

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
OFFICE ENGINEER



Specification Style Guide

Updated July 2016



© 2016 California Department of Transportation
All Rights Reserved

1	GENERAL	1
2	ORGANIZATION	1
2.1	General	1
2.2	Section Headings	1
2.3	Section Contents	2
2.4	Additional Section Headings and Contents	4
2.5	Quality Assurance Example	5
2.6	Standard Specifications vs. Revised Standard Specifications vs. Special Provisions	6
2.6.1	General	6
2.6.2	<i>Standard Specifications</i>	6
2.6.3	<i>Revised Standard Specifications</i> and Standard Special Provisions	7
2.7	Paralleling Specification Versions	7
3	FORMAT	8
3.1	General	8
3.2	Microsoft Word Styles	8
3.3	Colors	8
3.4	Banned Formats and Editing Commands	8
3.5	Document Formatting	8
3.6	Header Changes	8
3.7	Saving a Document	8
4	RSS, SSP, AND NSSP FILE NAMES AND REVISION CLAUSES	9
5	LANGUAGE AND MECHANICS	17
5.1	General	17
5.2	Federal Register's Writing Guide	17
5.2.1	General	17
5.2.2	Write in the active voice.	17
5.2.3	Use action verbs.	17
5.2.4	Use <i>must</i> instead of <i>shall</i> .	17
5.2.5	Be direct.	17
5.2.6	Use the present tense.	17
5.2.7	Write positively.	17
5.2.8	Avoid use of exceptions.	17
5.2.9	Avoid split infinitives.	18
5.2.10	Use the singular noun rather than the plural noun.	18
5.2.11	Be consistent.	18
5.2.12	Use parallel structure.	18
5.2.13	Prefer simple words.	19
5.2.14	Omit needless words.	19
5.2.15	Avoid redundancies.	19
5.2.16	Use concrete words.	19
5.2.17	Don't use words that antagonize.	19
5.2.18	Avoid noun sandwiches.	19
5.2.19	Don't use gender-specific terminology.	19
5.2.20	Write short sentences.	19
5.2.21	Make lists clear and logical in structure.	19
5.2.22	Use short paragraphs.	19
5.3	Brevity	20
5.3.1	General	20
5.3.2	Avoid prepositions	20
5.3.3	Use elliptical clauses	20
5.3.4	Avoid unnecessary qualifiers.	20
5.3.5	Avoid <i>respective</i> and <i>respectively</i> .	20
5.4	Industry Standard	20
5.5	Expressions	21
5.6	Terms for Alteration of Highway Facilities	23
5.7	Specification Duplication	23
5.8	Common Clauses and Phrases	24
5.9	Payment Clauses	25
5.9.1	General	25

5.9.2 Payment Clauses for Sections 1 through 9	27
5.9.3 Payment Clauses for Sections 10 through 98	27
5.10 References	28
5.11 Law Citation	29
5.12 Abbreviations	30
5.13 Definitions	31
5.14 Symbols	31
5.15 Numbers	31
5.16 Dimensions	32
5.17 Equations	32
5.18 Chemicals	32
5.19 Measurements	32
5.20 Ranges	33
5.21 Tolerances	33
5.22 Percentages	33
5.23 Slopes	33
5.24 Addresses	33
5.25 Phone Numbers	33
5.26 Proprietary Items	33
5.27 Lists	34
5.27.1 General	34
5.27.2 Introductory Clause	34
5.27.4 Capitalization	34
5.27.5 Articles	34
5.27.8 Periods	34
5.27.9 Spacing	34
5.28 Tables	35
5.29 Punctuation	37
5.29.1 General	37
5.29.2 Commas	37
5.29.3 Hyphens and Spaces	37
5.29.4 Parentheses	38
5.29.5 Quotation Marks, Apostrophes, and Italics	38
5.30 Capitalization	38
5.31 Font	38
5.32 Emphasis	38
BIBLIOGRAPHY	38
APPENDIX 1 CHECKLIST	39
APPENDIX 2 GUIDANCE FOR 2010 SPECIFICATIONS	42
App. 2-1 General	42
App. 2-2 Requirements	42
App. 2-3 Options	42

CHANGE DIGEST

Changes to the *Specification Style Guide* are summarized in the following table. Digest entries will be deleted after 6 months.

Updates

Date of change	Section	Change
July 2016	All	Moved the sections on organization to the beginning of the guide, followed by the sections on format, and language and mechanics. Incorporated appendix guidance into the body of the guide. Moved 2010 guidance to the appendix. Reorganized and reformatted guidance such that the organization and format of the guidance is more closely aligned with the format of the specifications. Clarified guidance. Provided additional examples. Deleted obsolete guidance. Revised guidance on spacing after a website address. Revised guidance on the use of <i>percent</i> in tables. Added guidance for a phrase to perform an activity within a time frame after another activity.

1 GENERAL

The *Specification Style Guide* includes guidance for the style to be used for the Department of Transportation's construction specifications. Style includes the organization, format, language, and mechanics.

This guide is based on information from several sources, including the *Federal Register's* writing guidelines, *The Chicago Manual of Style (Chicago)*, Construction Specifications Institute (CSI), *AASHTO Guide Specifications for Highway Construction*, and the highway construction specifications of other states. These sources may be shown in parentheses for your information.

The examples in this guide are models for style, not actual specifications.

Interpret a reference to the *Standard Specifications* as the *Standard Specifications* as revised by any revised standard specification.

Interpret each rule as if followed by *unless context or common sense dictates otherwise*. Do not follow a rule if clarity is reduced.

2 ORGANIZATION

2.1 General

Organize your section similar to an existing section of the same type, either general provisions or technical specifications.

Use general sections in order to execute the following general provisions:

1. Specifications in a section titled General apply to all subordinate sections within the section.
2. Specifications in the general section of a division apply to all sections within the division.
3. A reference to a section includes specifications in sections titled General that apply to the section.
4. The bid items set forth the construction specifications that apply.

Begin your section with a general section. Include general and common specifications in the general section. These specifications need not apply to all sections of the section; the more specific sections will govern over the specifications in the general section.

The following terms are used for section organization:

main section: Base section (examples: 15, 52).

1st-level section: 1st section level of a main section; uses Heading 1 No TOC style; examples: 15-1, 15-2.

2nd-level section: 1st section level under a 1st-level section or 1st section level under a main section if no 1st-level section exists; uses Heading 2 style; examples: 15-1.01, 75-1.03.

3rd-level section: 1st section level under a 2nd-level section; uses Heading 3 style; examples: 15-2.02A, 83-1.02I.

4th-level section: 1st section level under a 3rd-level section; uses Heading 4 style; examples: 51-1.12F(3), 83-1.02G(2).

5th-level section: 1st section level under a 4th-level section; uses Heading 5 style; examples: 52-1.08C(2)(a), 83-2.02D(3)(b).

6th-level section: 1st section level under a 5th-level section; uses Heading 6 style; examples: 52-1.01C(3)(d)(ii), 83-2.02D(3)(b)(i).

7th-level section: 1st section level under a 6th-level section; uses Heading_7 style; examples: 52-1.01C(3)(d)(ii)(A), 83-2.02D(3)(b)(i)(A).

A general section applies to sections at the same and lower levels as the general section. If you do not want a part of a general section to apply, specify the exception. Example: Section 90-1.01D(5) and the specifications for uniformity in section 90-1.02A do not apply to minor concrete.

To allow for expansion of a main section (with either SSPs or RSSs), add a reserved 1st-level section heading if you plan on adding new sections that do not logically fit with the specification topics in the existing sections of the main section.

In order to have unique SSP numbers, add reserved sections where you anticipate growth. Examples:

5-1.17–5-1.18 RESERVED

75-1.02B Reserved

If an SSP contains the entire contents for a section, include the heading in the *Standard Specifications* and write *Reserved* under the heading.

2.2 Section Headings

Section 2.2 applies to all sections of Standard Specifications and SSPs other than sections 1–11 and 14.

Use the following outline. The heading level depends on where the specification fits into the section. The headings may be at a lower level from those shown. The organization at the lower levels will be similar.

XX-X.01 GENERAL	XX-X.01A General
XX-X.01A Summary	XX-X.01A(1) Summary
XX-X.01B Definitions	XX-X.01A(2) Definitions
XX-X.01C Submittals	XX-X.01A(3) Submittals
XX-X.01D Quality Assurance	XX-X.01A(4) Quality Assurance
XX-X.02 MATERIALS	XX-X.01B Materials
XX-X.03 CONSTRUCTION	XX-X.01C Construction
XX-X.04 PAYMENT	XX-X.01D Payment

Use *General*, *Materials*, *Construction*, and *Payment* whether you have text for the section or not. If no specifications are required under a heading, write *Not Used* under the heading. Use all 4 headings, *Summary*, *Definitions*, *Submittals*, and *Quality Assurance*, if you need at least 2 of these headings. If no specifications are required under a heading in a standard specification, write *Reserved* under the heading. If no specifications are required under a heading in an SSP, write *Not Used* under the heading. Add other headings as required for clarity. When a section is subdivided, use at least 2 subsections (*Chicago*: par. 1.54). The first subsection must be a general section. Example:

Don't write	Write
XX-X.02 MATERIALS XX-X.02A Topic 1 Do not use an <i>A</i> without a <i>B</i> . Similarly, no <i>1</i> without a <i>2</i> , no <i>(a)</i> without a <i>(b)</i> .	XX-X.02 MATERIALS XX-X.02A General Text. The section may be reserved. XX-X.02B Topic 1 Text XX-X.02C Topic 2 Text
XX-X.02 MATERIALS XX-X.02A Topic 1 Do not start with a topic. XX-X.02B Topic 2	

Exception: Do not use a general section in the section for definitions.

2.3 Section Contents

Use the guidelines in section 2.3 for contents of the sections.

XX-X.01 GENERAL XX-X.01A Summary

Summary of section contents

Begin each summary section with:

Section <section no.> includes specifications for <description of work>.

Example: Section 18 includes specifications for applying dust palliatives.

For a section that has related sections, add *general* before *specifications*.

Example: Section 58-1 includes general specifications for constructing sound walls.

General specifications that do not fall under the other headings

XX-X.01B Definitions

Definitions

XX-X.01C Submittals

Items shown under *Submittals* in appendix 1

Describe the contents of the submittal but do not repeat the requirements that the submittal is intended to illustrate.

XX-X.01D Quality Assurance

XX-X.01D(1) General

Items shown under *Quality Assurance* in section 2.4

Place the items in the appropriate quality assurance section. Use the headings in the quality assurance section only if you have specifications for the topics. Use the items shown in section 2.4

for topic headings. See section 2.5 for example specifications. Describe the requirements for quality assurance but do not specify the submittals or submittal contents for quality assurance.

XX-X.01D(2) <Topic 1>

Reserved

XX-X.01D(3) <Topic 2>

Reserved

XX-X.01D(x) Quality Control

Specifications for source QC (performed by the manufacturer or fabricator) and field QC (performed by the Contractor)

XX-X.01D(x) Department Acceptance

Specifications for Department acceptance, which includes inspection, sampling, and testing performed on workmanship or materials to determine whether the work complies with specified requirements and industry standards

Whereas the Contractor's quality control tests are focused on testing during the process of producing materials, Department acceptance testing is primarily performed on the end product and used to determine whether the finished material complies with specified requirements for the quality characteristics. You may include acceptance criteria in this section or reference it from the appropriate section.

XX-X.01D(x)(i) General

General acceptance requirements

An example would be comparison of production work versus authorized test panels for color or texture requirements.

XX-X.01D(x)(ii) Verification Testing

Acceptance requirements using a statistically based number of random tests performed by the Department to verify Contractor-performed testing

Under this form of Department acceptance, both the Contractor's and the Department's test results are used collectively to determine whether the material is accepted. When this method is used, Contractor samplers, testers, and laboratories must be certified under the Department's *Independent Assurance Manual*. Similarly, a dispute resolution process for resolving discrepancies between Contractor and Department test results must be included within the specifications when this method is used. One example of verification testing is the QC/QA process specified in section 39 of the 2015 *Standard Specifications*.

