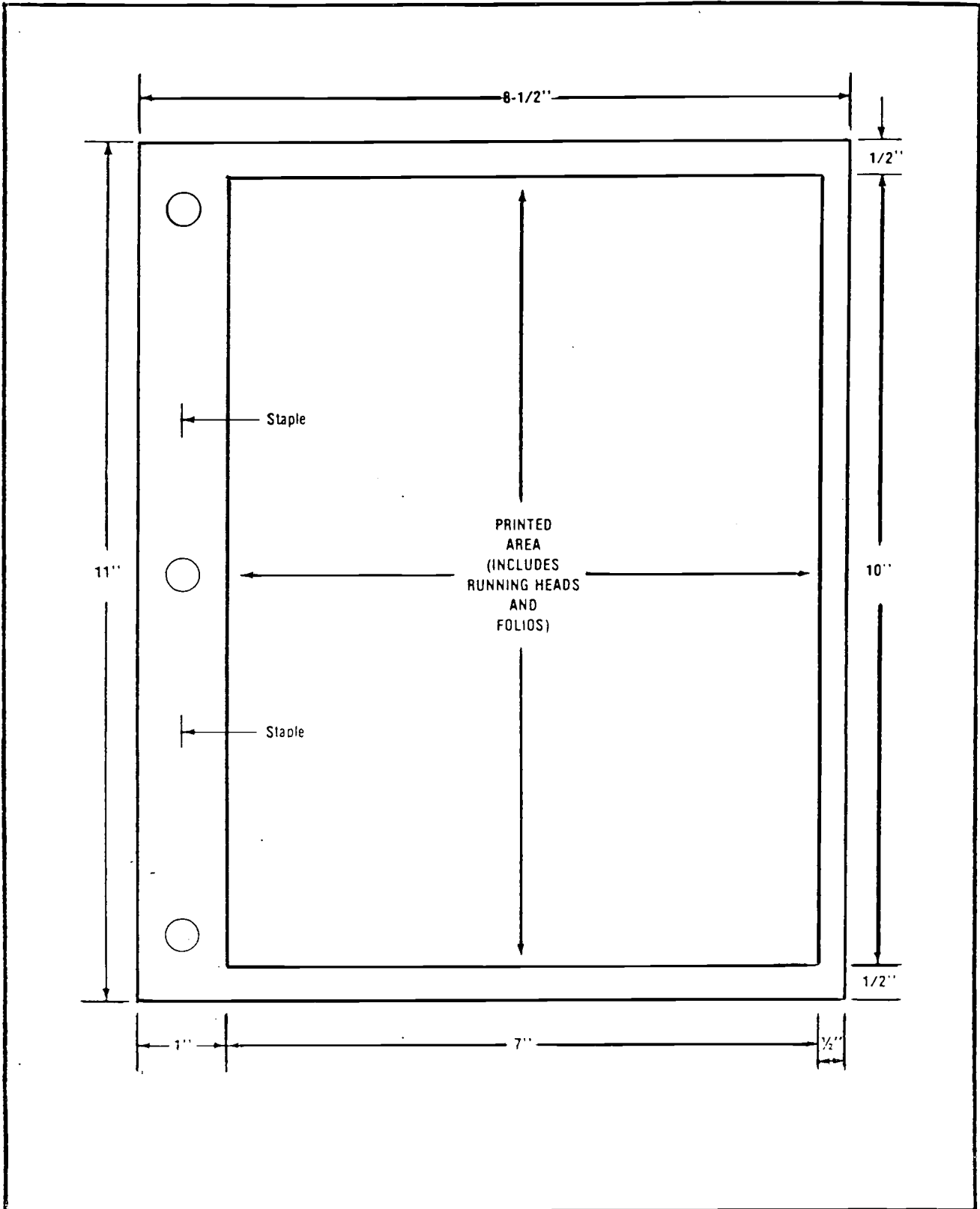
2.2.1. Page Layout. Documents shall be prepared in final form by typing on appropriate master stock using a standard type face. The typing area shall be 7 inches by 10 inches located on an 8 1/2 inch by 11 inch final sheet size as shown in Figure 2-07, "Layout of Typing Page." The text shall extend across the entire page between the margins; that is, no text columns shall be used. All pages in the publication, except the covers, cover letter, and title page, will have a header. The header will appear on line 3. It will contain the publication's title in capital letters, underlined, and centered. The publication number will be centered on line 4. Foldouts shall be 11 inches in height and of sufficient width to include the contents. All figures should be placed so that they can be read when the manual is open in a normal reading position whenever possible. Foldouts should be used for all figures that cannot be shown in the standard reading position. Reduced photostats used within manual must be clear and large enough to be easily read.

