

# **Style guide for UK standards – Presentation, typography and standard wording**

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## Foreword

### Publishing information

This document is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on 30 April 2019.

### Supersession

This document supersedes *Style guide for UK standards – Presentation, typography and standard wording:2018*, which is withdrawn.

### Relationship with other publications

This document gives the style information and standard wording referred to in the *Rules for the structure and drafting of UK standards:2017*<sup>1)</sup>.

### Information about this document

This is the editorial style guide to be used for all standards of UK origin. It gives guidelines on presentation, typography and BSI-approved standard wording. It is not a British Standard.

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<sup>1)</sup> BSI, *Rules for the structure and drafting of UK standards:2017*. [www.bsigroup.com](http://www.bsigroup.com)

<sup>2)</sup> ISO/IEC Directives, Part 2:2016, *Rules for the structure and drafting of International Standards*.

## Section 1: Presentation and typography

*NOTE This section is applicable largely to typeset documents, i.e. PDFs or printed documents. Some elements will not be relevant to online documentation, e.g. the placing of footnotes and guidance relating to continuation of figures and tables.*

### 1 General

Typeset standards are normally printed on A4 pages and in black only, using a set layout. Any special editions (e.g. an A6 pocket edition for use in the field, a large-print edition for visually impaired people, or the use of colour or half-tones) will require justification by the committee and approval by the Planning and Approval team.

The presentation and typography should be in accordance with the recommendations in this style guide. A *Visual reference guide*, which exemplifies these recommendations, is given in Annex A.

### 2 Layout and pagination

#### 2.1 Running headers and footers

The running header contains the identifier and year, and the words “BRITISH STANDARD”. The identifier and year are ranged right on recto pages, and left on verso pages; the words “BRITISH STANDARD” are ranged left on recto pages, and right on verso pages.

*NOTE The words “BRITISH STANDARD” are replaced by “PUBLISHED DOCUMENT” or “NATIONAL ANNEX” for these types of document.*

The running footer contains the page number and copyright information, which are placed together, and are ranged right on recto pages and left on verso pages.

If a verso page has to be left blank, the words “THIS PAGE DELIBERATELY LEFT BLANK” are inserted in the footer, ranged left. Recto pages should not be left blank.

#### 2.2 Pagination

The contents list starts at the top of a new recto page.

The foreword starts at the top of the next page after the contents list, whether recto or verso.

If an introduction is included, it starts at the top of a new recto page, with Clause 1 following straight on. If there is no introduction, Clause 1 starts at the top of a new recto page. Second and subsequent clauses usually run on from the first.

If sections are used, each section title starts at the top of a new page, whether recto or verso.

If annexes are included, the first annex starts at the top of a new page, whether recto or verso. Second and subsequent annexes usually run on from the first.

If a bibliography and/or an index are included, each starts at the top of a new page, whether recto or verso.

If paragraphs have to be split across pages, the number of lines at the top/bottom of the page should ideally be not less than three, and should under no circumstances be less than two.

If a list starts at the top of a page, the sentence that introduces the list should be carried over to that page. If a lengthy list is split across pages with just one or two items at the bottom of a page, it is advisable to move those items and the introductory sentence to keep the whole list together.

## 3 Typography

### 3.1 General

Standards of UK origin are typeset in Cambria, using italic and bold variants where appropriate (see 3.2 and 3.3 respectively).

### 3.2 Italic type

Italic type is used for:

- notes and commentaries, including the identifying words “NOTE” and “COMMENTARY ON (CLAUSE)”;
- items of apparatus in a test method;
- figure and table titles;
- the word “(continued)” after the number of a figure or table that spans more than one page;
- foreign words and phrases that have not been anglicized;
- titles of publications, whether cited within the text or listed in the normative references clause/bibliography;

*NOTE 1 Where publications are cited within text that is already set in italic, e.g. commentaries, the titles should be set in roman type. (This is not currently an option within the automated typesetting system.)*

- specialist subjects in accordance with the conventions of that subject;
- symbols representing physical quantities;
- symbols used as subscripts representing physical quantities (see Example).

#### EXAMPLE

Compare

$V_t$  representing volume  $V$  at temperature  $t$

with

$V_t$  representing volume  $V$  of test piece  $t$

For the use of italic type in mathematical expressions, see the *Rules for the structure and drafting of UK standards:2017*.

Italic type should not be used for emphasis. If emphasis is required in informative text, it should be made clear from the way in which the text is worded, bearing in mind the need to avoid hidden provisions.

*NOTE 2 Emphasis is not appropriate in normative text because all provisions of the standard are of equal importance.*

### 3.3 Bold type

Bold type is used:

- for section, clause and subclause headings, foreword and bibliography subheadings, and figure and table numbers;
- for terms listed in a vocabulary or terms and definitions clause;
- for references to clause and subclause numbers within the text (references to clause and subclause numbers within notes and commentaries appear in bold italic);
- in specialized scientific and mathematical notation, e.g. **a** representing vector  $a$ ;
- in vocabularies to denote, at each occurrence in the text, words and phrases defined elsewhere in the vocabulary;
- for the words “WARNING” and “CAUTION”, where warnings and cautions are needed.

Bold type should not be used for emphasis in informative text. If emphasis is required, it should be made clear from the way in which the text is worded, bearing in mind the need to avoid hidden provisions.

*NOTE Emphasis is not appropriate in normative text because all provisions of the standard are of equal importance.*

### **3.4 Notes, commentaries and examples**

Notes and commentaries are set in a smaller, italic type to distinguish them from the provisions of the standard. They are identified using the terms “NOTE” or “COMMENTARY ON...”, which appear in the same type.

Examples are identified using the term “EXAMPLE”. They are followed by either an em space or a line break, depending on the nature of the example.

Further guidance on the layout of notes and examples is given in the *Rules for the structure and drafting of UK standards:2017*.

### **3.5 Footnote references**

A footnote reference should be preceded by a thin space and followed by a bracket, to help distinguish it from the text.

*NOTE This is not currently an option within the automated typesetting system.*

Where a footnote applies to a whole sentence, the footnote reference should appear after the full point at the end of the sentence. Where it applies to a particular word or phrase, it should appear immediately after that word or phrase (before the closing comma if there is one).

### **3.6 Alignment**

Body text and text in figures are set ranged left, ragged right.

Text in tables is usually set ranged left, ragged right, but may be centred if this makes the table easier to follow, e.g. for short numbers, single characters or headings spanning a number of columns.

Columns of number values in tables are normally aligned on the decimal point, with the longest number value ranged to the left of the column. This does not apply to clause/subclause references in tables, or to situations where rows are numbered for ease of reference. There are also occasions where left-justified numbers might be easier to read, for example where very different orders of magnitude, or numerical values in different units, appear in a single column.

Text should not be justified.

## **4 Text**

### **4.1 Hyphens**

Hyphens should be used consistently throughout a standard or series of related standards, in accordance with the following:

- where omission of hyphens would disguise the form of the word and make it less intelligible, e.g. “no-one” not “noone”;
- where awkward combinations of letters would result, e.g. “pre-arc-ing” not “prearc-ing”;
- where the hyphenated words differ in meaning from the unhyphenated, e.g. “3 day meetings”, i.e. three meetings of 1 day each, as opposed to “3-day meetings”, i.e. meetings lasting for 3 days each;
- where failure to use hyphens would cause ambiguity, e.g. “zinc-dust-painted steel”, “sprayed-metal and zinc-rich coatings”.

Hyphens should not be used where the meaning is clear without them, e.g. “analytical reagent grade mercuric nitrate”.

## 4.2 Word division

Word division is not usually necessary with ragged-right text. If division is unavoidable, e.g. in the headings of columns in a table, words should be divided:

- after a prefix, e.g. “re-appear”, “trans-form”;
- before a suffix, e.g. “achieve-ment”, “loud-ness”;
- between two identical consonants, e.g. “neces-sary”, “excel-lent”;
- between two different consonants if separately sounded, e.g. “imper-fect”, “pris-tine”.

Word division should not be used:

- if it alters pronunciation or meaning, e.g. “leg-end”;
- in single syllable words or their plurals;
- in abbreviations;
- in groups of numerals and associated units of measurement;
- in dates expressed in numerals;
- in hyphenated words except at the hyphen;
- in references to elements of text (e.g. clauses, annexes, figures, tables) or publication identifiers.

## 4.3 Punctuation

Punctuation should be used consistently, in accordance with accepted grammatical principles.

Double quotation marks should always be used for words or phrases quoted in the text. Single quotation marks should not be used.

If text in parentheses (round brackets) forms a complete sentence, the full point should go before the closing bracket. Parentheses should not be put within parentheses; if there are two sets of brackets, the outer ones should be square and the inner ones round, e.g. [see **3.1.2.3c**].

Dashes should generally not be used as punctuation marks within running text. If there is a need to use dashes parenthetically, then an en dash with a space either side of it should be used. However, it is preferable to use parentheses.