XX-X.01D(x)(iii) Acceptance Testing

Specifications for acceptance testing performed by the Department to determine whether the materials comply with specified requirements for the quality characteristics

A secondary and much less used form of acceptance testing is witnessing tests performed by others that are fully qualified as specified within the Contract (e.g., certified under the Department's *Independent Assurance Manual*).

XX-X.02 MATERIALS

Specifications for materials before they are delivered to the job site (fabrication, proportion, handling, delivery)

Specify in the order the material is produced.

XX-X.03 CONSTRUCTION

Specifications for how the materials are used after they are delivered to the job site

Specify in the order the element is constructed during construction.

XX-X.04 PAYMENT

Payment clauses, including how bid items are measured for payment

Do not include specifications for change order work in the payment section.

2.4 Additional Section Headings and Contents

Bold text indicates additional section headings. Nonbolded text indicates contents of the sections. Use the additional headings if you have contents for the sections.

GENERAL	MATERIALS	CONSTRUCTION
<p>Summary</p> <ul style="list-style-type: none"> ● Summary of section contents ● Products supplied but not installed under this section ● Products installed but not supplied under this section ● Legal references ● Environmental requirements ● Existing conditions ● Sequencing ● Scheduling ● Notifications other than to the Engineer <p>Definitions</p> <p>Submittals</p> <p>Shop Drawings</p> <p>Product Data</p> <p>Samples</p> <p>Design Data/Test Reports/Certificates/Manufacturers' Instructions/Manufacturers' Field Reports/Qualification Statements</p> <p>Quality Assurance</p> <p>Regulatory Requirements</p> <p>Qualifications</p> <ul style="list-style-type: none"> ○ Manufacturers ○ Suppliers ○ Fabricators ○ Installers/Applicators/Erectors ○ Testing agencies ○ Licensed professions ○ References to Authorized Facility Audit Lists <p>Certifications</p> <p>Pre<type of work> Meeting (e.g., prepainting meeting)</p> <p>Warranty</p> <p>Mock-ups</p> <p>Quality Control</p> <ul style="list-style-type: none"> ○ Source QC, including tests, inspection, verification of performance ○ Preconstruction testing ○ Field QC, including site tests, inspection, field samples <p>Department Acceptance</p> <ul style="list-style-type: none"> ○ Source inspection ○ Field inspection ○ Department testing 	<ul style="list-style-type: none"> ● Delivery, storage, and handling <ul style="list-style-type: none"> ○ Packing, shipping, handling, and unloading ○ Acceptance at the job site ○ Storage and protection ○ Waste management and disposal ● Manufacturers ● Existing products ● Materials ● References to Authorized Material Lists ● References to Authorized Material Source Lists ● System or Assemblies <ul style="list-style-type: none"> ○ System description ○ Design requirements ○ Design criteria ○ Performance requirements ● Manufactured units ● Equipment incorporated into the work ● Components ● Accessories ● Mixes ● Fabrication of systems or assemblies <ul style="list-style-type: none"> ○ Shop assembly—Fabrication tolerances ● Finishes <ul style="list-style-type: none"> ○ Shop priming ○ Shop finishing 	<ul style="list-style-type: none"> ● Equipment used to construct the work ● Installers ● Examination <ul style="list-style-type: none"> ○ Site verification of conditions ● Preparation <ul style="list-style-type: none"> ○ Protection ○ Surface preparation ● Erection ● Installation ● Application ● Construction <ul style="list-style-type: none"> ○ Special techniques ○ Interface with other work ○ Sequences of operation ○ Site tolerances ● Removal ● Rehabilitation ● Cleaning ● Demonstration ● Protection ● Maintenance ● Construction ● Schedules <hr/> <p>PAYMENT</p> <ul style="list-style-type: none"> ● Payment clauses

2.5 Quality Assurance Example

Section 2.5 applies to the development of new quality assurance specifications. Follow this example only for the style of quality assurance specifications. This example does not represent the Department's specifications for foamed asphalt FDR. No one specification shows all of the variations. A foamed asphalt FDR specification was modified for this example to show where to place the various specifications.

XX-X.01C Submittals

Submit the test results within the times shown in the following table:

Quality characteristic	Maximum allowable reporting time
Asphalt binder expansion ratio	24 hr of sampling
Asphalt binder half-life	24 hr of testing
Gradation passing sieve size: 3 inch 2 inch 1-1/2 inch	24 hr of testing
Moisture content after HMA paving	5 business days of testing
Indirect dry tensile strength	5 business days of testing
Indirect wet tensile strength	
Tensile strength ratio	

XX-X.01D Quality Assurance

XX-X.01D(1) General

Reserved

XX-X.01D(2) <Topic 1>

Reserved

XX-X.01D(3) <Topic 2>

Reserved

XX-X.01D(4) Quality Control

Test the foamed asphalt FDR under the test methods and at the locations and frequencies shown in the following table:

Foamed Asphalt FDR Sampling Locations and Testing Frequencies

Quality characteristic	Test method	Sampling location	Minimum testing frequency
Water sulfates	California Test 417	Source	1 per source
Water chlorides	California Test 422	Source	1 per source
Moisture content before HMA paving	California Test 226	Middepth	1 per 5 lots
Asphalt binder expansion ratio	--	Asphalt binder spray bar	1 per day before start of FDR work and 2 per day after start of FDR work
Asphalt binder half-life			
Gradation	California Test 202	Loose mix after pulverizing and mixing	1 per test strip and 1 per lot
Moisture content after HMA paving	California Test 226	--	1 per test strip and 2 per day
Indirect dry tensile strength	California Test 371	Loose mix after pulverizing and mixing	1 per test strip
Indirect wet tensile strength			
Tensile strength ratio			

XX-X.01D(x) Department Acceptance

The Department accepts foamed asphalt FDR based on:

1. Visual inspection for:
 - 1.1. Segregation, raveling, and loose material
 - 1.2. Variance of more than 0.05 foot from the lower edge of a 12-foot straightedge
 - 1.3. Uniform surface texture throughout the work limits

- 1.4. Repaired areas
2. Compliance with the requirements shown in the following table:

Foamed Asphalt FDR Requirements for Acceptance

Quality characteristic	Test method	Requirement
Relative compaction (min, %, wet density)	California Test 231	97
Thickness (ft) ^a	Core measurements	±0.05 of the thickness shown
Gradation passing sieve size:	California Test 202	
3 inch (max, %)		100
2 inch (%)		95–100
1-1/2 inch (%)		95–100

^aTake 4- or 6-inch-diameter cores from random locations selected by the Engineer. The Engineer may require 3 locations per lot. Coring more than 3 locations per lot is change order work. At the time of coring, submit the cores for measurement.

XX-X.02 MATERIALS

The foamed asphalt FDR must comply with the requirements shown in the following table:

Foamed Asphalt FDR Requirements

Quality characteristic	Test method	Requirement
Water sulfates (max, ppm)	California Test 417	1,300
Water chlorides (max, ppm)	California Test 422	650
Moisture content before HMA paving (max, % of OMC)	California Test 226	50
Asphalt binder expansion ratio (min, %)	--	10
Asphalt binder half-life (min, seconds)	--	12
Gradation passing sieve size:	California Test 202	
3 inch (max, %)		100
2 inch (%)		95–100
1-1/2 inch (%)		95–100
Moisture content after HMA paving (%)	California Test 226	≤OMC and ≥-2

XX-X.03 CONSTRUCTION

Compact the foamed asphalt FDR to a wet density relative compaction of at least 97 percent. The thickness of the foamed asphalt FDR must be within 0.05 feet of the thickness shown.

2.6 Standard Specifications vs. Revised Standard Specifications vs. Special Provisions

2.6.1 General

The following definitions are from section 1 of the *Standard Specifications*.

specifications: Standard specifications, revised standard specifications, and special provisions.

1. **standard specifications:** Specifications standard to Department construction projects. These specifications are in a book titled *Standard Specifications*.
2. **revised standard specifications:** New or revised standard specifications. These specifications are in a section titled *Revised Standard Specifications* of a book titled *Notice to Bidders and Special Provisions*.
3. **special provisions:** Specifications specific to the project. These specifications are in a section titled *Special Provisions* of a book titled *Notice to Bidders and Special Provisions*.

2.6.2 Standard Specifications

For an update to the *Standard Specifications*, incorporate all revised standard specifications. During the incorporation, correct any specifications that did not comply with the *Style Guide*. Remember that the *Style Guide* incorporates *The Chicago Manual of Style* by reference, and *The Chicago Manual of Style* incorporates *Webster's Third New International Dictionary* and its chief abridgement, *Merriam-Webster's Collegiate Dictionary* by reference.

Incorporate any special provision clause not peculiar to a specific project. Typically, this type of clause is a noneditable clause of a special provision. By contrast, an editable clause requires the user to insert a value, term, or phrase in a blank space in the clause, add or delete list items, or make other edits to suit a project. A noneditable clause should have been incorporated into the *Revised Standard Specifications*

during a periodic update to the specifications. Example: The *Standard Specifications* has a section on widgets. An SSP used for all projects involving widgets exists. Incorporate the clauses from the SSP that are non-project-specific changes to widgets into the *Standard Specifications*. The clauses are not specifications peculiar to the project and, by the definition of *special provisions*, should have been revised standard specifications.

Incorporate specifications shown on a standard plan and have the specification removed from the plan.

2.6.3 Revised Standard Specifications and Standard Special Provisions

Use conditional phrases and clauses to incorporate specifications into the *Revised Standard Specifications*. The phrases and clauses will be incorporated into the next update of the *Standard Specifications*.

Instruction	Specifications
Use if widgets are not shown.	If widgets are not shown, <specifications for work if widgets are not shown>.
Use for a project receiving federal aid.	Section <section no.> applies to a federal-aid contract
Use for a project in District x.	In District x, <specifications for district x>. Section x applies to a project in district y.

If a paragraph has more than 3 conditions, consider leaving the paragraph in the SSP.

If a clause requires the user to insert a value, term, or phrase in a blank space and the majority of projects require the same value, term, or phrase, incorporate the clause into the RSS using the typical requirement, and modify the SSP to include instructions for replacing the typical requirement as needed.

Example: An SSP included the following editable paragraph:

1. Insert the nesting period. Use start and end dates of February 15 and September 1 unless determined otherwise by the district biologist.

The Department anticipates nesting or attempted nesting from _____ to _____.

Since the nesting period for most bird species is from February 15 to September 1, the following sentence was added to the *Standard Specifications*:

The Department anticipates nesting or attempted nesting from February 15 to September 1.

Also, the 1st paragraph of the SSP was modified as follows:

1. Insert the nesting period determined by the district biologist.

Replace the 2nd paragraph of section 14-6.03B with:

The Department anticipates nesting or attempted nesting by migratory and nongame birds from _____ to _____.

SSP instructions are instructions for that SSP. For SSP instructions, do not:

1. Include design guidance.
2. Use *for a project* or similar wording. By the definition of special provisions, an SSP is for a specific project. For example, write "Use for a bridge deck drainage system," not "Use for a project with a bridge deck drainage system."
3. Include instructions for another SSP.
4. Include instructions for using one SSP with another SSP.

2.7 Paralleling Specification Versions

Whenever you may make a significant technical change to one version of the specifications, make the same technical change to each supported version. Significant technical changes are changes that affect the end product or how the work is performed during construction. The parallel versions will be published concurrently. Do not update an older version only for style. Examples:

Polycarbonate and glass widgets are specified in the older specifications. Industry no longer makes glass widgets, so the end result is the Contractor uses polycarbonate widgets. Specify the polycarbonate widget in the newer specifications but do not update the older specifications to match. The change would make no difference in the end product.

Polycarbonate and glass widgets are specified in the older specifications. Industry makes both polycarbonate and glass widgets, but the Department has decided to use only polycarbonate widgets. Specify the polycarbonate widget in the newer specifications and update the older specifications to match.