2.2.2. Classified Documents. When a document is classified, place the overall classification at the top and bottom center (see OPNAVINST 5510.1) of the front cover (if any), the title page (if any), and the first page. Stamp, print or write

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classification markings in capital letters, larger than those used in the text of a document or conspicuously on other material and when practicable, colored red.

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**Figure 2-07**  
**Layout of Typing Page**

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2.2.3. Narrative Division. Documents will be divided into sections and paragraphs. These will be typed as described in the following paragraphs. Examples of paragraph numbering and other narrative items are shown in Figure 2-08, "Example of Narrative Division."

a. Sections. Sections are the primary text divisions and will be identified by a fully capitalized and underlined subject title. All sections require an introductory paragraph or statement. The section designation and title will be left justified and start a new page of a document. Section titles that extend beyond the first line will begin the second line directly under the first letter of the first word of the title. A single blank line of type shall be provided between the section title and the first section paragraph; that is, the text shall begin on the second line beneath the section heading.

b. Paragraphs.

(1) The paragraph number will begin flush with the left margin. Two blank horizontal spaces must follow the last digit of the paragraph number and be followed in turn by the paragraph title. Classification indicators, such as "(C)" and "(S)", shall be considered part of the paragraph title. All paragraph titles that extend beyond the first line will begin the second line flush with the left margin. The paragraph text will begin on the second line beneath the heading. All remaining text lines in the paragraph will begin flush with the left margin. A single blank vertical space will be provided between individual paragraphs.

(2) Two-digit paragraph lines will have the title in upper case title letters and will be underlined. Three digit levels will have the first letter in each title word as capital letters, and the title will be underlined. All lower levels will have first letter in each title word as capital letters with no underline.

(3) If unnumbered paragraphs must be used within a numbered paragraph, the first line will be indented five horizontal spaces and the remaining lines will begin flush with the left margin.

SECTION 1. SECTION TITLE

%  
Section level text will begin flush with the left margin, will continue to the right margin, and will be left justified.

%  
1.1 TITLE OF PARAGRAPH

%  
Paragraphs at the two-digit number level will have the title in upper case letters and be underlined.

%  
1.1.1 Title of Paragraph

%  
Paragraphs at the three-digit number level will have the title in initial capital letters and be underlined.

%  
1.1.2 Title of Next Paragraph

%  
At least two paragraphs at the same level must be provided, and be logically related.

%  
\*\*\*\*\*a.\*\*Item. Items will be either left justified or in block style, but must be consistent throughout the document.  
Item will not be underlined.

%  
\*\*\*\*\*b.\*\*Item. The items will have alphabetic designation.

%  
(1)\*\*Paragraphs or itemization may be further broken down as demonstrated here.

%  
(2)\*\*Paragraphs or itemization should not be broken down past the sixth level as shown below.

%  
(a)\*\*

%  
(b)\*\*

%  
    1.\*\*

%  
    2.\*\*

%  
        a.\*\*

%  
        b.\*\*

%  
1.1.2.1 Paragraph Title

%  
Paragraphs at levels lower than three will have initial capital letters without underline.