In tables, dashes may be used to indicate that there is no value in a particular cell, as an alternative to the words “Not applicable”. In these cases an em dash should be used.

In the normative references and bibliography, elements in titles of standards publications are separated by an em dash with a space each side, followed by a capital letter. A comma follows the identifier and there is no full point at the end.

### EXAMPLE

BS EN 81-72, *Safety rules for the construction and installation of lifts — Part 72: Particular applications for passenger and goods passenger lifts — Firefighters lifts*



## 4.4 Capital letters

Initial capitals are used for:

- proper names;
- the first word of a heading or a title;
- the words “Section”, “Clause”, “Annex”, “Foreword”, “Introduction”, “Figure” and “Table” in cross-references;

*NOTE Generic references to elements of text are given in lower case. References to parts of a standard, e.g. “this part of BS 1234”, are also given in lower case.*

- words in cited publications that traditionally have initial capitals, e.g. IET Wiring Regulations;
- names of organizations as used by the organization, e.g. “Department for Innovation, Universities and Skills”.

As a general rule words should not be set in upper case. The exceptions are:

- warnings and cautions, where the words “WARNING” and “CAUTION” should be set in upper case bold type;
- notes and commentaries, where the words “NOTE” and “COMMENTARY ON (CLAUSE)” should be set in upper case italic type;
- examples, where the word “EXAMPLE” should be set in upper case bold type.

BS 7671:2018 (*Requirements for electrical installations – IET Wiring Regulations*) stipulates the use of V AC and V DC to indicate alternating current and direct current.

## 4.5 Common spellings

Spelling is taken from the *Shorter Oxford English Dictionary*<sup>3)</sup>, but the spelling of publication titles and names of organizations should not be altered if they differ from the Oxford spellings. The following list gives some of the more common “s” and “z” spellings.

actualize	crystallize	familiarize	magnetize	plagiarize	specialize
advise	demise	fertilize	materialize	pluralize	stabilize
alkalize	democratize	formalize	maximize	polarize	standardize
analyse	devise	fossilize	mechanize	polymerize	sterilize
anatomize	diagnose	franchise	memorize	popularize	summarize
anglicize	dialyse	galvanize	merchandise	premise	supervise
anodize	digitize	generalize	methodize	prise (verb)	surmise
apprise	disguise	harmonize	minimize	prize (noun)	surprise
authorize	disorganize	humanize	misadvise	publicize	symbolize
biased	dualize	hydrogenize	mobilize	rationalize	synchronize
			modernize	realize	synthesize
capitalize	economize	idealize	nationalize	recognize	systematize
capsize	emphasize	improvise	naturalize	reorganize	tantalize
carbonize	energize	incise	neutralize	reprise	televisize
categorize	enfranchise	ionize	normalize	revise	temporize
cauterize	enterprise	italicize	optimize	scrutinize	theorize
centralize	equalize		organize	seise (in law)	treatise
characterize	etymologize	jeopardize	oxidize	seize (grasp)	utilize
cognizance	excise	legalize	paralyse	sensitize	vaporize
comprise	exercise	legitimize	particularize	signalize	visualize
compromise	exorcize	localize	patronize	siliconize	vocalize
contrariwise	extemporize				
criticize					

<sup>3)</sup> OXFORD UNIVERSITY PRESS. *Shorter Oxford English Dictionary*. Sixth edition. Oxford: Oxford University Press, 2007. ISBN 978-0-19-920688-9.

## 5 Figures and tables

### 5.1 Presentation of figures

Figures are usually either text-width or full-page-width, although a narrow option is also available. If necessary, large figures can be rotated.

The number and title of a figure appear above the figure, outside the frame. The number, preceded by the word “Figure”, is ranged left to the outer page margin, in bold. It is followed by an em dash and then the title in italic. If the title spans two or more lines, the second and any further lines are ranged left with the first word of the title, not with the figure number.

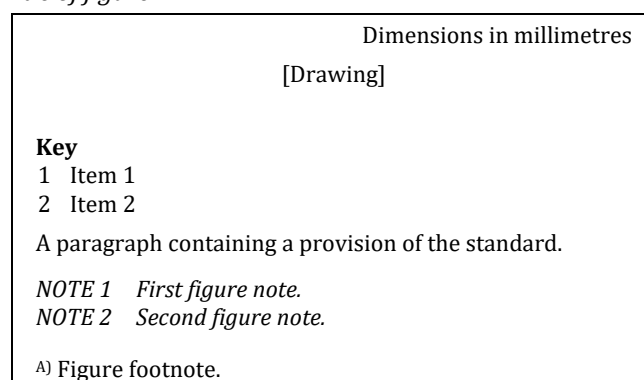
If a figure extends to two or more pages, the figure number is repeated on the second and any subsequent pages, with “(continued)” in italic immediately after the number.

The order of elements within a figure should normally be drawing(s), key, paragraph, note(s), footnote(s), all within the frame of the figure (see Example). The exception would be where there are two or more subfigures, where the key applies to all subfigures but each has its own notes; in this case, the notes would come above the captions, and the key would follow the captions.

**NOTE** *It is preferable for provisions of the standard to be placed in the main text rather than within a figure.*

#### EXAMPLE

**Figure 1** — *Title of figure*



### 5.2 Presentation of tables

Tables are usually either text-width or full-page-width. If necessary, large tables can be rotated.

The number and title of a table appear above the table. The number, preceded by the word “Table”, is ranged left to the outer page margin, in bold. It is followed by an em dash and then the title in italic. If the title spans two or more lines, the second and any further lines are ranged left with the first word of the title, not with the table number.

If a table extends to two or more pages, the table number is repeated on the second and any subsequent pages, with “(continued)” in italic immediately after the number.

If each column has a different unit, the units should be displayed below the column headings, aligned horizontally in a single row and vertically with the column headings, as in Example 1.

If a single unit applies throughout the table, it should be displayed in a separate row of the table, above the column headings and ranged right with the top table rule, as in Example 2.

#### EXAMPLE 1

**Table 1** — *Title of table*

Type	Linear density	Inside diameter	Outside diameter
	kg/mm	mm	mm

**EXAMPLE 2****Table 2** — *Title of table*

			Dimensions in millimetres
Type	Length	Inside diameter	Outside diameter

Text and headings in tables are usually ranged left (see also 3.6).

In general, vertical rules are not considered to be necessary, and horizontal rules are used only below the title and column headings, to separate different elements of a table, and at the end of a table. However, both horizontal and vertical rules may be used at any point where they improve the articulation of a table, although tables should not be “boxed in” by the use of vertical rules at the sides.

Again in general, the rule immediately below the title and the rule at the end of the table should be thicker than any rules within the body of the table. However, thicker rules may also be used within the body of the table if this improves the articulation.

The order of elements within a table should be data, paragraph, note(s), footnote(s), all within the frame of the table (see Example 3).

*NOTE* It is preferable for provisions of the standard to be placed in the main text rather than within a table.

**EXAMPLE 3****Table 3** — *Title of table*

			Dimensions in millimetres
Type	Length	Inside diameter	
A	$l_1$	$d_1$	
B	$l_1$ <sup>A)</sup>	$d_2$ <sup>B), C)</sup>	
A paragraph containing a provision of the standard.			
<i>NOTE 1</i> First table note.			
<i>NOTE 2</i> Second table note.			
<sup>A)</sup> Table footnote.			
<sup>B)</sup> Table footnote.			
<sup>C)</sup> Table footnote.			

## Section 2: Standard wording

### 6 Front cover

The front cover of a British Standard gives the identifier and title (including the part title if appropriate).

The following statement should be included on the front cover of every Published Document.

This publication is not to be regarded as a British Standard.

*NOTE This wording should be included in the Foreword if typesetting limitations preclude it from being given on the front cover.*

### 7 Inside front cover

The following information appears on the inside front cover in every British Standard and Published Document:

a) under the heading **Publishing and copyright information**:

1) a copyright notice giving the year of publication, worded as follows:

The BSI copyright notice displayed in this document indicates when the document was last issued.

© The British Standards Institution [YYYY]

Published by BSI Standards Limited [YYYY]

2) the ISBN;

3) the ICS (with multiple entries separated by semi-colons);

4) the committee reference and DPC number(s), worded as follows:

The following BSI references relate to the work on this document:

Committee reference [reference]

Draft(s) for comment [DPC number]; [DPC number]

b) under the heading **Amendments/corrigenda issued since publication**, details of any amendments or corrigenda, where applicable.

### 8 Contents list

There is no limit on the number of heading levels that can be included in the contents list, but one or two levels are usually considered to be sufficient.

*NOTE The default is two levels of heading. Some standards only require one level. The inclusion of further levels is permissible but not encouraged, as it can greatly add to the page count and can make the contents list difficult to follow.*

Subheadings in annexes are not included in the contents list.

Figures and tables are listed under the clause, subclause or annex to which they relate, in the order in which they appear.