To omit an obsolete specification in an updated version of the standards, you must cancel the existing specification.

3 FORMAT

3.1 General

Use the 2015 specification template guides. For the template guides, go to:
http://dot.ca.gov/hq/esc/oe/construction_standards.html

Errors associated with Microsoft Word styles and format are minimized if you use a template guide to develop a specification.

3.2 Microsoft Word Styles

Only the following Microsoft Word styles are allowed in a specification document. Modified styles, including character styles, are not allowed.

Building Indent 1 Hanging	Header	Heading 4	Instructions
Building Indent 2 Hanging	Heading 1	Heading 5	Normal
Building Indent 3 Hanging	Heading 1 (12 pt)	Heading 6	Normal (keep with next)
Building Indent 4 Hanging	Heading 1 (12 pt) No TOC	Heading 9	Table (Centered)
Building Indent 5 Hanging	Heading 1 Modified 14	Heading_7	Table (Indent 1f)
Building Normal	Heading 1 Modified 14 No TOC	Indent 0 Hanging	Table (Lt.)
Comments	Heading 1 No TOC	Indent 1 Hanging	Table (Rt.)
Footer	Heading 2	Indent 2 Hanging	Title_Centered
Hanging (definition)	Heading 3	Indent 3 Hanging	

3.3 Colors

Use Automatic for the font color. Verify that the list of styles in your document does not include Black as a style.

3.4 Banned Formats and Editing Commands

To avoid incorrect styles in the specifications, do not use:

1. Track changes
2. Hyperlinks
3. Comments
4. Shaded text except in SSP instructions
5. Fields unless they are associated with the boilerplate automation. Headers are okay.
6. Embedded pictures in SSPs
7. Bullets

3.5 Document Formatting

Check document formatting:

1. With hidden text on and with hidden text off
2. In Draft view and in Print Layout view

3.6 Header Changes

After making all edits, run Header Fix. Do not update the header manually.

3.7 Saving a Document

Save a document with:

1. View set as Draft
2. Size set at 100% in Draft view and in Print Layout view
3. Styles to show in the Style Pane Options set as "In current document"
4. Header and footer set as "Different first page" in the Layout tab of the Page Setup section

To reopen a document in Draft view, the Word option "Allow opening a document in Draft view" in the General section of the advanced Word options must be check marked.

Save the document in Compatibility Mode. Select the option "Maintain compatibility with Word 97-2003."

4 RSS, SSP, AND NSSP FILE NAMES AND REVISION CLAUSES

For the file name of an SSP, begin with the section number of the section of the *Standard Specifications* being revised and add an underscore, a letter category (A for approved; D for draft; T for tentative; C for canceled), the date, and __<year> (2 underscores followed by the publication year of the associated *Standard Specifications*. Example: 3-1.04_A01-22-16__2015. Use the same naming convention for an RSS except add *RSS_* before the section number. Example: RSS_3-1.04_A12-31-10__2015).

The RSS coordinator combines RSSs in the *Revised Standard Specifications*. An RSS is placed under a heading matching the title of the section of the *Standard Specifications* being revised and such that the section numbers are in numerical order.

SSPs have 2 formats, combined and individual, depending on the number, length, and complexity of the SSPs revising a main section of the *Standard Specifications*. An individual SSP is an SSP that revises 1 section. A combined SSP is an SSP that revises more than 1 section. For a combined SSP, use the base section number. For example, if the SSP includes revisions to sections 26-1.02A, 26-1.02B, 26-1.02C, use 26-1.02 for the SSP number.

An SSP assembler places individual SSPs in a special provision template that contains all of the main section headings.

An SSP looks the same as an RSS except the SSP includes instructions. The SSP instructions are shaded in gray. The final contract documents include any text not shaded and not in the header. In a final contract document, the special provisions looks the same as the revised standard specifications.

Start an SSP with instructions for the SSP. Start the instructions with *Section* <section no.>, a period, and a space. Include instructions that indicate when the SSP is to be used. Add an instruction for a range of paragraphs or an instruction for the 1st paragraph if either is needed. Add one of the revision clauses shown in the table below. Follow the examples for the placement of these items. Add the revision.

Precede a paragraph with a paragraph instruction if needed. If paragraph instructions are included, number the paragraphs as shown in the examples. To instruct the specification editor to remove text from an SSP, use *strike and hide* instead of *delete*.

Start an RSS with one of the following revision clauses:

To	Write	Example
Delete a paragraph	Delete the <ordinal numeral of paragraph> paragraph of section <section no.>.	Delete the 2nd paragraph of section 5-1.09C.
Delete a sentence	Delete the <ordinal numeral of sentence> sentence in the <ordinal numeral of paragraph> paragraph of section <section no.>.	Delete the 1st sentence in the 10th paragraph of section 5-1.23B(2).
Delete a list item	Delete item <cardinal numeral of item> in the list in the <ordinal numeral of paragraph> paragraph of section <section no.>.	Delete item 2 in the list in the 7th paragraph of section 15-1.03B.
Replace a section	Replace section <section no.> with:	Replace section 3-1.13 with: 3-1.13 FORM FHWA-1273 For a federal-aid contract, form FHWA-1273 is included with the Contract form in the documents sent to the successful bidder for execution. Comply with its provisions. Interpret the training and promotion section as specified in section 7-1.11A.
		Replace section 3-1.12 with: 3-1.12 RESERVED
Replace a section title	Replace the heading of section <section no.> with:	Replace the heading of section 9-1.07B(4) with: Hot Mix Asphalt with Modified Asphalt Binder
Replace a paragraph	Replace the <ordinal numeral of paragraph> paragraph of section	Replace the 2nd paragraph of section 4-1.13 with:

	<section no.> with:	The Department does not require you to remove warning, regulatory, or guide signs before Contract acceptance.						
Replace a range of paragraphs	Replace the <ordinal numeral of paragraph> through <ordinal numeral of paragraph> paragraphs of section <section no.> with:	Replace the 7th through 9th paragraphs of section 12-4.02A with: If pedestrian traffic is allowed to pass through construction areas, provide a temporary pedestrian facility through the construction areas . . .						
Replace a sentence	Replace the <ordinal numeral of sentence> sentence in the <ordinal numeral of paragraph> paragraph of section <section no.> with:	Replace the 2nd sentence in the 3rd paragraph of section 49-3.02C(9) with: Do not vibrate the concrete.						
Replace a range of sentences	Replace the <ordinal numeral of sentence> through <ordinal numeral of sentence> sentences in the <ordinal numeral of paragraph> paragraph of section <section no.> with:	Replace the 1st through 3rd sentences in the 2nd paragraph of section 48-2.01D(2) with: Perform NDT on welded splices using UT or RT. Each weld and any repair made to a previously welded splice must be tested.						
Replace the last paragraph of a section with more than 3 paragraphs	Replace the last paragraph of section <section no.> with:	Replace the last paragraph of section 8-1.04B with: The Department does not adjust time for work performed before Contract approval.						
Replace a term, phrase, or short dependent clause in a paragraph	Replace <term, phrase, or short dependent clause> in the <ordinal numeral of paragraph> paragraph of section <section no.> with:	Replace 20 days in the 14th paragraph of section 7-1.04 with: 25 days						
Replace a term throughout a section	Replace <term> at each occurrence in section<section no.> with:	Replace California Test 234 at each occurrence in section 39 with: AASHTO T 304						
Replace a term phrase, or value in a table cell	Replace <term, phrase, or value> in the <description of the table cell> in the table in the <ordinal numeral of paragraph> paragraph of section <section no.> with:	Replace PO BOX 911 in the District 3 mailing address in the table in the 1st paragraph of section 1-1.08 with: 703 B ST						
Replace a row in a table	Replace the row for <row heading> in the table in the <ordinal numeral of paragraph> paragraph of section <section no.> with:	Replace the row for hydraulic bursting strength in the table in the 2nd paragraph of section 88-1.02B with: <table border="1" data-bbox="1003 1402 1474 1430"> <tr> <td>Puncture strength (min, lb)</td> <td>ASTM D 6241</td> <td>310</td> </tr> <tr> <td>Trapezoid tearing strength (min, lb)</td> <td>ASTM D 4533</td> <td>56</td> </tr> </table>	Puncture strength (min, lb)	ASTM D 6241	310	Trapezoid tearing strength (min, lb)	ASTM D 4533	56
Puncture strength (min, lb)	ASTM D 6241	310						
Trapezoid tearing strength (min, lb)	ASTM D 4533	56						
Replace an introductory clause of a list or a table	Replace the introductory clause in the <ordinal numeral of paragraph> paragraph of section <section no> with:	Replace the introductory clause in the 1st paragraph of section 50-1.01C(4) with: Submit test samples for the work materials shown in the following table:						
Replace list items	Replace item <cardinal numeral of item> in the list in the <ordinal numeral of paragraph> paragraph of section <section no> with:	Replace item 1 in the list in the 1st paragraph of section 49-3.02A(4)(d)(ii) with: 1. Inspection pipes must be schedule 40 PVC pipe complying with . . .						
Replace a term in an item of a list	Replace <term> in item <cardinal numeral of item> in the list in the <ordinal numeral of paragraph> paragraph of section <section no.> with:	Replace Contract in item 9 in the list in the 4th paragraph of section 8-1.02D(4) with: work						
Replace a term	Replace <term> at each occurrence	Replace ASTM A36/A36M at each						

throughout a table	in the table in the <ordinal numeral of paragraph> paragraph of section <section no.> with:	occurrence in the table in the 1st paragraph of section 83-2.08B with: ASTM A709A/A709M
Add a section to the end of a section 1 level above (no reserved sections and the subject fits)	Add to section <number of section 1 level above the section to be added>:	Add to section 50-1.03B(2): 50-1.03B(2)(e) Debonding Prestressing Strands Where shown, debond prestressing strands by . . .
Add text to a section	Add to section <section no>:	Add to section 1-1.07B: abandon: Render unserviceable in place. adjust: Raise or lower a facility to match a new grade line.
Add a paragraph ^a	Add to section <section no>:	Add to section 1-1.09: This project is in a freeze-thaw area.
Add text between paragraphs of a section	Add between the <ordinal numeral of paragraph> and <ordinal numeral of paragraph> paragraphs of section <section no>:	Add between the 2nd and 3rd paragraphs of section 5-1.23A: Submit action and informational submittals to the Engineer.
Add text to the beginning of a section	Add to the beginning of section <section no>:	Add to the beginning of section 49-3.02A(4)(d)(ii): If the drilled hole is dry or dewatered without the use of temporary casing to control ground water, the installation of inspection pipes is not required.
Add text to the end of a section	Add to the end of section <section no>:	Add to the end of section 3-1.04: You may request to extend the award period by faxing a request to (916) 227-6282 before 4:00 p.m. on the last day of the award period. If you do not make this request, after the specified award period: 1. Your bid becomes invalid 2. You are not eligible for the award of the contract
Add text within a sentence	Add between <word or phrase> and <word or phrase> in the <ordinal numeral of sentence> sentence in the <ordinal numeral of paragraph> paragraph of section <section no>:	Add between <i>held</i> and <i>no later than</i> in the 2nd sentence in the 1st paragraph of section 5-1.43E(3)(e): no sooner than
Add text to the end of a paragraph	Add to the end of the <ordinal numeral of paragraph> paragraph of section <section no>:	Add to the end of the 10th paragraph of section 7-1.03: Flagging must comply with section 12-1. The Department pays you for this work under section 12-1.04.
Add text to an introductory clause of a list or a table	Add between <word before> and <word after> in the introductory clause of the <ordinal numeral of paragraph> paragraph of section <section no>:	Add between <i>on</i> and <i>railroad</i> in the introductory clause of the 4th paragraph of section 7-1.07K(6)(b): or affecting

Add a list item	Add to the list in the <ordinal numeral of paragraph> paragraph of section <section no>:	Add to the list in the 3rd paragraph of section 80-3.02E: 3. Be green
-----------------	--	---

NOTES:

Use the style Heading 1 No TOC for the revision clause.