NOTE:

\* An asterisk (\*) indicates a single blank horizontal space  
% A percent sign (%) indicates a single blank vertical space

FIGURE 2-08  
Example of Narrative Division



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**2.2.4. Titled Components.** Those components of a document that will be specifically identified by their respective titles in capital letters centered at the top of the first page of the component are:

- a. Table of Contents
- b. List of Figures
- c. Record of Changes
- d. Distribution List

**2.2.5. Untitled Itemization.** Untitled itemization will normally be restricted to brief items (statements, procedural steps, lists, and word groups) in the following format:

- a. These items will be identified by lower case letters followed by a period or by Arabic numerals enclosed in parenthesis.
- b. The letters or numerals will begin five horizontal spaces from the left margin of the typing area.
- c. The item itself will begin two horizontal spaces after the period and continue on the next line. Untitled itemization may be fully left justified or may be in block style, but must be consistent throughout the document.
- d. The first letter of the item will be a capital.
- e. Items which are complete sentences will be followed by a period; otherwise, no punctuation is required.
- f. The items may be either double or single spaced, but double spaced is preferred.

**2.2.6. Page Numbering.** Page numbers will be centered 1/2 inch from the bottom of the page when the document is held in the normal reading position. Right-hand pages will be odd numbered and left-hand pages will be even numbered. Any blank pages following an odd numbered page will be assumed to bear a number. The existence of such blank pages should be included on the preceding page by x-x Blank in parenthesis following the page number preceding the blank page. A slash (/) should separate the preceding page number and the statement indicating the blank page. For example; 6-1/(6-2 Blank).

- a. **Pre-text.** The front cover, the cover letter, and the back of the front cover will not be numbered. All other pre-text pages shall be numbered consecutively in lower case Roman numerals. The Title Page will be assumed to be page i, but will not be explicitly numbered. Blank pre-text pages following an odd-numbered page will be assumed to bear a number, but will not be explicitly numbered.

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b. Text. Text pages will be numbered consecutively in Arabic numerals preceded by the section number. Pages containing figures shall be numbered as text pages. The format used shall be N-PP, where N will be the Arabic number of the section and PP will be an Arabic number representing the consecutive count of pages within that section. For example, page 4-1 is the first page in section four.

c. Appendices. Pages of appendices will be individually numbered with Arabic numerals prefixed by the capital alphabetic designator for the appendix; for example, B-1, B-2. If the appendix begins with a separate title page, the number of that page will be assumed to be "A-1" where "A" represents the alphabetic designator for the appendix and 1 is the page but shall not appear on that page. The back of the appendix title page will be blank and will not be explicitly numbered.

d. Index. An index, if included, will be page numbered "Index-1," "Index-2," and so on.

e. Distribution List. The distribution list will not be page numbered.

#### 2.2.7. Figures

a. Numbering. Figures will be numbered in the format "FIGURE M-NN." where "M" is the Arabic number of the text section or the alphabetic designator of the appendix within which the figure is first referenced and "NN" is the consecutive count of figures within that section or appendix.

b. Identification. The figure identification will include a title to serve as a brief description of the figure content. The title will begin two spaces following the period after the figure number. The first letter of the first word and of all other principal words of the title will be capitals. The figure identification will be centered under the figure and separated from it by one blank vertical space. In the event the title overruns the margin, the second line of the title will begin directly beneath the first character of the first line of the title. An example is shown in Figure 2-09, "Example of a Figure."

c. Following Pages. In the event the figure continues for more than one page, the full identification of the figure followed by "(Page \_\_\_ of \_\_\_)" will be provided on each page immediately following the figure title, or centered under the figure title if there is insufficient space on the same line.

2.2.8. ADP Narrative Punctuation. Within narrative sections concerning computers or ADP services, when quotation marks delineate material that is to be keyed in by the user, no punctuation must be specifically keyed as data to be passed to the computer.

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<u>SUBPROGRAM TITLE</u>	<u>MEMORY ESTIMATES</u>	<u>MAXIMUM PROCESSING TIME PER SECOND</u>
Mode Control	2,000	128.0 MS
Coordinate Conversion	900	256.0 MS
Radar Control	5,000	196.0 MS
Weapon Control	2,100	100.0 MS
Target Engagability		
Auto Request	1,500	5.0 MS
SWC Target	500	5.0 MS
Equipment Scheduler		
Recommend	1,800	10.0 MS
Execute	1,200	5.0 MS
	3,000	15.0 MS
Display	3,000	30.0 MS
Tracking	3,000	150.0 MS
Executive	1,000	80.0 MS
Data Base	2,000	N/A
Total	23,000 Words	965.0 MS

FIGURE 2-09  
Example of a Figure

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a. Instructions (prompts) placed on a display tube by the computer will be capitalized:

ENTER YOUR USER-ID: \_\_\_\_\_

PRESS [PA1] TO CONTINUE

b. Instruction about specific computer keyboard keys will be enclosed in brackets []:

Press the [ENTER] key to enter the data.