A summary of pages appears at the bottom of the last page of the contents list, in the following form.

#### Summary of pages

This document comprises a front cover, an inside front cover, pages i to n, pages 1 to n, an inside back cover and a back cover.

## 9 Foreword

*NOTE Throughout this clause, the term “British Standard” or “part of BS XXXX” should be replaced by “Published Document” or “part of PD XXXX” where applicable.*

### 9.1 Structure of the foreword

The foreword is subdivided into a number of headings, in the following order:

- a) publishing information (always required);
- b) supersession (not relevant for new standards);
- c) information about this document (might not be required for new standards);
- d) hazard warnings (only required if there are warnings/cautions in the standard);
- e) use of this document (always required);
- f) presentational conventions (always required);
- g) legal and contractual considerations (always required).

### 9.2 Publishing information

**9.2.1** The first paragraph of the foreword, under the heading “Publishing information”, should give the committee reference(s) and effective date, in the following form.

This British Standard/part of BS XXXX is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on [DATE]. It was prepared by Technical Committee [reference], [Title]. A list of organizations represented on this committee can be obtained on request to its secretary.

or

This British Standard/part of BS XXXX is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on [DATE]. It was prepared by Subcommittee [reference], [Title], under the authority of Technical Committee [reference] [Title]. A list of organizations represented on these committees can be obtained on request to their secretary.

**9.2.2** If CEN have granted derogation from standstill to enable a standard to be published, the following statement should be included under the heading “Publishing information”.

The European Committee for Standardization (CEN) have granted derogation from standstill to permit BSI to publish this British Standard/part of BS XXXX as a UK national standard. This derogation is to enable [..give reason ..] and has been granted [...for a period of X years from publication/until publication of BS EN XXXX].

**9.2.3** If the initial drafting was carried out in association with the Department for Business, Innovation and Skills (BIS), the following statement should be included under the heading “Publishing information”.

The initial drafting of this British Standard/part of BS XXXX was carried out in association with BIS as part of their on-going programme of support for standardization.

**9.2.4** If acknowledgement of an exceptional personal contribution to drafting is required, the following wording should be included under the heading “Publishing information”.

BSI Committee ... takes collective responsibility for the preparation of this British Standard/part of BS XXXX. The Committee wishes to acknowledge the personal contribution of ...

### 9.3 Supersession

If any standards are being withdrawn and superseded on publication of the present document, the following wording should be included under the heading “Supersession”.

This British Standard/part of BS XXXX supersedes BS XXXX-X:[DATE], which is withdrawn.

or

This British Standard/part of BS XXXX partially supersedes BS XXXX-X:[DATE], which is undergoing revision/is expected to be withdrawn in due course/will be withdrawn on [DATE].

or

Together with BS EN XXXX, this British Standard/part of BS XXXX supersedes BS XXXX-X:[DATE], which is withdrawn.

or

BS 5678:2005+A1:2009 supersedes BS 5678:2005, which is withdrawn.

or

BS 1234:2009 supersedes BS 1234:2005+A1:2007, which is withdrawn.

### 9.4 Information about this document

**9.4.1** For full revisions, a similar statement to the following should be included under the heading “Information about this document”. This exact wording will not always be appropriate, e.g. if there are not enough principal changes to warrant a list. However, it is essential to clarify that the standard is a full revision rather than a new edition, and to make some reference to the principal changes.

This is a full revision of the standard, and introduces the following principal changes:

**9.4.2** For new editions, the following wording should be included under the heading “Information about this document”.

This new edition of BS XXXX incorporates technical changes only. It does not represent a full review or revision of the standard, which will be undertaken in due course.

or

This new edition of BS XXXX incorporates changes made necessary by the publication of BS EN XXXX. It does not represent a full review or revision of the standard, which will be undertaken in due course.

**9.4.3** For amendments, the following wording should be included under the heading “Information about this document”.

Text introduced or altered by Amendment(s) No. 1 (and No. 2, respectively) is indicated in the text by tags **A<sub>1</sub>** **A<sub>1</sub>** (and **A<sub>2</sub>** **A<sub>2</sub>**). Minor editorial changes are not tagged.

**9.4.4** For corrigenda, the following wording should be included under the heading “Information about this document”.

Text introduced or altered by Corrigendum No. 1 (Corrigenda Nos. 1 and 2, respectively) is indicated in the text by tags **C<sub>1</sub>** **C<sub>1</sub>** (and **C<sub>2</sub>** **C<sub>2</sub>**). Minor editorial corrections are not tagged.

**9.4.5** Where a copyrighted drawing or table is used, the following wording should be included in the foreword under the heading “Information about this document”.  
(A corresponding note should be given in the main text; see **12.4**.)

Copyright is claimed on Figure X/Table X. Copyright holders are [Name, address].

**9.4.6** If a standard is commended by the Health and Safety Executive (HSE) for use in relation to the Health and Safety at Work etc. Act 1974, a similar statement to the following should be included under the heading “Information about this document”. The exact wording to be used should be obtained from the HSE in writing, together with official authorization to use the commendation. However, the following wording may be used as a starting point.

The Health and Safety Executive (HSE) commends the use of this British Standard to those who have duties under the Health and Safety at Work etc. Act 1974. This standard was drawn up with the participation of HSE representatives and it will be referred to in the relevant HSE publications.

**9.4.7** If a technical committee considers independent attestation of conformity to a standard desirable, the following statement should be included under the heading “Information about this document” and/or appear as a note at an appropriate point in the text.

**Product certification/inspection/testing.** Users of this British Standard/part of BS XXXX are advised to consider the desirability of third-party certification/inspection/testing of product conformity to this British Standard/part of BS XXXX. Appropriate conformity attestation arrangements are described in ... [appropriate ISO/IEC Standard or Guide or equivalent European standard]. Users seeking assistance in identifying appropriate conformity assessment bodies or schemes may ask BSI to forward their enquiries to the relevant association.

*NOTE In choosing which ISO/IEC Guide or equivalent European standard to mention, the technical committee drafting the standard should take appropriate advice, if necessary, from the technical committee that develops such conformity attestation standards.*

**9.4.8** If SPSC gives official written approval for a standard to include a requirement for third-party conformity assessment, the following statement should be included under the heading “Information about this document”.

The Standards Policy and Strategy Committee of BSI has given official approval for this British Standard/part of BS XXXX to include a requirement for third-party conformity assessment (see BS 0:2016, **4.3.3.2**).

**9.4.9** If a technical committee considers independent assessment of quality systems desirable, the following statement should be included under the heading “Information about this document” and/or appear as a note at an appropriate point in the text.

**Assessed capability.** Users of this British Standard/part of BS XXXX are advised to consider the desirability of quality system assessment and registration against the appropriate standard in the BS EN ISO 9000 series by an accredited third-party certification body.

**9.4.10** If a technical committee considers use of an accredited test laboratory desirable, the following statement should be included under the heading “Information about this document” and/or appear as a note at an appropriate point in the text.

**Test laboratory accreditation.** Users of this British Standard are advised to consider the desirability of selecting test laboratories that are accredited to BS EN ISO/IEC 17025 by a national or international accreditation body.

**9.4.11** The following wording should always be included as the penultimate item under the heading “Information about this document”.

This publication can be withdrawn, revised, partially superseded or superseded. Information regarding the status of this publication can be found in the Standards Catalogue on the BSI website at [bsigroup.com/standards](http://bsigroup.com/standards), or by contacting the Customer Services team.

**9.4.12** The following wording should always be included as the final item under the heading “Information about this document”.

Where websites and webpages have been cited, they are provided for ease of reference and are correct at the time of publication. The location of a webpage or website, or its contents, cannot be guaranteed.

## 9.5 Hazard warnings

The following general wording should be included in the foreword of any standard that describes or relies upon tests and/or procedures that are considered dangerous to people or that involve the use of substances constituting a health hazard. The wording should be placed in a box, as shown, and should appear under the heading “Hazard warnings”.

**WARNING.** This British Standard/part of BS XXXX calls for the use of substances and/or procedures that can be injurious to health if adequate precautions are not taken. It refers only to technical suitability and does not absolve the user from legal obligations relating to health and safety at any stage.

Attention may then be drawn to individual hazards, with reference, if appropriate, to any authoritative publication, from an official, industrial or professional source, that defines good practice in relation to safety procedures. This may be either:

- a) in a list within the same box that does not purport to be exhaustive; or
- b) as one or more separate warnings, each within its own box.

If there are two or more warnings, they should appear in separate boxes.

Warnings of individual hazards may be placed in the foreword and/or at appropriate points in the main text.

## 9.6 Use of this document

**9.6.1** The following statement should be included in the foreword of a code of practice under the heading “Use of this document”.

As a code of practice, this British Standard/part of BS XXXX takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this British Standard/part of BS XXXX is expected to be able to justify any course of action that deviates from its recommendations.

**9.6.2** The following statement should be included in the foreword of a guide under the heading “Use of this document”.