These revision clauses are needed to avoid discrepancies. From section 5-1.02 of the *Standard Specifications*: "A component in one Contract document applies as if appearing in each." Do not rely on the governing ranking of contract parts to sort out conflicting clauses.

Minimize revisions. If 1 word in a section is being revised, revise only that 1 word. If 1 sentence in a multiple-sentence paragraph is being revised, revise only the 1 sentence. If multiple sentences are being revised, revise either the individual sentences or the whole paragraph depending on the number of revisions and sentence and paragraph structure.

^aUse only in SSPs where the location of the addition is irrelevant.

Refer to the RSS if:

1. An SSP revises an RSS and that RSS includes the text that the SSP is revising
2. An SSP adds to a specific portion of an RSS

From section 1-1.05 of the *Standard Specifications*: "Any reference directly to a revised standard specification section is for convenience only. Lack of a direct reference to a revised standard specification section does not indicate a revised standard specification for the section does not exist."

Examples:

Replace the 3rd sentence in the 2nd paragraph of the RSS for section 98-1.05 with:

Replace *Reserved* in section 10-1.03 of the RSS for section 10-1 with:

Add between the 2nd and 3rd paragraphs of the RSS for section 6-2.05C:

To indicate optional text in an SSP, describe the options in the instructions and use a blank in the text. For the blank, use a series of underscores. Do not include the options in the body of the text. Example:

Don't write	Write
<p>3. Edit for sealant type.</p> <p>Slots must be filled with elastomeric sealant asphaltic emulsion sealant hot-melt rubberized asphalt sealant.</p>	<p>3. Insert one of the following types of sealant: elastomeric, asphaltic emulsion, or hot-melt rubberized asphalt.</p> <p>Slots must be filled with _____ sealant.</p>

RSS Example

<p>{XE "RSS_9-1.16E(4)_A01-15-16__2015"} Page 1 of 1</p>
<p>Replace <i>may withhold</i> in the 1st paragraph of section 9-1.16E(4) with:</p>
<p>withholds</p>

The header shown will not be included in the combined RSS. It is for routing and submittal purposes only.

SSP Example

{XE "2-1.109_A01-15-16__2015"}

Page 1 of 1

Section 2-1.09. Use for a plant establishment period of more than 1 year. Insert the estimated value of the plant establishment work.

Add to the end of section 2-1.09:

The item total for plant establishment work must be at least \$_____.

SSP Example with Instructions for Ranges of Paragraphs

{XE "3-1.04_A10-30-15__2015"}

Page 1 of 1

Section 3-1.04. Use for a project with an estimated cost less than \$200 million with a 60-day award period or an informal-bid contract.

Replace the 2nd paragraph of section 3-1.04 with:

1. Use for a project with an estimated cost less than \$200 million with a 60-day award period.

If the Department awards the contract, the award is made to the lowest responsible bidder within 60 days after bid opening.

2–3. Use for an informal-bid contract without a same-day award.

2

If the Department awards the contract, the award is made to the lowest responsible bidder within 10 days after bid opening.

3. Use for a non-federal-aid contract.

Bidders and listed DVBEs must be available by phone the day after bid opening to answer questions.

4–7. Use for an informal-bid contract with a same-day award.

4

If the Department awards the contract, the award is made to the lowest responsible bidder the same day as bid opening.

5. Use for a non-federal-aid contract.

Bidders and listed DVBEs must be available by phone the day after bid opening to answer questions.

6

Have a representative available the day and at the location of the bid opening to accept the contract award.

7

If the lowest responsible bidder does not have a representative available to accept the contract award, the Department may award the contract to the next lowest responsible bidder who has a representative available to accept the contract award.

Combined SSP Example

{XE "12-3.32C_A10-30-15_2015"}

Page 1 of 1

Section 12-3.32C. Use to specify (1) the number and locations of PCMSs, (2) the use of PCMSs for newly installed traffic signals, or (3) a start time for PCMSs.

Add to the beginning of section 12-3.32C:

1. Use to specify the location of PCMSs if the locations are not shown. Edit as necessary to fit the type of work. Include exact locations by station or post mile if necessary.

Place PCMSs at the locations shown and in advance of the 1st warning sign for each:

1. Stationary lane closure
2. Off-ramp closure
3. Connector closure
4. Shoulder closure
5. Speed reduction zone

2. Use to specify the use of PCMSs for newly installed traffic signals.

For 5 days starting on the day of signal activation, place 1 PCMS in each direction of travel and display the following message in all caps: Signal Ahead -- Prepare To Stop.

Add between the 5th and 6th paragraphs of section 12-3.32C:

3. Use to specify a start time for PCMSs. Edit per the transportation management plan manager's or district traffic manager's instructions.

Start displaying the message on the sign ___ minutes before closing the lane or shoulder or when directed by the Engineer.

Combined SSP Example with a Table (Portion)

2. Insert the sizes, quantities, and charges. Add or delete rows as needed.

The charges are as shown in the following table:

Water Meter Charges

Meter size	Quantity	Charge per meter (\$)

3. Use if the Department pays the charges.

Replace the paragraphs of section 5-1.20E with:

The local water authority will install the water meters.

Upon your request, the Engineer arranges with the servicing utility to install the water meters. The Department pays the utility the charges for the installation.

Note: One line space is required after a table, and one line space is required before a revision clause; so two spaces are required between the table and the next revision clause.

Combined SSP Example with a List (Portion)

2. Use for on-ramp and off-ramp closures in District 7.

Replace the 3rd paragraph of section 12-4.02C(1) with:

Do not close on-ramps or off-ramps servicing 2 consecutive local street interchanges in the same direction of travel. The Engineer may authorize a closure if:

1. You submit a request
2. Traffic will be better served
3. Work will be expedited

Add between the 3rd and 4th paragraphs of section 12-4.02C(1):

3. Use if ramp closure charts are not included.

You may close a ramp if the adjacent freeway lane is allowed to be closed as shown on charts nos. _____–_____. If a ramp is closed, detour traffic to the next available ramp downstream of the closed ramp in the direction of travel.

Note: One line space is required after a list, and one line space is required before a revision clause; so two spaces are required between the list and the next revision clause.

Canceled SSP Example

{XE "10-2.03A_C10-30-15"}
Page 1 of 1

Canceled

This SSP is obsolete.

For an NSSP, follow the guidance for an SSP (delete, replace, or add to a standard specification section). If the NSSP does not delete, replace, or add to a section, add the NSSP after the last number in a section and use the section number one level higher than the added section for the NSSP revision clause. Use the same naming convention as for an SSP except use the letter category N for *nonstandard*. For additional guidance, see *NSSP Guidance* at <http://oe.dot.ca.gov>.

NSSP Example

{XE "16-2.04C_N02-19-16_2015"}

Page 1 of 1
NEW DB**

Section 16-2.04C. Use for timber construction mats.

Replace section 16-2.04C with:

16-2.04C Timber Mats

Timber mats must be made of timbers with filter fabric and a plywood overlay supported by a subgrade enhancement geotextile.

The mats must not effectuate a ground stress of more than 500 psf under all loads on the mats.

Timbers must be untreated hardwood at least 12 inches thick. Timbers must be connected with connector rods. You may use alternative materials if authorized.

Plywood must be structural plywood:

1. Free from loose or unsound knots
2. At least 3/4 inch thick
3. Secured to the mat with either nails or bolts

Filter fabric must bridge between the mat joints.

Subgrade enhancement geotextile must be Class B1.

5 LANGUAGE AND MECHANICS

5.1 General

For language and mechanics guidance not covered in this guide, comply with the 16th edition of *Chicago*. The *Specification Style Guide* provides rules:

1. Not covered in *Chicago*
2. Contrary to the rules in *Chicago*.
3. Specific to the Department's specifications

Where the *Chicago* describes optional styles, choose the traditional style. For index entries, use the format used in the most recent version of the *Standard Specifications*.

5.2 Federal Register's Writing Guide

5.2.1 General

Follow the principles in the *Federal Register's* Principles of Clear Writing, duplicated in part in this section. For additional explanations, go to:

<http://www.archives.gov/federal-register/write/legal-docs/clear-writing.html>

Bracketed text is text not in the *Federal Register's* Principles of Clear Writing.

5.2.2 Write in the active voice.

The active voice clarifies who must perform the duty or action. The passive voice is appropriate when the actor is unknown, unimportant, or obvious.

5.2.3 Use action verbs.

Don't write	Write
is applicable to	applies to
make payment	pay
give recognition to	recognize
is concerned with	concerns

5.2.4 Use *must* instead of *shall*.

shall	imposes an obligation to act, but may be confused with prediction of future action
will	predicts future action
must	imposes obligation, indicates a necessity to act
should	infers obligation, but not absolute necessity
may	indicates discretion to act

5.2.5 Be direct.

Talk directly to your readers. [In the Department's specifications, talk to the Contractor.] Use the imperative mood. [Also, use *you* and *your*.]

This style results in [specifications] that are shorter, crisper, and easier to understand.

5.2.6 Use the present tense.

A [specification] speaks as of the time you apply it, not as of the time you draft it.

5.2.7 Write positively.

If you can accurately express an idea either positively or negatively, express it positively. It's better to express even a negative in positive form.

Don't write	Write
did not comply with	failed to comply with
	violated

[Example: If you violate Pub Cont Code § 4100 et seq., the Department may exercise the remedies provided in Pub Cont Code § 4110.]

5.2.8 Avoid use of exceptions.

If possible, state a rule or category directly rather than describing that rule or category by stating its exceptions.

Don't write	Write
All persons except those 18 years or older must . . .	Each person under 18 years of age must . . .

[Use *Section* <section no.> *applies to* <x> or <Requirement description> *applies to* <x> or introduce a requirement with *For* <x>.]

However, you may use an exception if it avoids a long and cumbersome list or elaborate description. [If a specification has exceptions, do not use general phrases such as *except as otherwise specified* or *except as otherwise shown*. Instead, specify the particular items to which the specification does not apply.]

5.2.9 Avoid split infinitives.

The split infinitive offends many readers, so avoid it if you can.

Don't write	Write
Be sure to promptly reply to the invitation.	Be sure to reply promptly to the invitation. or Be sure to reply to the invitation promptly.

5.2.10 Use the singular noun rather than the plural noun.

To the extent your meaning allows, use a singular noun instead of a plural noun. You will avoid the problem of whether the rule applies separately to each member of a class or jointly to the class as a whole. [This does not mean that you should drop all s's. In complying with this guideline, sentences must still be grammatically correct. The example below demonstrates the use of this guideline. In general, use the singular for items in the Materials section and plural in the Construction section, The Dictionary Act provides that "unless the context indicates otherwise," words importing the singular include and apply to several persons, parties, or things; words importing the plural include the singular.]

Don't write	Write
The guard will issue security badges to the employees who work in Building D and Building E.	The guard will issue a security badge to each employee who works in Building D and each employee who works in Building E.

[Exception: Use plural nouns for headings and titles.]

5.2.11 Be consistent.

Don't use different words to denote the same thing. Don't use the same word to denote different things.

Don't write	Write
Each motor vehicle owner must register his or her car with the Automobile Division of the Metropolitan Police Department.	Each automobile owner must register his or her automobile with the Automobile Division of the Metropolitan Police Department.
The tank had a 200-gallon tank for fuel.	The tank had a 200-gallon fuel container.

5.2.12 Use parallel structure.

Arrange sentences so that parallel ideas look parallel. This is important when you use a list.

[The text of the following example is from the *Federal Register's* writing guide. The format of the lists has been changed to comply with the format described in this guide.]

Nonparallel construction	Parallel construction
<p>The duties of the Executive Secretary of the Administrative Committee are:</p> <ol style="list-style-type: none"> 1. To take minutes of all the meetings 2. The Executive Secretary answers all the correspondence 3. Writing of monthly reports 	<p>The duties of the Executive Secretary of the Administrative Committee are to:</p> <ol style="list-style-type: none"> 1. Take minutes of all the meetings 2. Answer all the correspondence 3. Write the monthly reports

5.2.13 Prefer simple words.

[See "Expressions" of this guide and plain language websites such as www.plainlanguage.gov and www.plainlanguagenetwork.org.]