Press the [PA1] key, release, then press the [F12] key.

The [CTRL]-[BREAK] keys must be pressed at the same time.

c. Responses (keyboard input) to be typed will be enclosed in quotation marks without included punctuation, unless punctuation is specifically required data to be passed to the computer.

To obtain a directory of files, press the [ENTER] key after typing "Dir" or "dir".

Enter the document identifier code "D6T".

You gain access to the system by typing "\*ULOG ON, AOMD59".

(The comma after the word ON is placed within the quotes because it is to be keyed in, but the period is placed outside the quotation marks because it is not keyed in.)

d. Computer keyboards usually have special keys which perform various functions. These functions depend on, and support, different software packages and instructions. When explanatory text in a user manual refers to a special key, the name of the key shall be typed in capital letters and enclosed in square brackets. The preference is for square brackets, however, if your typewriter or printer will not support square brackets, use parenthesis. Figure 2-10 provides example of special keys.

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<u>KEY</u>	<u>DESCRIPTION</u>
[ALT]	Alternate
[ATTN], [PrgmAtn]	Attention or program attention
[BREAK], [HALT]	Break/halt current process
[CAPS LOCK]	Set/cancel capital letters mode
[CLEAR]	Clear function, field, or screen
[CLICK]	Set/cancel keyboard click
[CLS]	Clear screen
[CTRL]	Control
[CURSR BLINK]	Set/cancel blinking cursor
[CURSR SEL], [ALT CURSR]	Select alternate cursor
[DEL], [DELETE]	Delete item
[DEV CNCL]	Device cancel
[END]	End of text or end current process
[EOF/EOS]	Erase to end of field/screen
[ERASE EOF]	Erase to end of current field
[ERASE EOL]	Erase to end of line
[ERASE INPUT], [Erlup]	Erase current input item
[FIELD DUP]	Duplicate previous field
[FIELD MARK]	Mark field (application specific)
[HOME]	Send cursor to top of screen
[IDENT]	(Sometimes equal to [PrtSc])
[INS], [INSERT]	Set/cancel insert mode
[LINE DUP]	Duplicate the above line
[NUM LOCK]	Set/release numeric keypad
[PA .]	Program Attention (with number)
[PF .], [F .]	Programmed Function (with number)
[PG DN], [PgDn]	Page down one screen of text/display
[PG UP], [PgUp]	Page up one screen of text/display
[PRINT]	Screen print, start printing
[PRT SC], [PrtScn]	Print screen display
[REP]	Replace
[RESET]	Reset function, program, or computer
[SCROLL LOCK]	Set/release scrolling capability
[SHIFT]	Shift key (sometimes an up arrow)
[SPACE]	Press space bar/key
[SYS REQ], [SysReq]	System Request
[TEST]	Test (system, terminal, or keyboard)

FIGURE 2-10  
Examples of Special Keys

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2.3. DOCUMENT PRODUCTION. This paragraph establishes paper stock, printing, and binding standards.

2.3.1. Paper Stock. All document covers will be of a heavier weight than text pages. Text will be printed on 50 lb. stock or less. Stock color will be determined by the classification of the document in accordance with the following table:

<u>Classification</u>	<u>Cover Color</u>
Confidential	Blue
Secret	Red
Top Secret	Orange

2.3.2. Printing. Double-face printing will be used and right-hand page faces will be used for the following:

- a. Sections
- b. Appendices
- c. Index
- d. Distribution List

2.3.3. Binding.

a. Binding Selection. The selection of a binding will be based upon the number of sheets in the document and its ultimate use. Documents will generally be staple bound and punched for three-hole binders. Classified documents, however, will not be punched for insertion into a loose-leaf binder unless required by the size of the document.