As a guide, this British Standard/part of BS XXXX takes the form of guidance and recommendations. It should not be quoted as if it were a specification or a code of practice

**9.6.3** If a statement is required regarding use of the standard by appropriately qualified people, the following wording should be included under the heading “Use of this document”.

It has been assumed in the preparation of this British Standard/part of BS XXXX that the execution of its provisions will be entrusted to appropriately qualified and experienced people, for whose use it has been produced.

**9.6.4** If permission is given to reproduce a figure or table, the following wording should be included under the heading “Use of this document”.

BSI permits the reproduction of BS XXXX:20XX, Figure X/Table X. This reproduction is only permitted where it is necessary for the user to work/record findings on the figure/table during each application of the standard.

## 9.7 Presentational conventions

**9.7.1** The following two paragraphs should be included in the foreword of a specification under the heading “Presentational conventions”.

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is “shall”.

*Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*



**9.7.2** For a specification, if the committee feels that the way in which requirements are expressed might be open to interpretation, the following text may be inserted after the two standard paragraphs given in **9.7.1**.

Requirements in this standard are drafted in accordance with the *Rules for the structure and drafting of UK standards:2017*, subclause **G.1.1**, which states, “Requirements should be expressed using wording such as: ‘When tested as described in Annex A, the product shall ...’”. This means that only those products that are capable of passing the specified test will be deemed to conform to this standard.

**9.7.3** The following two paragraphs should be included in the foreword of a test method under the heading “Presentational conventions”.

The provisions of this standard are presented in roman (i.e. upright) type. Its methods are expressed as a set of instructions, a description, or in sentences in which the principal auxiliary verb is “shall”.

*Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*

**9.7.4** The following two paragraphs should be included in the foreword of a code of practice under the heading “Presentational conventions”.

The provisions of this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is “should”.

*Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*

**9.7.5** For a code of practice, if it is felt to be desirable, one or both of the following paragraphs may be inserted after the two standard paragraphs given in **9.7.4**.

The word “should” is used to express recommendations of this standard. The word “may” is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word “can” is used to express possibility, e.g. a consequence of an action or an event.

Notes and commentaries are provided throughout the text of this standard. Notes give references and additional information that are important but do not form part of the recommendations. Commentaries give background information.

**9.7.6** The following two paragraphs should be included in the foreword of a guide under the heading “Presentational conventions”.

The guidance in this standard is presented in roman (i.e. upright) type. Any recommendations are expressed in sentences in which the principal auxiliary verb is “should”.

*Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*

**9.7.7** The following paragraph should be included in all types of standard as the final item under the heading “Presentational conventions”.

Where words have alternative spellings, the preferred spelling of the Shorter Oxford English Dictionary is used (e.g. “organization” rather than “organisation”).

## **9.8 Contractual and legal considerations**

**9.8.1** The following two paragraphs should be included at the end of the foreword under the heading “Contractual and legal considerations”, followed if necessary by references to specific regulations.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

**Compliance with a British Standard cannot confer immunity from legal obligations.**

**9.8.2** In British Standards that are accorded statutory recognition as a means of complying with specific legal requirements, the statement given in **9.8.1** should be qualified by wording such as:

.... However, compliance with this British Standard/part of BS XXXX is cited in/under [reference] as a means of compliance with [Act/Regulations].

**9.8.3** If references to specific items of legislation are needed, the following wording may be used after the end of the standard wording given in **9.8.1**:

In particular, attention is drawn to the following specific regulations:

- [list items]

*NOTE* Lengthy lists of regulations should be avoided (see BS 0:2016, **9.2**).

## 10 Normative references

**10.1** If the standard contains normative references, the following statement<sup>4)</sup> should be included immediately under the “Normative references” heading, before the list of documents. If the normative references include both standards and non-standards references, the statement should appear before the “Standards publications” subheading.

The following documents are referred to in the text in such a way that some or all of their content constitutes provisions of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

*NOTE* The normative references clause BS 0:2016 includes an explanatory footnote. This footnote is not intended to be included as part of the standard wording in any other document.

**10.2** If a publication is referenced both normatively and informatively, with an undated normative reference but a dated informative reference, the following statement should be included in a footnote to the normative reference.

This standard also gives (an) informative reference(s) to BS XXXX:[DATE].

**10.3** If the standard does not contain any normative references, the following statement<sup>4)</sup> should be included under the “Normative references” heading.

There are no normative references in this document.

**10.4** If the standard contains references that are solely informative, the following statement should be included in a footnote, the marker for which should be placed either at the end of the first sentence of the text given in **10.1**, or at the end of the statement given in **10.3**, as appropriate.

Documents that are referred to solely in an informative manner are listed in the Bibliography.

## 11 Terms, definitions, symbols and abbreviations

### 11.1 Structure of the terms and definitions clause

The terms and definitions clause may be subdivided into a number of headings, in the following order:

- a) terms and definitions (always required);
- b) symbols (optional);
- c) abbreviations (optional).

---

<sup>4)</sup> The wording of these statements is specified in the ISO/IEC Directives, Part 2:2016, *Rules for the structure and drafting of International Standards*.

If the clause is subdivided, the overall clause title should reflect all of the subdivisions, e.g. “Terms, definitions, symbols and abbreviations” or “Terms, definitions and symbols”.

## **11.2 Terms and definitions**

**11.2.1** If the standard contains terms and definitions, the following wording<sup>4)</sup> should be included under the “Terms and definitions” heading.

For the purposes of this British Standard/part of BS XXXX, the terms and definitions given in BS XXXX apply.

or

For the purposes of this British Standard/part of BS XXXX, the terms and definitions given in BS XXXX and the following apply.

or

For the purposes of this British Standard/part of BS XXXX, the following terms and definitions apply.

**11.2.2** If the standard does not contain any terms and definitions, the following statement<sup>4)</sup> should be included under the “Terms and definitions” heading.

No terms and definitions are listed in this document.

## **11.3 Symbols**

If a large number of symbols are used throughout the standard, it can be useful to include a “Symbols” subclause. If a “Symbols” subclause is included, the following wording should appear above the list of symbols.

For the purposes of this British Standard/part of BS XXXX, the following symbols apply.

## **11.4 Abbreviations**

If a large number of abbreviations are used throughout the standard, it can be useful to include an “Abbreviations” subclause. If an “Abbreviations” subclause is included, the following wording should appear above the list of abbreviations.

For the purposes of this British Standard/part of BS XXXX, the following abbreviations apply.

*NOTE Abbreviations of the names of organizations, e.g. BSI and ISO, should not be included in the abbreviations subclause.*

## **12 Main text and annexes**

### **12.1 Specifications providing for documented and agreed requirements**

**12.1.1** In a specification providing for documented and agreed requirements, the following wording should be included in the scope.

In addition to the definitive requirements, this standard also requires the items detailed in Clause X to be documented. For compliance with this standard, both the definitive requirements and the documented items have to be met.

**12.1.2** In a specification providing for documented and agreed requirements, the following wording should be used to introduce the information to be supplied by the purchaser.

The following information to be supplied by the purchaser shall be fully documented. For compliance with the standard both the definitive requirements specified throughout the standard and the following documented items shall be satisfied.

**12.1.3** In a specification providing for documented and agreed requirements, if options are specified at various points throughout the standard, a checklist of them should be provided as a subclause or in an annex, introduced by the following statement.

If the purchaser wishes to take up any of the options given in this standard (see Clause X), such options shall be specified and documented at the time of the enquiry and/or order. In the absence of such information, the manufacturer shall supply in accordance with the following.

**12.1.4** In a specification providing for documented and agreed requirements, items for agreement should be given in a separate subclause, introduced by the following statement.

The following items to be agreed between the contracting parties are specified in the clauses referred to and shall be fully documented. For compliance with the standard both the definitive requirements specified throughout the standard and the following documented items shall be satisfied.

## **12.2 Marking**

Where a marking clause is given, the distinction between unilateral claims of compliance and third-party certification should be included in a footnote to the clause, worded as follows. If a standard containing a marking clause is amended, the date in the marking clause and the footnote does not have to be updated to include the amendment date. However, it might be useful to do so in certain circumstances, for example if the marking clause itself has been altered by the amendment.

Marking BS [number]:[year] on or in relation to a product represents a manufacturer's declaration of conformity, i.e. a claim by or on behalf of the manufacturer that the product meets the requirements of the standard. The accuracy of the claim is solely the claimant's responsibility. Such a declaration is not to be confused with third-party certification of conformity.

## **12.3 Trade names and commercially available products**

**12.3.1** If it is known that only one product is currently available that is suitable for the successful application of the standard, the trade name of the product may be given in the text of the standard but should be associated with a footnote as shown in the following example.

[Trade name of product] is a trade mark owned by [name] [address] and is the trade name of a product supplied by [supplier]. This information is given for the convenience of users of this standard and does not constitute an endorsement by BSI of the product named. Equivalent products may be used if they can be shown to lead to the same results.