5.2.14 Omit needless words.

Don't use compound prepositions and other wordy expressions when the same meaning can be conveyed with one or two words.

Don't write	Write
because of the fact that	because
for the period of	for
[highway right-of-way]	[highway]
[including, but not limited to] ^a	[including]

^aFrom *Black's Law Dictionary*: **include**, *vb* To contain as a part of something. • The participle *including* typically indicates a partial list <the plaintiff asserted five tort claims, including slander and libel>. But some drafters use phrases such as *including without limitation* and *including but not limited to* – which mean the same thing.

5.2.15 Avoid redundancies.

Don't use word pairs, if the words have the same effect or where the meaning of one included the other.

Examples: Word pairs to avoid

any and all	full and complete
authorize and direct	order and direct
cease and desist	means and includes
each and every	necessary and desirable

5.2.16 Use concrete words.

Abstract words can be vague and open to different interpretations. [Use] simple, concrete words. [Be specific.]

Don't write	If you mean
vehicles	automobiles
firearms	rifles
aircraft	helicopters

5.2.17 Don't use words that antagonize.

[Not applicable to specification writing.]

5.2.18 Avoid noun sandwiches.

Administrative writing uses too many noun clusters -- groups of nouns "sandwiched" together. Avoid these confusing constructions by using more prepositions.

Don't write	Write	[Or]
Underground mine worker safety protection procedures development	Development of underground procedures for the protection of the safety of mine workers	[Development of safety procedures for protecting workers underground.]

Which meaning is intended becomes clearer when this four-word sandwich is broken up.

5.2.19 Don't use gender-specific terminology.

[Exception: You may use gender-specific terminology if required to match industry-standard terminology or the law.]

5.2.20 Write short sentences.

5.2.21 Make lists clear and logical in structure.

[List by work sequence or most important to least important. If no logic, list alphabetically. Display a list of ±3 items in a vertical list.]

5.2.22 Use short paragraphs.

A writer may improve the clarity of a [specification] by using short, compact paragraphs. Each paragraph should deal with a single, unified topic. Lengthy, complex, or technical discussions should be presented in a series of related paragraphs.

5.3 Brevity

5.3.1 General

Be as brief as possible without reducing clarity.

5.3.2 Avoid prepositions

But do not eliminate prepositions if noun sandwiches or nonparallel clauses or phrases are created as a result.

Don't write	Write
authority of the Engineer	Engineer's authority
drawings for falsework	falsework drawings

5.3.3 Use elliptical clauses

An elliptical clause is a clause that is grammatically incomplete in the sense that it is missing either the relative pronoun that normally introduces such a clause or something from the predicate in the second part of a comparison.

Don't write	Write
For excusable delays that are not caused by weather, the Department pays your added costs.	For excusable delays not caused by weather, the Department pays your added costs.
If the Engineer determines that a claim is without merit, you may pursue the administrative claim procedure . . .	If the Engineer determines a claim is without merit, you may pursue the administrative claim procedure . . .

5.3.4 Avoid unnecessary qualifiers.

Examples:

actual

all (except to differentiate between partial and whole quantities)

any (except to specify a choice)

existing (with remove, reconstruct, salvage, abandon, or obliterate)

5.3.5 Avoid *respective* and *respectively*.

Don't write	Write
Forms are listed under the names of their respective sections.	Forms are listed under the names of their corresponding sections.
The hat and the scarf must be blue and green, respectively.	The hat must be blue. The scarf must be green.

5.4 Industry Standard

Use terms in prevalent use by other states and the construction industry. Do not use terms unique to the Department. Use of a unique term requires concurrence by the specification owner, Construction, and Legal.

5.5 Expressions

Use the expressions shown in the following table:

Expressions	
Use	Do not use synonyms
accept (for an agreement to receive something as satisfactory) approve (for COs and change order work bills) authorize (for a sanctioning from the Engineer)	approve, authorize, or certify (for an agreement to receive something as satisfactory) accept, authorize, or certify (for COs and change order work bills) accept, approve, or certify (for a sanctioning from the Engineer)
activity	operation
adjacent ^{d,g}	next
after ^{b,g}	subsequent to
after June 30 ^{b,g}	on or after July 1
allow	permit
assign (as an action of the Contractor)	authorize designate
before ^{b,g}	prior to
before July 1 ^{b,g}	no later than June 30
complete ^g	finish
comply with	adhere to follow meet
described in (to refer to the specifications and the plans; to refer to the Contract) provided in (to refer to laws or PLACs) shown in (to refer to information in a table) shown on (to refer to drawing details or notes) specified in (to refer to specifications, including specifications such as ASTMs)	indicated in
document (for general paperwork, including records) record (as a verb; as a noun if referring to paperwork containing recorded information)	record (for general paperwork) document (as a verb; as a noun if referring to paperwork containing recorded information)
end ^g	terminate
enough ^{b,g}	adequate number of sufficient number of
except ^g	excluding
for ^{b,g}	in the interest of with reference to
furnish (except for furnishing work documents and samples to the Engineer or Department) submit (furnishing work documents and samples to the Engineer or Department)	give
guage ^{f,g}	gage
gradation ^g	grading
groundwater ^g	ground water
hard copy (if needed to differentiate between a hard and an electronic copy) ^g	printed copy
how ^{b,g}	the manner in which
if (except use <i>when</i> in reference to time and <i>where</i> in reference to location) ^g	when subject to in the event that ^b where in case ^b
instead of ^{b,g}	in lieu of
is	considers deems
job site ^a	site project site contract site
keep ^b (except use <i>retain</i> for records)	retain
limits ^g	parameters
manufacturer's instructions	manufacturer's recommendations
material ^c	product

may ^b	is authorized	reserves the right to
notify	inform (except for nonwritten communication)	
obtain (except use <i>procure</i> for materials)	get	procure secure
on ^g	upon (use <i>upon</i> to introduce an event or condition)	
upon request	at the Engineer's request	
order	direct	
plant	facility	
possible ^g	feasible	
project (except use <i>job site</i>)	job	
provisions (for laws and PLACs) specifications (for specifications, including specifications such as ASTMs) terms (for contracts not between the Department and the Contractor)	conditions	requirements
quality characteristic	property (where <i>property</i> means <i>quality characteristic</i> as defined in section 1 of the 2015 <i>Standard Specifications</i>) ^e	
quantity ^a	amount	
request ^d	ask	
saw cut ^g	sawcut	
section	subsection	
start	begin	commence
stormwater ^g	storm water	
the, this, these, that, those (Use <i>the</i> unless clarity is reduced.)	such	
to ^g	in order to	
traffic	public traffic	
under ^b	following meeting	in conformance with in accordance with pursuant to under the provisions of
use ^{b,g}	utilize	employ
withhold	retain	
way ^{b,g}	manner	
when ^{b,g}	at the time	
while ^{b,g}	during such time as	

NOTE: Use the term in the left column instead of the term in the right column only when the term in the right column has the same meaning as the term in the left column.

^aBased on definition in *Means Illustrated Construction Dictionary*

^bFrom appendix B—Preferred Expressions of the Federal Register's Drafting Legal Documents

^cFrom *Means Illustrated Construction Dictionary*: material: Any product or substance specified for use in the construction of a project.

^dReduced variation over simpler word

^eFrom the 2015 *Standard Specifications*: **quality characteristic**: Characteristic of a material that is measured to determine conformance with a given requirement.

^f*Chicago*. Also from the "Summary of Changes" made since the March 2005 edition of *Form and Style for ASTM Standards*: Section G25.1 added (measurement, instrument) to "gauge" and deleted spelling "gage."

^gFor consistency only. Expressions not noted with a superscript *g* are for contractual integrity. Terms not noted are either associated with their usage in the General Provisions or have connotations that may result in different interpretations if they are used inconsistently.

To choose a term not in this table, use a term that is:

1. Most basic. If the most basic term has many definitions and if those definitions can cause confusion (i.e., the definition is not obvious by context), use a more precise term.
2. Industry-standard.
3. In a referenced law (only the core terms, not the legalese).

Do not choose to use a term only because a reference uses a specific term. References follow guidelines chosen by the organization that produces the references. We do not want to use term x because AASHTO uses that term or term y because ASTM uses that term. Were we to try to match the terminology of a standard, our specifications would have no consistency and would have to change if the reference changes.

5.6 Terms for Alteration of Highway Facilities

Use the terms for altering a highway facility shown in the following table:

To	Write
Remove and dispose of	Remove
Render unserviceable in place	Abandon
Remove, clean, and haul to a specified location	Salvage
Remove and install or place laterally at the same station location	Reset
Remove and install or place in a new location	Relocate
Remove and disassemble and construct again at an existing or new location	Reconstruct
Raise or lower a facility to match a new grade line	Adjust
Add to or subtract from an appurtenant part	Modify

NOTE: The terms and definitions in this table are from section 1 of the *Standard Specifications*.

5.7 Specification Duplication

Do not include specifications covered by other specifications. Examples:

Don't write	Reason
as shown on the plans; as specified in the special provisions at the option of the Contractor	These are part of the Contract. From the <i>Standard Specifications</i> : "Where the means and methods to complete the work are not described in the Contract, choose the means and methods to complete the work." (If you specify a minimum or maximum value, the Contractor may choose to use anything greater or less. The addition of <i>as authorized by the Engineer</i> creates an ambiguous specification.)
Authorization of the <item needing authorization> is contingent on the <item needing authorization> being satisfactory to the railroad company [or other third-party entity] involved.	The Contract is between the Department and the Contractor. Third-party contingencies are irrelevant to the Contract.
by the Engineer (for orders, authorizations, and requests to the Contractor)	Section 1 of the <i>Standard Specifications</i> specifies that orders, authorizations, and requests to the Contractor are by the Engineer.
to the Engineer (for submittals and requests from the Contractor)	Section 1 of the <i>Standard Specifications</i> tells the Contractor to submit documents and direct questions to the Engineer. Section 5 of the <i>Standard Specifications</i> tells the Contractor to submit action and informational submittals to the Engineer.
in writing (for Department approvals, authorizations, decisions, notifications, orders, and responses and for Contractor assignments, notifications, proposals, reports, requests, subcontracts, and test results)	Section 1 of the <i>Standard Specifications</i> specifies that these items are in writing.
Driving equipment that damages piling must not be used; provided driving does not injure the posts; and similar "do not use methods or equipment that damage the work" clauses.	Maintenance and Protection and Payment Scope in sections 5 and 9 of the <i>Standard Specifications</i> covers such specifications.

Before closing a roadway to traffic to accommodate bridge removal operations, you must have all necessary workers, materials, and equipment at the site as needed to proceed with the removal work in an expeditious manner. While the roadway is closed to public traffic, perform the work promptly and without interruption until the roadway is reopened to public traffic.	Public Convenience in Section 7 of the <i>Standard Specifications</i> covers such clauses.
satisfactory to the Engineer, as determined by the Engineer, and similar phrases and clauses	Engineer's Authority in section 5 of the <i>Standard Specifications</i> covers such phrases and clauses.
what happens if the Department fails to do something within a specified time	The delay definitions and delay specifications in sections 1 and 8 of the <i>Standard Specifications</i> covers the ramifications of such failures.
unless otherwise permitted by the Engineer ^a on approval of the Engineer ^b if authorized by the Engineer ^c as ordered by the Engineer ^d as directed by the Engineer ^e	These clauses are ambiguous. Section 4 of the <i>Standard Specifications</i> covers how changes are made.
The Department's review and approval does not waive any contract requirements or relieve the Contractor from complying with federal, State and local laws, regulations, and requirements.	Section 5 of the <i>Standard Specifications</i> says, "The Department's authorization of an action submittal does not void any Contract part."
<Work description> includes furnishing materials.	Section 5 of the <i>Standard Specifications</i> says, "Furnish the resources except Department-furnished materials required to complete the work as described the Contract."