b. Page Numbering. The head of a page is the top of the page when held in a position to be read. Those pages not bound with the head of the page to the top of the document will be bound with the head of the page to the left of the document. In binding double-face printed matter, the right-hand pages will always be odd numbered and the left-hand pages will be even numbered.

c. Dividers and Paper Weight. If the document is to be frequently used or is of sufficient size or complexity, section dividers or colored sheets may be used before key sections or appendices of the document to facilitate use. The pages of a document bound within standard covers will be 50 lb. book offset (or similar stock) in the following sizes:

Individual Sheets	Width - 8 1/2 inches; Height - 11 inches
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addressee to enter all changes on a single sheet (two sides) of paper does not exceed that required to remove a superseded sheet and insert a new one. Directions must state precisely where the changes are to go.

2.6. DOCUMENT NUMBERING. Each document will be assigned a document number. The document number will consist of the project number under which the document is produced, followed by a control number to identify the individual document. On both the cover and title page, the document number appearing beneath the designator of the preparing organization will be formatted as in the following example:

NARDACWASHDC DOCUMENT NO.  
98T1003  
C-GDS-04A

2.6.1. Project Number. The alphanumeric project number uniquely identifies the project effort and also may be used for budgeting and funding control. The first and second characters of the project number indicate the requesting organization, the third character specifies the function of the project, the fourth character identifies the organization responsible for development of the project and the fifth, sixth and seventh characters form a serial number for a given requestor, functional area, and organization responsible for development.

2.6.2. Control Number. The control number will consist of the following:

a. Document Classification. Document classification will be shown by one of the following codes to identify the security classification of the document:

Top Secret	T	Confidential	C
Secret	S	Unclassified	(none)

b. Document Type. The document type will be represented by a two or three-letter mnemonic identifier of the name of the document type as shown in Figure 2-11, "Document Types."

c. Document Type Count. The document type count will consist of two digits assigned from a consecutive count of the documents of the same type generated on the project. The first document of a type will be numbered "01." For any project with over 99 documents of one type, a third digit may be added starting with the numeral "100".



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<u>DOCUMENT TYPE NAME</u>	<u>MNEMONIC IDENTIFIER</u>
ADPE SUPPORT PLAN	ADP
COMPUTER OPERATIONS MANUAL	COM
CONFIGURATION MANAGEMENT PLAN	CM
DATA BASE CONVERSION PLAN	DBC
DATA BASE PLAN	DBP
DATA DICTIONARY STANDARD	DS
DETAILED DESIGN SPECIFICATION	DDS
ECONOMIC ANALYSIS	EA
FUNCTIONAL REQUIREMENTS DEFINITION	FRD
GENERAL DESIGN SPECIFICATION	GDS
IMPLEMENTATION PLAN	IP
INSPECTION AND ACCEPTANCE	IA
LIBRARY MANAGEMENT SYSTEM	LMS
MAN-MACHINE DIALOGUE	MDS
NAMING CONVENTIONS	NC
NETWORK PROCEDURES MANUAL	NPM
PROGRAMMING STANDARD	PS
PROJECT DELIVERABLE STYLE MANUAL	PDSM
PROJECT MANAGEMENT PLAN	PMP
PROTOTYPING STANDARD	PRS
QUALITY ASSURANCE PLAN	QA
REQUIREMENTS STATEMENT	RS
TELECOMMUNICATIONS SUPPORT PLAN	TSP
TEST PLAN	TP
TRAINING SUPPORT PLAN	TRP
USERS MANUAL	UM

FIGURE 2-11  
Document Types

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d. Identification of Revised Documents. An alphabetic character, following the document type count, shall be used to identify a document which has been revised. A new consecutive character shall be used for each reissue or major change starting with "A" for the first revision. When such a character is used, the document with the preceding character is normally canceled.

Consequently, the example shown in Paragraph 2.6, "Document Numbering," refers to a CONFIDENTIAL General Design Specification prepared by NARDACWASHDC for project 98T1003. The document is the fourth General Design Specification in the series and has been revised once since the original document was prepared.