**12.3.2** If it is considered essential to give an example of commercially available products suitable for successful application of the standard because the product characteristics are difficult to describe in detail, trade names should be given in a footnote, as shown in the following example.

[Trade name(s) of product(s)] is (are) a trade mark(s) owned by [name] [address] and is (are) an example(s) of a suitable product(s) available commercially. This information is given for the convenience of users of this standard and does not constitute an endorsement by BSI of this (these) product(s).

## **12.4 Use of copyright material**

Where a copyrighted drawing or table is used, it should be accompanied by the following note. (A corresponding paragraph should be given in the foreword; see **9.3.5**.)

*NOTE Copyright is claimed in this illustration/table. Reproduction of this illustration/table and making products from it might infringe that copyright. Details of the copyright owner can be found in the Foreword.*

### **13 Bibliography**

The following statement should be included immediately before the list of standards publications in the bibliography. If a “Standards publications” heading is given, the statement should appear after the heading.

For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

In the case of undated references, if the latest edition is a British Standard with a new number, it can be helpful to draw attention to the fact with a footnote.

### **14 Index**

If commentaries are referred to in an index, the following wording should be included before the first entry:

The suffix “Comm” indicates that the reference is contained within the Commentary section of the specified clause or subclause.

## **Annex A (informative)**

### **Visual reference guide**

This annex is a visual reference to the layout and typography to be employed when typesetting standards of UK origin. It shows examples of the common elements of a standard from the front cover through to the end of the text (back covers are pre-printed and are not included here).

*NOTE Some aspects of the visual reference guide are not fully in accordance with the style guide, owing to limitations in the current typesetting system. The most significant discrepancies are footnote references (no space/missing bracket), and numbers in tables (not aligned to decimal point).*

The designation “BS 1234-5” running through the document is intended as a visual example only and should not be confused with any published British Standard.

*This page deliberately left blank*

**BS 1234:2019**

**Visual reference guide for British  
Standards of UK national origin**



**Publishing and copyright information**

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Date	Text affected
August 2019	C1: Correction to Table 2.
April 2020	A1: See Foreword for details.

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## Summary of pages

This document comprises a front cover, and inside front cover, pages i to iv, pages 1 to 18, an inside back cover and a back cover.

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# Foreword

## Publishing information

This part of BS 1234 is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on 30 April 2019. It was prepared by Technical Committee VRG/1, *Title*. A list of organizations represented on this committee can be obtained on request to its secretary.

## Supersession

This part of BS 1234 supersedes BS 1234-2:2012, which is withdrawn.

## Relationship with other publications

BS 1234 is published in three parts:

- Part 1: *General requirements*;
- Part 2: *Specific requirements*;
- Part 3: *Recommendations and guidance*.

## Information about this document

This element gives, as appropriate:

- details of principal changes from a previous edition;
- information relating to the structure of the document;
- background information where appropriate;
- any problems in preparation (e.g. matters omitted because agreement could not be reached);
- acknowledgement of copyright material;
- note of commendation from a governmental department or agency (e.g. Health and Safety Executive);
- information regarding independent conformity attestation or assessment.

This publication can be withdrawn, revised, partially superseded or superseded. Information regarding the status of this publication can be found in the Standards Catalogue on the BSI website at [bsigroup.com/standards](http://bsigroup.com/standards), or by contacting the Customer Services team.

Where websites and webpages have been cited, they are provided for ease of reference and are correct at the time of publication. The location of a webpage or website, or its contents, cannot be guaranteed.

## Hazard warnings

This element can contain the standard hazard warning as given below, and can also give details of specific hazards that might arise, important health and safety advice, etc.

<p><b>WARNING.</b> This British Standard calls for the use of substances and/or procedures that can be injurious to health if adequate precautions are not taken. It refers only to technical suitability and does not absolve the user from legal obligations relating to health and safety at any stage.</p>
--

### **Use of this document**

As a code of practice, this part of BS 1234 takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this part of BS 1234 is expected to be able to justify any course of action that deviates from its recommendations.

BSI permits the reproduction of BS 1234-2:20XX, Figure X. This reproduction is only permitted where it is necessary for the user to record findings on the figure during each application of the standard.

### **Presentational conventions**

The provisions of this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is “should”.

*Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*

Where words have alternative spellings, the preferred spelling of the Shorter Oxford English Dictionary is used (e.g. “organization” rather than “organisation”).

### **Contractual and legal considerations**

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

### **Compliance with a British Standard cannot confer immunity from legal obligations.**

Particular attention is drawn to the Health and Safety (Safety Signs and Signals) Regulations 1996 [[1](#)].



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# Section 1: Basic layout and preliminary elements

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## 1 Scope

This guide gives visual examples of all the common elements in a British Standard. Where examples are taken from published standards, a note to this effect is given in the text.

---

## 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes provisions of this document<sup>1</sup>. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

### Standards publications

BS 5499-4, *Safety signs — Part 4: Code of practice for escape route signing*

BS 6259, *Code of practice for the design, planning, installation, testing and maintenance of sound systems*

BS EN 12845, *Fixed firefighting systems — Automatic sprinkler systems — Design, installation and maintenance*<sup>2</sup>

BS ISO 14520 (all parts), *Gaseous fire-extinguishing systems — Physical properties and system design*

### Other publications

[N1] OIL COMPANIES INTERNATIONAL MARINE FORUM. *Mooring equipment guidelines*. Third edition (MEG3). London: OCIMF, 2007.

[N2] HARRISON, R. and MILES, S. *Smoke shafts protecting fire-fighting shafts; their performance and design*. BRE Project Report 79204. Watford: Building Research Establishment, 2002.

---

## 3 Terms, definitions, symbols and abbreviations

### 3.1 Terms and definitions

**NOTE** These terms and definitions are taken from a published British Standard.

For the purposes of this British Standard, the following terms and definitions apply.

#### 3.1.1 competent person

person, suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task(s) to be carried out correctly

#### 3.1.2 dampers

##### 3.1.2.1 fire damper

moveable closure within a duct which is operated automatically or manually and is designed to prevent the passage of fire

[SOURCE: BS 4422:2005, 3.96]

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<sup>1</sup> Documents that are referred to solely in an informative manner are listed in the Bibliography.

<sup>2</sup> This British Standard also gives informative references to BS EN 12845:2015.

**3.1.2.2 smoke damper**

moveable closure within a duct which is operated automatically or manually and is designed to prevent or allow the passage of smoke

[SOURCE: BS 4422:2005, **3.97**, modified]

**3.1.3 ductwork**

system of enclosures of any cross-sectional shape for the distribution or extraction of air and/or smoke

**3.2 Symbols**

$B$	beam of vessel, in metres (m)
$D_v$	draught of vessel, in metres (m)
$d$	deflection at the level of the application of the load, in metres (m)
$E_c$	characteristic energy to be absorbed by the fendering system, in kilonewton metres (kN·m)
$E_d$	design energy to be absorbed by the fendering system, in kilonewton metres (kN·m)
$\alpha$	angle of approach of a vessel
$\gamma$	angle between the line joining the point of contact to the centre of mass of a vessel and the normal to the axis of the vessel

**3.3 Abbreviations**

AGI	above-ground installation
ALARP	as low as reasonably practicable
CE	carbon equivalent
CIPS	close interval potential survey

**4 Clause structure****4.1 Primary subclauses**

This is an example of a primary subclause (level 2 heading). Primary subclauses may be included in the contents page.

Subclause headings should be used only if there are at least two subdivisions (e.g. there should not be a **4.1** unless there is also a **4.2**).

To avoid hanging paragraphs at any subclause level, the heading “General” may be used.

**4.2 Subdivisions****4.2.1 Secondary subclauses**

Primary subclauses can be further divided. This is an example of a secondary clause (level 3 heading). Secondary subclauses may be included in the contents page.

**4.2.2 Further levels of subdivision****4.2.2.1 Tertiary subclauses**

This is an example of a tertiary subclause (level 4 heading).

Headings can go down to five levels, but commonly do not go below four.

#### **4.2.2.2 Numbered paragraphs**

**4.2.2.2.1** This is an example of a numbered paragraph, as opposed to a heading. Paragraphs in a single subclause at any level should be either all numbered, or all not numbered.

**4.2.2.2.2** Numbered paragraphs should not be mixed with numbered headings at the same level.

**4.2.2.2.3** If there is only one paragraph in the subclause, it should not be numbered.

**4.2.2.2.4** Numbered paragraphs can go down to six levels, but commonly do not go below five.

#### **4.2.2.3 Level 5 headings**

##### **4.2.2.3.1 A level 5 heading**

This is an example of the fifth and last level of heading.

##### **4.2.2.3.2 Another level 5 heading**

As with all other subdivisions, a heading at this level can be used only if there are two of them.

### **4.3 Items of apparatus**

**4.3.1** *Apparatus item 1.* In a list of items of apparatus (including lists of reagents, etc.), the items are formatted as numbered paragraphs, with the name of the item in italic and any supporting text in roman type.