^{a-e}Avoid these altogether. They are ambiguous. Contractors will include the risk in the cost. Also see *by the Engineer* above.

^aSee *allow* vs. *permit* in section 6. If you use a similar phrase, be specific in what is otherwise allowed.

^bSee *authorize* vs. *approve* in section 6.

^cIf you use *if authorized*, be specific in what is authorized.

^dUse this only for change order work because as is too ambiguous to bid. A bidder does not know how the Engineer may order him to do something. For situations such as color or location determinations or other factors not involving costs to the Contractor, write, "The Engineer determines the exact color," or "The Engineer determines the exact location," or similar.

^eSee *order* vs. *direct* in section 6. Also see note d above.

5.8 Common Clauses and Phrases

Use the following clauses and phrases:

To	Write
describe work to be paid for by force account or agreed price ^a	<Work description> is change order work. ^b
charge the Contractor for something (sections 1–9)	The Department deducts <these charges; the cost of this work; the cost of <modifier> work>. ^b
charge the Contractor for something (sections 10–98)	<These charges; the cost of this work; the cost of <description of work> is deducted. ^b
specify one specification does not relieve the Contractor of the responsibilities in another specification	<Specification> does not void <other specification>.
direct the Contractor to dispose of materials	Dispose of <the material>.
direct the Contractor to submit a certificate of compliance	Submit a certificate of compliance for <material>.
submit documents to someone other than the Engineer	Submit <document> to <location>. Notify the Engineer of the submittal. Include in the notification the date and contents of the submittal.

submit an informational submittal not specified as an informational submittal in section 5	Submit <document> as an informational submittal.
submit shop drawings to OSD, Documents Unit ^c	Submit shop drawings to OSD, Documents Unit. Notify the Engineer of the submittal. Include in the notification the date and contents of the submittal.
submit shop drawings signed by a registered civil engineer to the Engineer ^c	Shop drawings must be sealed and signed by an engineer who is registered as a civil engineer in the State.
submit shop drawings signed by a registered mechanical or electrical engineer to the Engineer ^c	Submit shop drawings sealed and signed by an engineer who is registered as a(n) <type> engineer in the State.
specify review time for a submittal	Allow <number> days for the review. ^d
perform an activity within a time frame after another activity	<Description of an activity> within <number> days after <description of the other activity>.
submit information on a data-storage device ^e	Submit <information> on a read-only CD, DVD, or other Engineer-authorized data-storage device. Label the device with: 1. Contract number 2. File name 3. Date produced 4. <Other required information>
introduce an existing facility section	Section <number> includes specifications for performing work on existing <work description>.

^aFrom *Means Illustrated Construction Dictionary*:

extra work: Any work, desired or performed, but not included in the original contract.

force account: Work ordered on a construction project without an existing agreement on its cost, and performed with the understanding that the contractor will bill the owner according to the cost of labor, materials, and equipment, plus a certain percentage for overhead and profit.

^bPlace these clauses near the clauses for the work requiring them. Do not place them in the payment section.

^cCombine and modify as necessary.

^dAdd *business* before *days* if the number inserted is 5 or less. See section 22. Use if other than the 15 days specified in section 5-1.23B.

^ePreferred clause.

5.9 Payment Clauses

5.9.1 General

Section 9 of the *Standard Specifications* refers to the Bid Item List for bid items and measurement units. Interpret *bid item* in the tables in section <no.> as the exact bid item name except in the following cases: For a series of bid items with the same base item name followed by a number of specific modifiers, use the base name for the bid item. Do not use one payment clause for each exact bid item name. Example:

Do not use both of these clauses.	Use one clause.
The payment quantity for rock slope protection fabric (Class 8) does not include the area of the overlaps. The payment quantity for rock slope protection fabric (Class 10) does not include the area of the overlaps.	The payment quantity for rock slope protection fabric does not include the area of the overlaps.

For a series of bid items with the same base item name with multiple variations of the bid item name, use the most generic term for the bid item. Do not use one payment clause for each exact bid item name.

Example:

Do not use both of these clauses.	Use one clause.
<p>The payment quantity for fence (Type WM and BW) does not include the width of the openings. The payment quantity for temporary fence (Type BW) does not include the width of the openings. The payment quantity for chain link fence (Type CL-4) does not include the width of the openings.</p>	<p>The payment quantity for any type of fence does not include the width of the openings.</p>

Use the bid item name in payment clauses and in clauses that refer to the Bid Item List. (In headings and clauses other than payment clauses, use standard English for the placement of modifiers—i.e., modifiers before the noun.) Examples:

Bid item	In headings	In clauses
fence (high visibility)	High-Visibility Fence	high-visibility fence
temporary railing (Type K)	Type K Temporary Railing	Type K temporary railing

For new bid item names, place modifiers after the noun. Place modifiers in the order of increasing specificity. Examples:

- Bar Reinforcing Steel
- Bar Reinforcing Steel (Bridge)
- Bar Reinforcing Steel (Bridge, Epoxy Coated)

Do not use Steel (Bar Reinforcing). Use the industry-standard term for the base term.

Use the clauses shown in the following table for all sections:

To	Write	Example
<p>specify the Department does not pay for something (Do not use for optional use of materials or equipment or for samples. See Payment Scope of the Standard Specifications for what the Department pays for.)</p>	<p>The Department does not pay for <description of work the Department does not pay for>. The Department does not adjust payment for <description of work for which the Department does not adjust payment>. [Do not use <i>at no additional cost to the Department, at the Contractor's expense, or the Department charges you for.</i>]</p>	<p>The Department does not pay for replacing the material. The Department does not adjust payment for any increased or decreased work ordered in submitting schedules.</p>
<p>specify that the unit price will not be adjusted for a quantity increase or decrease</p>	<p>The Department does not adjust the unit price for an increase or decrease in the <bid item> quantity.</p>	<p>The Department does not adjust the unit price for an increase or decrease in the refinish bridge deck quantity.</p>
<p>specify that the payment quantity will not be adjusted for a final pay item</p>	<p>The Department does not adjust the payment quantity for <item of work> designated as final pay on the Bid Item List <condition>.</p>	<p>The Department does not adjust the payment quantity for minor structures designated as final pay on the Bid Item List if the constructed height of the minor structure is within 6 inches of the vertical dimensions shown.</p>

5.9.2 Payment Clauses for Sections 1 through 9

Use the clauses shown in the following table for sections 1–9:

To	Write	Example
describe measurement for payment	The Engineer measures <how the Engineer measures>.	Except for final pay item quantities, the Engineer measures quantities for payment.
describe payment	The Department pays for <what the Department pays for>.	Under Pub Cont Code § 7105, the Department pays for repair or restoration to damaged work in excess of 5 percent of the total bid if the damage was caused by an act of God.

5.9.3 Payment Clauses for Sections 10 through 98

Use the clauses shown in the following table for sections 10–98:

To	Write	Example
describe measurement for payment	The payment quantity for <bid item> is the <length/area/volume> measured <description of measurement basis (e.g., from end to end, along the centerline)>.	The payment quantity for furnish piling is the length measured from the specified tip elevation shown to the plane of pile cutoff.
describe measurement for one item in the same manner as another	<Bid item> is measured as specified for <item mimicked>.	PC concrete box culvert is measured as specified for reinforced concrete pipe.
pay for one item as another (transfer pay clause)	<Item> is paid for as <bid item>.	Type 25A concrete barrier is paid for as concrete barrier (Type 25B). ^a
not pay for one item as another (non-transfer pay clause) Use to pay for some work as one bid item if some of the same type of work is included in another bid item.	<Item> is not paid for as <bid item>.	Architectural texture on the concrete barrier is not paid for as structural concrete, bridge.
not include work specified in a section in the payment for a bid item (aka non-full payment clause) The bid item sets forth the section that applies. Payment for the bid item includes all work involved in each bid item. Use a non-full payment clause to exclude work specified.	Payment for <work that is not included> is not included in the payment for <bid item>.	Payment for bar reinforcing steel is not included in the payment for structural shotcrete.
specify that a payment quantity includes something paid for separately within the item's dimensions	The payment quantity for <bid item> includes the <linear dimension/area/volume> of <items within its dimensions> <within/embedded in> the <bid item>.	The payment quantity for structural concrete includes the volume of bar reinforcing steel embedded in the structural concrete.

specify that a payment quantity does not include something within the item's dimensions	The payment quantity for <bid item> does not include the <linear dimension/area/volume> of <something within its dimensions>.	The payment quantity for fence does not include the width of the openings.
specify that a payment quantity does not include the linear dimension (length, width, height), area, or volume of the same type of work included in another item	The payment quantity for <bid item> does not include the <linear dimension/area/volume> of <bid item> on <work that includes the same bid item in its payment>.	The payment quantity for fractured rib texture does not include the area of fractured rib texture on the concrete barrier.

NOTE: Passive voice is appropriate because section 9 specifies who measures and pays. Repeating the actor of the action is duplicating specifications. See sections 5.2 and 5.7.

^aDo not use in place of a description of work. In this example, the work involved in the construction of Type B concrete barrier does not include the work involved in the construction of Type A barrier, except for the parts that are common; but for a specific project that has a relatively small amount of Type B barrier compared to Type A barrier, the payment for the Type B barrier is included in the payment for Type A barrier.

5.10 References

Use the clauses shown in the following table for references:

To specify	Write	Example
a section must comply with a another section	Comply with section <section no.>. ^a	To pursue a potential claim, comply with sections 5-1.43D and 5-1.43E.
an item must comply with a specification	<Item> must comply with <section <section no.>, ASTM, etc.>. ^b	High-strength bolted connections must comply with section 55-3.14. Calcium chloride must comply with ASTM D98.
an item must comply with a specific part of a specification ^b	<Item> must comply with the specifications for <referenced item> in <section no., ASTM, etc.>. ^c	Anchorage devices must comply with the specifications for concrete anchorage devices in section 75-1.03.
work must be performed following a specification or a law	<Furnish, handle, place, test> under <section <section no.>, ASTM, law, etc.>. ^b	Handle rock core samples under ASTM D5079.
a reference to a website ^d	For <item>, go to: < website address>	For a current list of debarred contractors, go to: http://www.dir.ca.gov
	Submit <item> with <form name>. For the form, go to: < website address>	Submit your request on a Request for Contractor Staking form. For the form, go to: http://cef.dot.ca.gov
	For <item>, go to <website owner> website	For a detailed map, go to the Department's Pavement website
Reference to an Authorized Material List.	<Item> must be on the Authorized Material List for <description of list>.	Thread locking systems must be on the Authorized Material List for anaerobic thread locking systems.

^aDo not use as the 1st clause of a section. If a reference such as this is needed as the 1st clause, add "For <topic>," "<Topic> must" or similar to the beginning of the clause.

^bA reference to a section includes the general specifications at the same and higher levels unless waived. Use an exception clause to waive any general specifications that you do not want to apply.

^cIf the referenced specification is a particular section of a specification incorporated by reference, add the section title: <section <section no.>, chapter <chapter no.>, etc.>, "<title of section, chapter, etc.>."

^dDo not add *Electronic copies of* to the name of the item. Except in sections 1–9, do not specify website

addresses in the *Standard Specifications*. Use Indent 1 Hanging for the address line. Do not add a space before the address. Provide only base addresses.

Do not refer to sections in divisions I or II unless a section is set forth by a bid item for work on existing facilities that matches a section for existing facilities that is not in section 15. To refer to section 15, use the following wording: Work performed on existing <topic> must comply with section 15.

Do not refer to division XI. Division XI includes specifications for common materials. For a material specified in this division, that material specified in any section must comply with the specifications in division XI. Example: Do not write, "Slurry cement backfill may contain returned plastic concrete complying with section 90-9." Instead write, "Slurry cement backfill may contain returned plastic concrete complying with the specifications for concrete containing returned plastic concrete."

Do not use *attention is directed to* or similar phrases; use direct references for required references. Do not use *in this section, specified herein*, or similar phrases. Be specific and provide the section number.