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Appendix A

REFERENCES

A list of reference materials that were used in the development of this Project Deliverable Style Manual appears below. In the event that specific issues relative to form, style, or procedures are not sufficiently detailed in this manual, the user is directed to the reference sources for clarification or specific information. In particular, the security and classification materials as presented in this manual should defer to other DOD and SECNAV directives and instructions.

United States Government Printing Office Style Manual,  
March 1984

Military Standard Specification Practices (MIL-STD-490 of  
30 Oct 1968)

Military Specification, General Requirements for Preparation  
of Technical Manuals (MIL-M-38784 of 1 Jan 1968)

Military Specification, General Requirements for Manuscripts  
of Technical Manuals (MIL-M-63000B(TM) of 1 Jul 1968)

SECNAVINST 5215.1 of 14 Apr 1970, The Navy Directives  
System

DOD 5200.1-R of July 1972, Information Security Program  
Regulation

OPNAVINST 5510.1 of 24 June 1974, Department of the Navy  
Information Security Program Regulation

NAVSO P-3097, Department of the Navy ADP Glossary

NAVMATINST 5200.29, Distribution Statements on Technical  
Documents

SECNAVINST 5233.1 NAVDAC-33 of 25 January 1979 Department  
of the Navy Automated Data Systems Documentation Standards

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Appendix B

GUIDANCE FOR ACHIEVING READABILITY

1.1. Goal. The readability goal for most users should be the ninth reading grade level (RGL). Narrative text in project documentation should be validated for conformance to readability standards. The RGL can be calculated using available software (e.g., RightWriter) or the following manual procedures.

1.1.1. Selection of Samples. Samples for analyzing readability should be selected as follows:

a. Count the number of pages of text in the package. The count should include all full and partial pages that contain text in the form of consecutive sentences. The count should not include pages containing only illustrations, tables, lists, etc. Record the number of text pages.

b. The basic number of samples should be determined by the methodology shown below:

<u>No. of Text Pages</u>	<u>Divide By "N"</u>	<u>Basic Samples</u>	
		<u>Min</u>	<u>Max</u>
90 and above	10	9	30
54 to 89	9	6	9
32 to 53	8	4	6
1 to 31	6	2	5

c. Divide the number of text pages by the appropriate divisor, "N." Round off the answer to the next lowest whole number. For example, answers of 17.3 and 17.7 should both be rounded off to 17. This should be the number of samples to be analyzed.

d. For packages that are less than 12 pages, randomly select two samples and mark them for analysis.

e. For packages that are 12 pages or more, randomly select a number between one and "N." The number selected should be marked as the first page of text to be analyzed. Starting at the selected page, mark every "Nth" page of text until the number of samples has been reached. The marked pages should identify starting points for remaining basic samples to be analyzed.

f. Check the marked pages to verify that at least one sample has been selected for each chapter of the publication. If any chapter has been missed, randomly select one text page from that chapter and add it to the basic samples to be analyzed.

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1.1.2. Selection of Raw Data. For each sample, raw data must be collected. Data collection consists of counting words, sentences and syllables in each sample. The size of each sample is based on the number of words to be analyzed. The following criteria should be used:

a. Samples should start at the beginning of the first full paragraph on each marked sample page. If a sample falls on a page containing procedural instructions, start the sample at the beginning of the first full sentence on the page. Headings, captions, and paragraph titles should not be counted in the sample.

b. For each sample, count all words up to the end of the sentence containing the 200th word. If the marked sample page is less than 200 words, the sample can be extended to the next page of text. Do not extend the sample into a new chapter or text pertaining to a completely new subject.

c. Count as a word all numbers, letters, symbols, and groups of letters surrounded by white spaces. Hyphenated words and contractions count as one word. For example, each of the following count as one word: couldn't; GFE; i.e.; 32,008; 19-inch; +25°F.

d. Record the number of words in each sample.

e. For most words, count syllables the way the word is normally pronounced aloud. For example, "at" is one syllable, "maintain" is two syllables, "paramount" is three syllables, "panoramic" is four syllables, and "recuperator" is five syllables.