**4.3.2** *Apparatus item 2.* Unlike numbered paragraphs, items of apparatus may be numbered even if there is only a single item.



---

## Section 2: Specific elements of text

---

### 5 Notes, commentaries, footnotes and examples

#### 5.1 Notes

Notes usually relate to a single paragraph and are placed below that paragraph, but if they apply to a whole clause or subclause, they are normally placed at the beginning.

*NOTE 1 An example of a note in the text.*

Standard items of informative wording, such as an assessed capability notice or a warning, are also placed below the relevant text, as shown here. When prefaced by a statement such as “Assessed capability”, “WARNING”, etc., there is no need for the word “NOTE” or “COMMENTARY” to be given.

**Assessed capability.** *Users of this British Standard are advised to consider the desirability of quality system assessment and registration against the appropriate standard in the BS EN ISO 9000 series by an accredited third-party certification body.*

If a note applies to a specific item in a list, it should align with the text of the list item, for example:

a) list item 1;

*NOTE 2 Note to list item 1.*

b) list item 2;

1) indented list item 1

*NOTE 3 Note to indented list item 1 (should be in 9pt; this is to be fixed).*

2) indented list item 2.

Where more than one note appears in a single clause or subclause, the notes should be numbered consecutively throughout that clause/subclause, regardless of whether or not they appear as part of a list.

#### 5.2 Commentaries

##### 5.2.1 Commentary applying to a single subclause

*COMMENTARY ON 5.2.1*

*Commentaries give background information to the subject of a clause or subclause, and therefore appear at the beginning of the clause or subclause to which they relate, before the body text.*

Where a commentary precedes the body text in a single subclause, the text simply follows on from it, as shown here.

##### 5.2.2 Commentary applying to a subdivided clause or subclause

*COMMENTARY ON 5.2.2*

*If a commentary applies to an entire clause or subclause, it appears before the first subheading, as shown here. This does not count as hanging text. The same principle applies to notes.*

###### 5.2.2.1 First heading below commentary

The commentary in this example relates to the whole of [5.2.2](#), not just to the present subclause, so it is placed before the first subheading.

### 5.2.2.2 Second heading below commentary

The commentary applies to this subclause as well.

## 5.3 Footnotes

Footnotes to the text are always placed at the bottom of the page on which the footnote reference appears.<sup>3,4</sup>

## 5.4 Examples

Examples are placed below the relevant text.

EXAMPLE 1 Simple examples appear on the same line as the identifier, separated by an em space.

EXAMPLE 2

More complex examples appear on a separate line, below the identifier.

---

## 6 Warnings and cautions

Warnings and cautions are boxed. The word “WARNING” or “CAUTION” appears in bold, with the body or the warning or caution in roman type, as follows.

<b>WARNING.</b> This British Standard calls for the use of substances and/or procedures that can be injurious to health if adequate precautions are not taken. It refers only to technical suitability and does not absolve the user from legal obligations relating to health and safety at any stage.
---

---

## 7 Lists

### 7.1 Unnumbered lists (bullet lists)

This is an example of a typical paragraph of body text followed by a bullet list. The bullet list contains items that are in no particular order and are therefore unnumbered. The text that introduces the list is not a complete sentence, so the items begin with a lower case letter and are separated by semi-colons. For example:

- bullet point;
- bullet point;
- bullet point.

### 7.2 Numbered lists

#### 7.2.1 Simple lists

This is an example of a typical paragraph of body text followed by a numbered list. It is the first primary list in the subclause, so the items are identified by lower case Latin letters. The list items are aligned with the body text. The text that introduces the list is a complete sentence, so the list items also form complete sentences.

- a) This is the first item in the list.
- b) This is the second item in the list.
- c) This is the third item in the list.

---

<sup>3</sup> An example of a footnote.

<sup>4</sup> An example of a second footnote.

This paragraph is followed by another numbered list. It is the second primary list in the subclause, so the items are identified by Arabic numerals. As it is another primary list, it is aligned with the body text. For example:

- 1) first list item;
- 2) second list item;
- 3) third list item.

It is possible to have up to three numbered lists in a single subclause. The items in the third primary list are identified by lower case Roman letters, as follows:

- i) first list item;
- ii) second list item;
- iii) third list item.

If a fourth list is required in the subclause, it would have to be a bullet list (see [7.1](#)).

### 7.2.2 Complex lists

This paragraph introduces a list that is subdivided. The secondary lists are indented.

- a) This is the first list item, and is subdivided into numbered items as follows:
  - 1) first secondary item;
  - 2) second secondary item;
  - 3) third secondary item.
- b) This is the second list item. It is also subdivided into numbered items, but this time the secondary list consists of whole sentences, and one of the items is further subdivided.
  - 1) This is the first item in the secondary list.
  - 2) This is the second item in the secondary list, subdivided as follows:
    - i) first tertiary item;
    - ii) first secondary item.
  - 3) This is the third item in the secondary list.
- c) This is the third list item. It is subdivided into unnumbered items, as follows:
  - bullet point;
  - bullet point;
  - bullet point.

This paragraph introduces a second subdivided list. This list is taken from a published British Standard and shows how bold type can be used to emphasize the topic of each list item. It is a primary list, so it is aligned with the body text.

- 1) **Fire safety notices** are used:
  - to inform and instruct building occupants of measures to be taken to maintain the integrity of passive fire protection, e.g. “Fire door keep shut”;
  - to instruct and inform building occupants of the actions to be taken in conjunction with fire alarms, evacuation procedures and/or emergency planning.
- 2) **Hazard warning signs** are used to identify locations where there are specific risks associated with actions or procedures deemed to be hazardous.

Bullet lists can also be subdivided, but if the list is long then it might be advisable to change it to a numbered list, for ease of use. For example:

- bullet point;
  - bullet point;
    - indented bullet point;
    - indented bullet point;
  - bullet point;
    - indented bullet point;
      - further indented bullet point;
      - further indented bullet point;
  - bullet point.
- 

## 8 Figures

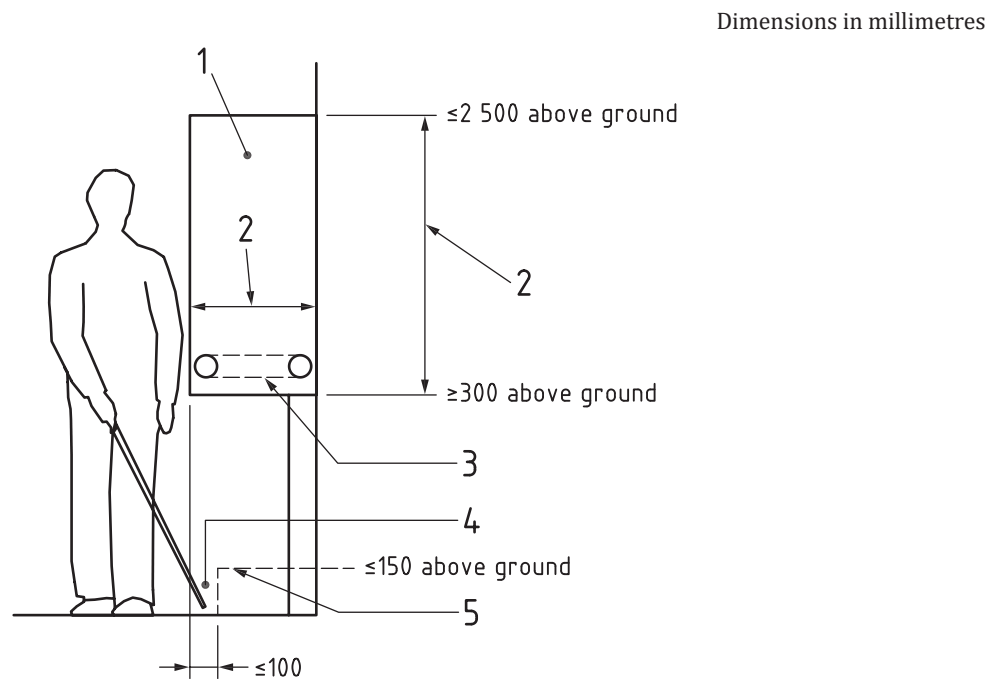
*NOTE All of the figures shown in this clause are taken from published standards.*

[Figure 1](#) shows an example of a text-width figure with dimensions and a bullet list in the key.

[Figure 2](#) shows an example of a subdivided figure with a more complex key and a note. Keys can include letters and graphics as well as numbers, and can be split into two columns.

[Figure 3](#) shows an example of a landscape figure.

Figures should be placed as close as possible to the point where they are first referred to in the text, but this does not necessarily have to be immediately after the reference; the text should be arranged in such a way as to minimize the amount of white space (e.g. before a landscape page).