Use spacing as specified by the referenced organization. For an AASHTO reference, add a space between the letter designation and the number. For an ASTM reference, do not include a space between the letter designation and the number. For a federal or military specification, do not add the letter or number-letter combination that indicates the version. Examples:

AASHTO M 314	MIL-P-236	FED-STD-595
ASTM A706/A706M	Federal Specification TT-S-230	

To refer to the use categories and commodity specifications in AWPA U1, use the following format:
AWPA U1, Use Category UC4B, Commodity Specification A

Use commas to separate types, classes, grades, and similar descriptions specified after referenced standards (CSI). Examples:

For a project in a freeze-thaw area, self-tapping screws for sleeve connections must comply with ASTM A276, Type 316.

Double extra strong steel pipe must comply with ASTM A53/A53M, Grade B.

Use standard English for descriptions specified before the standard. Example:
The finish coat must match color no. 26373 of FED-STD-595.

Refer to forms by the form names. Do not include the form numbers.

5.11 Law Citation

Include a law if the law:

1. States that it must be stipulated in the Contract.
2. Provides options and the Department has chosen to specify one of the options.
3. Provides rules but does not designate the responsibilities of each party.
4. Designates responsibilities to the Department, and the Department requires the Contractor to act such that the Department is in compliance with the law.
5. Is not widely known in the construction industry. Provide only enough information to alert the bidders to the basic requirements to be met. (Do not cite laws that may be imposed on contractors by other agencies for the purpose of running a business, having employees, owning vehicles, and protecting the public. Contractors are expected to know these laws.)
6. Involves a penalty collected by the Department.

If a reference is not required and is added only as an aid, make it parenthetical. Example: The Contractor must be properly licensed at the time the contract is awarded (Pub Cont Code § 10164).

If a law must be included in the Contract, use exact words only if required by the law.

Use the citation format described in the *Universal Citation Guide* except as follows:

1. Do not include the name of the act unless it is needed for clarity.
2. Do not include CA because the *Standard Specifications* specifies that a referenced law is a CA law unless specified as a federal law (exception: CA Code of Regs).
3. Do not italicize.
4. Do not include the date.
5. For the CFR, do not include the section symbol.

Use the following abbreviations:

General Law Citation Abbreviations

Amendment	Amend
Article	Art
Chapter	Ch
Clause	Cl
Paragraph	Para
Part	Pt
Section	§
Volume	Vol

Federal Law Abbreviations

United States Code	USC
Code of Federal Regulations	CFR

CA Statute and Regulation Abbreviations

Business and Professions	Bus & Prof Code	Health and Safety	Health & Safety Code
Civil	Civ Code	Insurance	Ins Code
Civil Procedure	Civ Pro Code	Labor	Labor Code
Commercial Corporations	Com Code	Military and Veterans	Mil & Vet Code
Financial	Corp Code	Public Contract	Pub Cont Code
Fish and Game	Fin Code	Public Resources	Pub Res Code
Food and Agricultural	Fish & Game Code	Public Utilities	Pub Util Code
Government	Food & Agri Code	Streets and Highways	St & Hwy Code
Harbors and Navigation	Govt Code	Vehicle	Veh Code
	Harb & Nav Code	CA Code of Regulations	CA Code of Regs

Other abbreviations can be found in the *Universal Citation Guide*.

Examples:

Reference	Meaning
The purpose of this form is to collect data required under 49 CFR 26.	Title 49 of the Code of Federal Regulations, Part 26
Under 49 CFR 26.13(b)	Title 49 of the Code of Federal Regulations, Section 26.13(b)
29 USC § 201 et seq. applies to this Contract.	Title 29 of the United States Code, Section 201 and the following sections
The Department makes the partial payments under Pub Cont Code § 10264.	California Public Contract Code, Section 10264

5.12 Abbreviations

Use an abbreviation if it is either of the following:

1. Shown in Section 1 of the *Standard Specifications* or a collegiate dictionary
2. More familiar to the reader than its spelled-out form

Exceptions:

1. Do not use an abbreviation with a superscript.
2. Do not use *min* except in tables.
3. Do not use *no.* or *nos.* except where a number follows it.
4. Do not use *par.* or *pars.* except in instruction text where a number follows it.
5. Do not use *US* when *United States* is used as a noun.
6. If in doubt about the familiarity of the abbreviation to the reader, define the abbreviation.

Except as previously provided, avoid abbreviations (CSI); however, you may use an abbreviation if the abbreviation is in a referenced standard.

Do not use an abbreviation in a heading or summary unless it is more familiar to the reader than its spelled-out form.

Use abbreviations in tables where practical.

In the *Standard Specifications*, define any abbreviation that is not in a collegiate dictionary. Place the abbreviation and its definition in section 1.

In a special provision, define any abbreviation that is not in a collegiate dictionary at its 1st occurrence (*Chicago*, par. 10.3).

You may create a Department-unique abbreviation only if it is used 5 or more times; but do not use an abbreviation if only a few letters are eliminated. For example, QC is defined, and only 6 letters are eliminated by using QCM instead of QC manager; therefore, do not use QCM.

Do not create a Department-unique abbreviation if a later reference to the modified noun will work. For example, instead of creating the abbreviation *DSB* for disposal, staging, and borrow sites, just spell out *disposal, staging, and borrow sites* at its 1st occurrence in a section, then write *the sites* in later occurrences within the section.

5.13 Definitions

Define a term that is not industry standard or has multiple meanings and the term can reasonably be interpreted multiple ways.

Avoid using the term being defined in its definition.

Avoid beginning a definition with an article.

List terms in alphabetical order.

Capitalize the term only if it is capitalized in the text. Begin the definition with a capital letter. (*Chicago*, par. 2.21)

End each definition with a period.

Use bold type for the term being defined.

Use a colon followed by 1 space between the word being defined and the definition.

Use Hanging (definition) style.

Example:

signal head: Assembly containing 1 or more signal faces.

5.14 Symbols

Use keyboard symbols. If you need additional symbols, use the command Insert Symbol.

In addition to numerals, punctuation marks, and mathematical signs and symbols, use the following symbols in text:

Symbol	Condition	Example
\$	--	\$10,000
&	in law citations	Mil & Vet Code § 999 et seq
§	in law citations	Pub Cont Code § 4100 et seq.
@	in e-mail addresses	Coreroom@dot.ca.gov
/	for <i>per</i> in measurement abbreviations	lb/ft (not lb per ft)
– (en dash)	in SSP and paragraph instructions to indicate 2 or more paragraphs	pars. 4–5, pars. 2–6.

Use % in tables. Use other symbols in tables where practical.

5.15 Numbers

Use numerals for quantities, sizes, measurements, and similar entities. Exceptions:

1. Use a word at the beginning of a sentence.
2. If numbers are used to define both size and quantity, use a word for the quantity (three 1/2-inch holes; not 3 1/2-inch holes).
3. Use million and billion.

To decide whether you should use 1 or 1st, instead of one or first, consider whether you would count it in the context it is being used.

Use arabic numerals unless roman numerals are used in a referenced document or detail; in which case, match the document or detail.

Use ordinal numerals where possible. For example, 1st, 2nd, 23rd; not first, second, twenty-third; 2nd paragraph; not paragraph 2. If you wouldn't say 2 or 2nd, 3 or 3rd, and so on, write out the number.

Exception: Use *par. x* within SSP instructions, but do not begin instructions with *Par.* or *Pars.* Do not use superscripts. (Make sure Microsoft Word is not set to automatically superscript.)

Do not use super- and subscript fonts (1-1/2, not 1^{1/2}) (CSI).

Use a 0 in the unit place of a number less than 1 (0.2; not .2).

Use commas (not spaces) in numerals containing 4 or more digits (*Chicago*, par. 9.20).

Do not add a space between -, +, or ± and its associated numeral when these signs are used to modify the numeral rather than combine 2 numerals (*Chicago*, par. 12.16).

5.16 Dimensions

Do not repeat measurement unit (e.g., 2 by 4 inches; not 2 inches by 4 inches).

Use *by* for dimensions 2 by 4 inches, not 2 x 4 inches (CSI).

5.17 Equations

Introduce an equation as you would a list.

Use the letter *x* for a multiplication sign.

Use a slash for a division sign.

Use a minus sign, not a hyphen or a hyphen-minus sign, for a minus sign or negative sign.

Use a space before and a space after a mathematical sign except a division sign.

Avoid the use of sub- and superscript fonts.

You may use a simple equation within text. You may use words to write a simple equation. Use sum, difference, product, and quotient instead of using mathematical operators.

Display more complicated equations on a separate line clear of text.

Italicize variables.

math display="block">W = (A \times 62.3) / (B - C)

Introduce the variables with *where* followed by a colon.

Define the variables.

Use Indent 1 Hanging style.

Do not use pictures, including pictures created by Microsoft Word's Equation Editor.

Example:

Use the following equation to calculate the air-dry weight:

$$W = (A \times 62.3) / (B - C)$$

where:

W = air-dry weight, lb/cu ft

A = 90-day weight of the cylinder as dried, lb

B = saturated, surface-dry weight of cylinder, lb

C = suspended-immersed weight of cylinder, lb

5.18 Chemicals

Use chemical names; avoid using chemical formulas.

5.19 Measurements

Use an abbreviation instead of a word where used with a number. Exceptions (CSI):

1. Spell out *feet* where *inches* are not used (8 feet).
2. Spell out *inches* where *feet* are not used (8 inches).
3. Where *feet* and *inches* are both used, use symbols (8'-8" or 8'-2-1/2").
4. Spell out time measurements (year, hour).

Use a hyphen between combination measurements (8'-2") (CSI).

In measurement abbreviations, omit periods (NIST).

For temperatures, use *degrees* in text (CSI) and the degree symbol in tables. Use a space between the numeral and the degree symbol (NIST). Examples:

In text		In tables	
72 degrees F	22 degrees C	72 °F	22 °C

For civilian time, use midnight and noon instead of 12:00 p.m. and 12:00 a.m.

Use military time for traffic operations; otherwise, use civilian time (agreement with Traffic).

Examples from pars 9.42 through 9.44 of the 15th edition of *Chicago* and pars. 9.38 through 9.40 of the 16th edition of *Chicago*:

Examples from pars. 9.38 through 9.40 of the 16th edition of *Chicago*:

Civilian		Military	
11:00 p.m.	12:01 a.m.	2300	0001
noon	2:38 p.m.	1200	1438
midnight		2400 or 0000	

For periods not dependent on weather (submittals, notifications, review times, etc.), use days or business days, not working days.

Use *days* for specifying periods over 5 days and *business days* if specifying periods 5 days or less.

Do not specify time periods in weeks or months.

Use 7 days for 1 week; 15 days for 2 weeks; 5-day increments for over 15 days. For technically related time periods, this rule does not apply if precision is needed (e.g., for curing periods).

5.20 Ranges

In text, indicate a range that includes the endpoints by using the words *from* and *to*. Do not repeat the measurement unit. Do not use *between* unless you mean *between*. Example:

Don't write	Write
80 degrees F to 90 degrees F	from 80 to 90 degrees F

In tables, indicate a range by using an en dash.

Except for in SSP and paragraph instructions, use *through* to indicate ranges of paragraphs, listed items, or similar entities. Example: Items 2 through 6 in the 5th paragraph of section 98 do not apply.

Comply with section 5.14 for ranges in SSP and paragraph instructions.

5.21 Tolerances

For tolerances, add a space on each side of \pm (*Chicago*: 15th ed., par. 14.58; 16th ed., par. 12.59).

Example: 4.2 \pm 0.1 inches

5.22 Percentages

Do not repeat *percent* in ranges and tolerances.

Don't write	Write
2 percent to 4 percent	2 to 4 percent
3 percent \pm 1 percent	3 \pm 1 percent

5.23 Slopes

Show slopes like this: 2:1 (horizontal:vertical)

5.24 Addresses

Follow USPS recommendations.