f. Count all numbers as one syllable. For example, 5.1, 65, and 300 all count as one syllable. However, if a numeric expression contains several numbers separated by hyphens, count each number as a syllable. For example, in the expression TM 9-1025-240-10, 9-1025-240-10 is counted as four syllables.

g. Acronyms and abbreviations are counted as one syllable unless they actually spell out a word of more than one syllable. For example, "EA" (each) counts as one syllable and "MAGTF" counts as two syllables.

h. Record the number of syllables in each sample.

i. Count all sentences in the sample. Include the sentence that contains the 200th word.

j. Count as a sentence each unit of thought that can be considered grammatically independent of another sentence or clause. A period, question mark, exclamation point, and semi-colon usually denote independent clauses and thus mark the end of a sentence.

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k. Record the number of sentences in each sample.

1.1.3. Computation of Sample Grade Level (SGL). The following criteria should be used in computing the Sample Grade Level (SGL):

a. Calculate the average sentence length. Divide the number of words in the sample by the number of sentences in the sample. Round off the answer to the nearest one-hundredth.

b. Calculate the average number of syllables per word. Divide the number of syllables in the sample by number of words in the sample. Round off the answer to the nearest one-hundredth.

c. Calculate the Grade Level (GL) of each sample by the following formula:

$$GL=0.39(\text{Avg words/sentence})+11.8(\text{avg syllables/word})-15.59$$

Round off each GL to the nearest one-tenth.

1.1.4. Computation of Overall Grade Level (OGL). In computing the OGL the following criteria will be used:

a. Add the total number of words from all samples combined. Record the total.

b. Add up the total number of sentences from all of the samples. Record the total.

c. Add up the total number of syllables from all of the samples. Record the total.

d. Calculate the average sentence length. Divide the total number of words by the total number of sentences. Round off the answer to the nearest one-hundredth. Record the answer.

e. Calculate the average number of syllables per word. Divide the total number of syllables by the total number of words. Round off the answer to the nearest one-hundredth. Record the answer.

f. Calculate the OGL of the package by the following formula:

$$OGL=0.39(\text{Avg words/sentence})+11.8(\text{Avg syllables/word})-15.59$$

Round off the OGL to the nearest one-tenth.

1.1.5. Rewriting of Decision Rules. No SGL should exceed the established RGL by more than three levels. The OGL should not exceed the RGL by more than one level. If the SGL (including the

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tolerance) exceeds the RGL, the entire chapter surrounding the sample should be rewritten. If the OGL (including the tolerance) is exceeded, the manuscript should be rewritten. If the author believes that the nature of the material prevents meeting the RGL, a waiver should be requested in writing from the project manager.

1.2. Grammar, Syntax, and Punctuation. The documentation will follow acceptable standards governing grammar, syntax, and punctuation. The United States Government Printing Style Manual and other reference materials denote acceptable grammar, syntax and punctuation to be used within the documentation. All narrative will be concise and explicit with sufficient detail to ensure user's comprehension. Improving user understanding and eliminating user confusion will guide all writings of project deliverables.

1.3. Document Review. Contents of the first deliverable draft should be thoroughly reviewed by the project manager to ensure that all instructions are clear, complete, and technically correct. The project manager may be supplemented by functional analysts and users. After changes resulting from the review are included, the deliverable should be tested against typical user audiences to determine if the deliverable is:

a. Understandable - does the deliverable address all members of the user community?

b. Complete - is the deliverable thorough? Does the documentation address all processes within the system?

c. Easy to use - does the deliverable table of contents or index list the processes of the system? Are the examples accurate and easy to follow?

d. Easily accessible - does the user have to read several manuals to access the needed information?

e. Coherent - is the documentation concise and does it follow a logical progression of ideas?



COMMENTS/REVISIONS

Technical publications under the Information Resources Management (IRM) Standards and Guidelines Program (MCO 5271.1) are reviewed annually. Your comments and/or recommendations are strongly encouraged.

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Name/Rank: \_\_\_\_\_ (optional)

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