**Figure 1** — Projections into an access route that need hazard protection**Key**

- 1 Hazard such as:
  - open window;
  - building projection;
  - telephone booth
- 2 Cane detection required where an object projects into an access route between 300 mm and 2 500 mm above the ground by more than 100 mm, or by more than 100 mm in front of its base
- 3 Guarding each side of the obstruction in addition to cane detection
- 4 Not more than 100 mm between the front face of an object and the tapping rail
- 5 Tapping rail, with its underside not higher than 150 mm above ground level, to provide cane detection

Figure 2 — Universal box dimensions and features

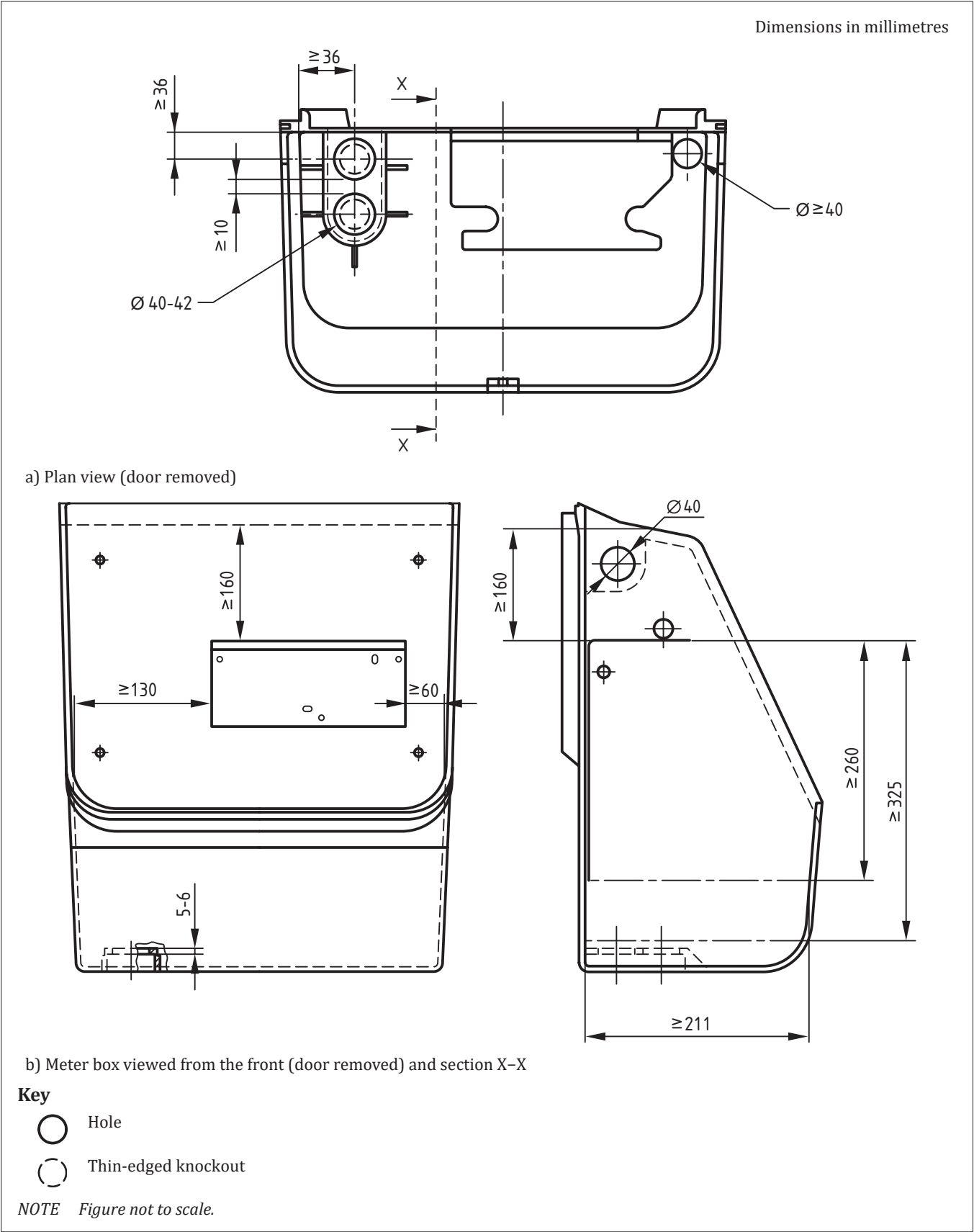
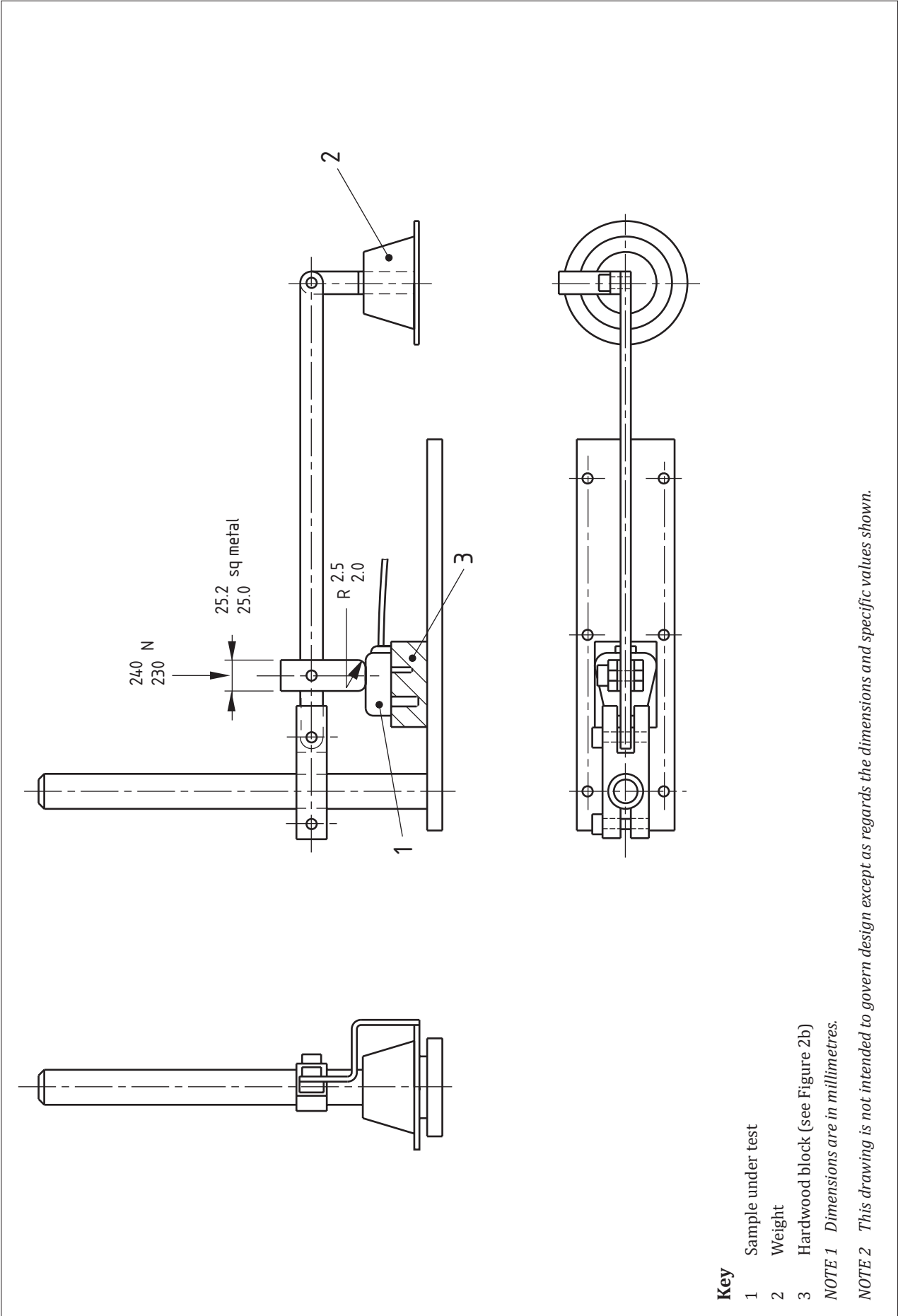


Figure 3 — Apparatus for mechanical strength test on resilient covers



## 9 Tables

**NOTE** The tables shown in this clause are taken or adapted from tables in published standards.

[Table 1](#) is an example of a simple text-width table, with dimensions that apply to a specific column. Rules are used only where they are necessary to articulate the table; in this example they were not deemed to be necessary.

**Table 1** — Accuracy of finish

Surface	Maximum permissible depth of the gap beneath a 3 m straight edge or a template	
	Machine-laid	Hand-laid
	mm	mm
Base	25	25
Binder course	13	13
Regulating course below surface course	13	13
Surface course	7	10

[Table 2](#) is an example of a full-page table, with dimensions that apply to the whole table.

