



ASPRS Style Guide for ASPRS Authored Geographic Information Standards

August 2007

The American Society for Photogrammetry and Remote Sensing (ASPRS) Board of Directors has the responsibility for ASPRS Standards and has chartered the ASPRS Standards Committee to oversee the ASPRS Standards Program. One aspect of the Standards Program is having a defined style guide for ASPRS authored standards.

PURPOSE:

This style guide defines the organization, structure, and format for an ASPRS authored standards or specifications.

BACKGROUND:

An objective of ASPRS, as stated in the ASPRS Strategic Plan, is for ASPRS to “Proactively develop standards and guidelines for emerging technologies.” To meet this objective, ASPRS needs to maintain a leadership role in the development of guidelines, standards, specifications, and calibration processes for those sensors and activities of primary importance to the membership; expand ASPRS presence on national and international standards development committees; use established procedures for reviewing, modifying and approving standards; publish or link to pertinent technical standards on the Internet; and promote the use of published standards.

Every effort should be made to adhere to the style guide. The style guide was derived from style guides used by existing standards development or setting organizations such as the International Standards Organization, the Open Geospatial Consortium and the Federal Geographic Data Committee. The style guide identifies the organization, structure, contents (by section), and format for an approved ASPRS authored standard. Text in *italics* identifies text where the author is asked to provide titles, labels, or additional information to complete the requirements for a section.

Unless otherwise formatted in the style guide (noted by { }), the text shall be formatted as follows:

- Paper size: 8.5” x 11”
- Font: Arial
- Size: 10 point
- Spacing: Single spacing

- Justification: Left
- Margins: Top (1”), Bottom (1”), Left (1.25”), Right (1.25”)
- Tabs and Indents: Every 0.5” as needed
- Figures shall be labeled {Figure Section.Number, ex. Figure 7.2 - Label}
- Tables shall be labeled {Table Section.Number, ex. Table 7.2 - Label}
- During any draft review/comment process, all (to include blank) lines shall be numbered. Lines numbers are deleted upon issuance of the final, approval document.

Formatting questions should be directed to the Standards Committee. The Standards Committee shall work with authors in concert with ASPRS Staff and the Publications Committee to ensure that the developed standard or specification complies with appropriate ASPRS Policies and the style guide.



TITLE OF STANDARD {Arial, 16 pt, 1.5 spacing}
VERSION NUMBER {Arial, 16 pt, 1.5 spacing}
DATE (if applicable) {Arial, 16 pt, 1.5 spacing}

Approved: {Arial, 12 pt, single spaced}
YYYY-MM {Arial, 12 pt, single spaced}

Published by: {Arial, 10 pt, single spaced}
The American Society for Photogrammetry & Remote Sensing
5410 Grosvenor Lane, Suite 210
Bethesda, Maryland 20814-2160
Voice: 301-493-0290
Fax: 301-493-0208
Web: www.asprs.org

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Foreword

The goal of American Society for Photogrammetry and Remote sensing (ASPRS) is to advance the science of photogrammetry and remote sensing; to educate individuals in the science of photogrammetry and remote sensing; to foster the exchange of information pertaining to the science of photogrammetry and remote sensing; to develop, place into practice and maintain standards and ethics applicable to aspects of the science; to provide a means for the exchange of ideas among those interested in the sciences; to encourage, publish and distribute books, periodicals, treatises, and other scholarly and practical works to further the science of photogrammetry and remote sensing.

Identify organizations or authors that contributed to the work on the standard, history of the development, and other details deemed important to the development of the standard.

TITLE

1 Purpose, scope, and applicability

This section shall clearly state the purpose of the standard. The scope shall be clearly defined, including what is within and not within the scope of the standard. The applicability shall identify who should use the standard and for what applications.

2 Conformance

This section shall identify any conformance requirements.

3 References

This section shall list any normative and informative references within and external to the standard.

4 Authority

This section shall identify the responsible organization for coordinating work on the standard and also identify the organization responsible for maintenance of the standard.

This section shall also identify contact information to address questions concerning the standard.

5 Terms and definitions

This section lists unique terms and their definitions applicable to this standard. Terms found in common dictionaries need not be listed. Terms and their definitions in other documents or reference materials may be listed to provide clarity and reduce the users requirement to access other standards. When terms and their definition are a copy of that used in another standard, that standard shall be referenced.

6 Symbols, abbreviated terms, and notations

This section shall identify any symbols, abbreviations, and notations applicable to the standard.

7 Requirements

This section shall provide the technical details of the standard.

Annex A
Annex Title
(normative or informative)

Example: Unified Modeling Language models and supporting narrative text.

Annex B
Annex Title
(normative or informative)

Example: Data Dictionaries and supporting narrative text.

Annex X
Annex Title
(normative or informative)

Bibliography