**Table 2** — Width required at the side of a vehicle or between vehicles in a car park

Activity (90% of users accommodated)	Self-propelled wheelchair	Electrically propelled wheelchair	Dimensions in millimetres	
			Attendant pushed wheelchair	Electric mobility scooter
Moving in a straight line	1 050	950	950	1 000
Turning 180° at the side of a vehicle	1 500	1 625	1 800	2 200

[Table 3](#) is an example of a full-page table, with complex footnotes and additional horizontal rules, spanning two pages. (In this example, the content is on the first page of the table and the footnotes on the second.)

**Table 3** — Anchor materials used to minimize the risk of corrosion

Application condition	Anchor materials for required duration <sup>A), B)</sup>		
	Short term	Medium term	Long term
Dry internal	FE-Zn	FE-Zn	FE-Zn
Internal humid, no chlorides, or acid condensates	FE-Zn	HDG +	SS A2
			SS D2
External – rural, urban, light industrial areas with light/modest pollution. Internal permanently damp	HDG +	HDG +	SS A2
			SS D2
External – industrial or coastal but not immersed or splash zone, see special applications	HDG +	SS A4	SS A4
		SS D4	SS A5
			SS D4
			SS D6
Special applications	Special alloys of stainless steel		



**Table 3** (continued)

Application condition	Anchor materials for required duration <sup>A), B)</sup>		
	Short term	Medium term	Long term
<sup>A)</sup> Approximate duration : <ul style="list-style-type: none"> <li>• short term ≤2 years;</li> <li>• medium term ≤10 years;</li> <li>• long term ≤50 years.</li> </ul>			
<sup>B)</sup> Materials: <ul style="list-style-type: none"> <li>• FE-Zn = zinc-plated carbon steel with or without chromate passivation;</li> <li>• HDG + = Hot dip galvanized carbon steel and other coating processes such sherardizing;</li> <li>• stainless steel grades: <ul style="list-style-type: none"> <li>• SS A2 = austenitic stainless steel grade A2 as defined in BS EN ISO 3506-1:2009, Table 1</li> <li>• SS D4 = duplex stainless steel grade D4</li> <li>• SS D6 = duplex stainless steel grade D6</li> </ul> </li> <li>• special alloys of stainless steel = high corrosion-resistant stainless steels of the duplex type and austenitic steels with higher alloy content than A4 (sometimes referred to as grade C or HCR) – suitable alloys 1.452 9 and 1.456 5.</li> </ul>			

## 10 Equations

The following example shows how equations are set and numbered within the main text of a standard. In an annex, the equation number would be prefaced by the annex identifier, e.g. (A.1).

$$A = \left( 1 - \frac{\rho}{\rho_{\max}} \right) \times 100 \quad (1)$$

where:

- $A$  is the air void content (in %);
- $\rho$  is the bulk density, determined in accordance with BS EN 12697-6 (in Mg/m<sup>3</sup>);
- $\rho_{\max}$  is the maximum density in accordance with BS EN 12697-5 (in Mg/m<sup>3</sup>).

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## Annex A (normative)

### Example of normative annex heading

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#### A.1 Subdivisions in annexes

##### A.1.1 General

Annexes can be subdivided in the same way as clauses. The same rules for subdivision apply (i.e. no hanging paragraphs). Annexes can be either normative or informative.

##### A.1.2 Lower levels of subdivision

Annexes can have the same number of subdivided clauses as the main text, i.e. headings can go down to five levels, although commonly they do not go below four. This sample annex shows two levels of subdivision.

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#### A.2 Figures and tables in annexes

Figures and tables in annexes are presented in exactly the same way as those in the main text, except that the figure/table number is preceded by the annex identifier, e.g. “Figure A.1”, “Table B.2”.

If a standard contains sample certificates, they are usually presented in the form of figures within an informative annex, as they are effectively illustrations. They can then be cited directly in the text (and in the Foreword, if permission is given to reproduce them). [Figure A.1](#) shows an example of a certificate, which was created as an image rather than as part of the Word file.

**Figure A.1** — *Model acceptance certificate for Grade A systems*

**Certificate of design for the fire detection and fire alarm system at:**  
 Address: .....

I/We being the competent person(s) responsible (as indicated by my/our signatures below) for the acceptance of the fire alarm system, particulars of which are set out below, ACCEPT the system on behalf of:  
 Name (in block letters): ..... Position: .....  
 Signature: ..... Date: .....  
 For and on behalf of: .....  
 Address: .....  
 .....  
 ..... Postcode:.....

The extent of liability of the signatory is limited to the system described below.  
 Extent of system covered by this certificate: .....

The following work is required before the system can be accepted: .....

☐ All installation work appears to be satisfactory.

☐ The system is capable of giving a fire alarm signal.

☐ The facility for remote transmission of alarms to an alarm receiving centre operates correctly.  
 (Delete if not applicable.)

The following documents have been provided to the purchaser or user:

☐ "As-fitted" drawings.

☐ Operating and maintenance instructions.

☐ Certificates of design, installation and commissioning.

☐ Electrical Installation Certificate in accordance with BS 7671 for circuits operating at mains voltage

☐ A logbook.

☐ Sufficient representatives of the user have been properly instructed in the use of the system, including, at least, all means of triggering fire signals, silencing and resetting the system and avoidance of false alarms.

☐ All relevant tests, defined in the purchasing specification, have been witnessed.  
 (Delete if not applicable.)

The following work is required before the system can be accepted: .....

---

## Annex B (informative)

### Run-on annex heading

This is to demonstrate what an annex heading looks like if it runs straight on after the previous annex rather than starting at the top of a new page.

Most annexes run on. However, there are occasions where it is preferable for each annex to be presented on a separate page, e.g. if different annexes are aimed at a different audience.

It is also acceptable to force an annex to start a new page if it would improve the layout, e.g. if the annex starts with a one-line note and has its first heading on the subsequent page.

---

## **Annex C (informative)**

### **Notes on bibliography and index**

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#### **C.1 Notes on the sample bibliography**

Standards publications in the bibliography are presented in alphanumeric order. Other publications are numbered presented in the order in which they are first cited in the text.

If there is a further reading section, the references are listed in alphabetic order by author.

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#### **C.2 Notes on the sample index**

The sample index is taken from a published British Standard.

It shows an example of an index where multiple publications are referred to, with a key.

## Bibliography

### Standards publications

For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 5252, *Framework for colour co-ordination for building purposes*

BS 5395-1, *Stairs — Part 1: Code of practice for the design of stairs with straight flights and winders*

BS 6465 (all parts), *Sanitary installations*

BS EN 62489-1, *Electroacoustics — Audio-frequency induction loop systems for assisted hearing — Part 1: Methods of measuring and specifying the performance of system components*

BS EN ISO 1182, *Reaction to fire tests for products — Non-combustibility test*

CEN/CENELEC Guide 6, *Guide for addressing accessibility in standards*

DD CEN/TS 14816, *Fixed firefighting systems — Water spray systems — Design and installation*

ISO 21542, *Building construction — Accessibility and usability of the built environment*

PAS 7, *Fire risk management system — Specification*

PD 6520, *Guide to fire test methods for building materials and elements of construction*

### Other publications

- [1] GREAT BRITAIN. Health and Safety (Safety Signs and Signals) Regulations 1996. London: HMSO, 1996.
- [2] HEALTH AND SAFETY EXECUTIVE. *Safety signs and signals – The Health and Safety (Safety Signs and Signals) Regulations 1996 – Guidance on regulations*. L 64. London: HSE Books, 1996.
- [3] EUROPEAN COMMUNITIES. 92/58/EEC. Council Directive 92/58/EEC of 24 June 1992 on the minimum requirements for the provision of safety and/or health signs at work (ninth individual Directive within the meaning of Article 16 (1) of Directive 89/391/EEC). Luxembourg: Office for Official Publications of the European Communities, 1992.
- [4] DOOR AND SHUTTERS MANUFACTURERS' ASSOCIATION. *Code of practice for fire resisting metal doorsets*. CP 101/2. Tamworth: Door and Hardware Federation, 2008.<sup>5</sup>

### Further reading

CLARK, J. and KJELGREN, R. Water: as a limiting factor in the development of urban trees. In: *Journal of arboriculture*, 1990, 16(8): 203–208.

ECKENWALDER, J. *Conifers of the world*. Portland, Oregon: Timber Press, 2009.

PIGGOTT, D. *Lime trees and basswoods*. Cambridge: Cambridge University Press, 2012.

<sup>5</sup> Available online at [www.dhfonline.org.uk](http://www.dhfonline.org.uk).

# Index

Key to standards referenced in index

[A] BS EN 206-1:2000, *Concrete – Part 1: Specification, performance, production and conformity*

[B] BS 8500-1:2006, *Concrete – Complementary British Standard to BS EN 206-1 – Part 1: Method of specifying and guidance for the specifier*

[C] BS 8500-2:2006, *Concrete – Complementary British Standard to BS EN 206-1 – Part 2: Specification for constituent materials and concrete*

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