Format	Example
Mailstop Code Attention Line Business/Firm Name Delivery Address Line City, State, ZIP + 4	MSC 43 OFFICE ENGINEER DEPARTMENT OF TRANSPORTATION 1727 30TH ST SACRAMENTO CA 95816-7005

To keep the lines of the address together on 1 page, place the address in a left-justified, single-cell, borderless table. Use the style *Table (Lt.)* in the cell. If an address must be filled in, create the cell and add a blank line for the address. The format above must be used when the address is filled in, but the line will show that a borderless table is present in the document.

5.25 Phone Numbers

Specify phone numbers as follows: (area code) space xxx hyphen xxxx

5.26 Proprietary Items

Specify multiple proprietary items as shown in the following example:

System/Item	Website/e-mail	Address	Telephone no.
Heavy-duty widgets	http://www.hdwidgets.com	HEAVY-DUTY WIDGET COMPANY 1234 MAIN ST ANYTOWN CA 12345-6789	(888) 123-4567
Medium-duty widgets	http://www.mdwidgets.com	MEDIUM-DUTY WIDGET COMPANY 4321 FRONT ST ANYCITY CA 98765-4321	(888) 765-4321

5.27 Lists

5.27.1 General

Section 5.27 applies to vertical lists. Comply with *Chicago* for horizontal lists.

5.27.2 Introductory Clause

Avoid using *the following* in the introduction to an inclusive list. Example:

Don't write	Write
Miscellaneous metal consists of the following:	Miscellaneous metal consists of:

All items in a list apply unless the items are specified as choices (section 1 of the *Standard Specifications*); therefore, if the list is not inclusive add *one of the following* <description of listed items>, *either of the following* <description of listed items>, *any of the following* <description of listed items>, or other phrase that specifies how the items apply.

5.27.4 Capitalization

Capitalize the first word of each item in a list.

5.27.5 Articles

Avoid beginning items in a list with articles; avoid ending the introduction to a list with an article. Although they may be needed to make a grammatically correct statement, *a*, *an*, and *the* are often not needed in lists. Lists with or without the articles provide the same information, but the lists are crisper without the articles.

Don't write		Write
Bring:	Bring a:	Bring:
1. A pen	1. Pen	1. Pen
2. A pencil	2. Pencil	2. Pencil
3. A calculator	3. Calculator	3. Calculator

NOTE: This example is only an example of the use of articles in lists, not an example of how to introduce a list. Do not use a short introduction such as the introduction in this example.

5.27.8 Periods

Comply with the following rules for the use of periods at the ends of list items:

1. If any single item in a list requires a period, use a period at the end of every item in the list (even if the item is not an independent clause).
2. If an item contains a second sentence, use periods as described in item 1 above.
3. If the introduction to the list contains *the following* or *as follows* and the item is an independent clause, use a period. This generally applies to procedures. For example: "Comply with the following procedures" would be followed by a list of items with periods.
4. If the item combined with the introduction results in a sentence, do not use a period (even if the item is an independent clause).
5. If the item does not contain an independent clause, do not use a period unless item 1 above applies.
6. Follow the rules above for sublists. If a sublist must have periods, use periods in the main list. If the main list has periods and the rules above do not apply to the sublist, do not add periods to the sublist.

5.27.9 Spacing

Space and number lists as shown in the example below. Add a line space after the list.

Specification writing requires:

1. Familiarity with:
 - 1.1. Material quality characteristics
 - 1.2. Construction procedures
2. Knowledge of contract law
3. Proficiency in English because using words incorrectly:
 - 3.1. Creates confusion
 - 3.2. Costs time and money
 - 3.3. Reflects poorly on the Department
4. Mastery of punctuation

5.28 Tables

Display tabular work as shown the table titled "Table Parts." If you are referring to a table from somewhere other than the introduction, refer to it by its title; e.g., shown in the table titled "Table Parts."

Table Parts^a

Column heading	Column heading	Column heading	
		Column subheading	Column subheading ^c
Row heading ^b Subheading	This entry is an overrun entry		
Row heading			--

NOTE: A general note applies to the table as a whole.

^aOptional. Use *Table (Centered) + Bold*. Add a table number to the table title if it clarifies references and refer to the table number instead of the title: Table 1 Table Parts.

^bUse alphabetic superscripts to reference notes to specific table elements.

Use 1/2 point gridlines between cells. (This is Microsoft Word's gridline size in its default table.)

For a table width greater than or equal to 5-1/2 inches, make the table the full width of the page. Use AutoFit Window to do this. For a table width less than 5-1/2 inches, make the width such that the use of vertical space is minimized and the width is a whole or half-inch value. Horizontally center the table on the page.

The following table uses vertical space inefficiently:

Quality characteristic	Test method	Requirement
Plasticity index (max)	California Test 204	20
pH	California Test 643	5–9

The following table uses vertical space efficiently:

Quality characteristic	Test method	Requirement
Plasticity index (max)	California Test 204	20
pH	California Test 643	5–9

The following table uses vertical space inefficiently:

Rock Gradation for 18-Inch or Larger Baskets

Screen size (in)	Percentage passing
12	100
4	0–5

The following table uses vertical space efficiently:

Rock Gradation for 18-Inch or Larger Baskets

Screen size (in)	Percentage passing
12	100
4	0–5

For a table in a list, align the left border with the left edge of the text above it.

Consider merging cells that contain the same information.

Center 2 hyphens in a cell with no data.

Add a line space before and after the table. If the style of the text before the table is *Normal*, do not add a space because a space after the paragraph is built into the style *Normal*. Examples:

4. Use for vertical ground anchors, such as those used in footings, when the anchors are not designed by LRFD. Edit the table if the designer requires a different maximum test load.

Replace the table titled "Loading Schedules" in section 46-2.01D(2)(b)(ii) with:

Performance test		Proof test	
Load increment	Hold time (minutes)	Load increment	Hold time (minutes)
AL	Until stable	AL	Until stable
0.20T	1-2	0.20T	1-2
AL	Until stable	0.40T	1-2
0.20T	1-2	0.60T	1-2
0.40T	1-2	0.80T	1-2
AL	Until stable	1.00T ^a	10 or 60
0.20T	1-2	AL	Until stable
0.40T	1-2	--	--

NOTE: A Normal line space is required after the revision clause because the style of the text before the table is not Normal.

2. Insert the sizes, quantities, and charges. Add or delete rows as needed.

The charges are as shown in the following table:

Meter size	Quantity	Charge per meter (\$)

NOTE: No line space is required after the introductory clause to the table because the style of the text before the table is Normal.

When you have finished creating a table, ensure "Automatically resize to fit contents" is not checked in the Table tab of the Table Options section of the Table Properties section of the Layout ribbon of the Table Tools tab.

Do not use the style Instructions for tables in SSP instructions. Instead, use table styles, then change the text to bold and hidden, then shade to Clear (Gray-15%).

Place units and modifiers such as *max* and *min* in the column and row headings. (Chicago, pars. 3.54 and 3.60). Place units and other explanatory tags in parentheses.

Place the test method reference (ASTM, AASHTO, California Test), in the row, not in the column heading, as shown in the examples below. This will simplify future revisions to the table.

Show quality characteristic, test method, and requirement columns as shown in the example below.

The plastic slat material must comply with the requirements shown in the following table:

Plastic Slat Material Requirements

Quality characteristic	Test method	Requirement
Melt index	ASTM D1238	0.24
Density	ASTM D1505	0.951
Low temperature brittleness (°F)	ASTM D746	-76
Tensile strength (min, psi)	ASTM D638	3,700

5.29 Punctuation

5.29.1 General

Reserved

5.29.2 Commas

Use the serial comma (*Chicago*, par. 6.18).

Use only technically necessary commas; do not use a comma just to indicate a pause. With multiple writers and no final editor, any optional use of a comma would create inconsistency.

Except as described in par. 6.36 of *Chicago*, use a comma after an introductory phrase regardless of length. This is contrary to *Chicago's* guidance for very short introductory phrases in par. 6.36, but will result in more consistency.

5.29.3 Hyphens and Spaces

Do not use nonbreaking hyphens or spaces. (This rule simplifies term searches.)

Use 1 space after each period and colon (*Chicago*, par. 2.9).

Use 2 spaces between a heading number and name.

The examples shown in the table below comply with *Chicago's* spacing and hyphenation rules.

Modification before the noun	Modification after the noun	Explanation
Use epoxy-coated reinforcement.	The reinforcement must be epoxy coated.	Standard hyphenation rules for phrasal adjectives. Generally, hyphenate before a noun; do not hyphenate after a noun. For additional explanations and exceptions, see chapters 5 and 7 of <i>Chicago</i> .
Construct a 3-foot-high wall.	The wall must be 6 feet high.	Standard hyphenation rules described above.
Submit a 3 lb sample.	The sample must be 3 lb.	Exception to the standard hyphenation rule described above. A number plus an abbreviation is unhyphenated both before and after a noun.
The Department pays a 35 percent markup.	The markup is 35 percent.	Exception to the standard hyphenation rule described above. A number plus a percentage is unhyphenated both before and after a noun.
Use 2-by-2-inch sample.	The sample must be 2 by 2 inches.	Standard hyphenation rules described above. Also see <i>Chicago</i> , pars. 7.83 and 7.84.
Place the material in 80- to 90-degree water.	The water must be from 80 to 90 degrees F.	Standard hyphenation rules described above. Also see <i>Chicago</i> , pars. 7.83 and 7.84.

NOTE: The examples shown in par. 7.85 of *Chicago* do not comply with the *Specification Style Guide's* guidance for measurement units. Follow par. 7.85 of *Chicago* only for hyphenation guidance. Follow section 22 for the *Specification Style Guide's* guidance on measurement units.

5.29.4 Parentheses

Use parentheses only for:

1. Law citations
2. Abbreviations
3. Explanatory tags in column and row headings of tables

Do not enclose in parentheses information essential to the specification. For example, do not use parentheses as shown in the following sentence:

Training is allowed in lower-level-management positions (such as office engineers, estimators, and timekeepers) if the training is oriented toward construction applications.

5.29.5 Quotation Marks, Apostrophes, and Italics

Use straight quotation marks and apostrophes because they are built into the Normal template. Where a word or term is not used functionally but is referred to as the word or term itself, italicize it (*Chicago*, par. 7.58). Example: Paint *nonhazardous* on the container. Do not italicize form names.

5.30 Capitalization

Capitalize the following terms:

Authorized Facility Audit List	Authorized Material Source List
Authorized Material List	State Specification

Capitalize the following terms where used as defined in the *Standard Specifications*:

Bid Item List	Contractor	Engineer
California Test	Department	Information Handout
Certified Industrial Hygienist	Director	State
Contract		

Capitalize *the Bidder*. Do not capitalize *a bidder*.

Capitalize the following terms where used with a number or letter:

Type	Class	Grade
------	-------	-------

Capitalize *District* where used with a number.

Capitalize each main word of a form name.

Use ALL CAPS for 1st- and 2nd-level headings.

5.31 Font

Use Arial 10 point.

For a punctuation mark between roman and italic text, use the font of the main or surrounding text (*Chicago*, par. 6.2).

5.32 Emphasis

Use bold type only for table titles, headings, and terms being defined.

Do not use bold, caps, underlining, quotation marks, or italics for emphasis.

BIBLIOGRAPHY

ASTM International. *Form and Style for ASTM Standards*, ASTM International, West Conshohocken, PA, 2008.

Black's Law Dictionary, 8th ed. St. Paul, MN: West, 1999.

Capital Community College, "Guide to Grammar and Writing," grammar.ccc.commnet.edu/grammar/.

Construction Specifications Institute. *The Project Resource Manual: CSI Manual of Practice*, 5th ed. McGraw-Hill, 2005.

Federal Register, "Drafting Legal Documents," <http://www.archives.gov/federal-register/write/legal-docs/index.html>.

R.S. Means Company, Inc. *Means Illustrated Construction Dictionary*, 2nd ed. Kingston, MA: R.S. Means, 2003.

University of Chicago. *The Chicago Manual of Style*, 16th ed. Chicago: University of Chicago Press, Chicago, <http://www.chicagomanualofstyle.org/home.html>.

APPENDIX 1 CHECKLIST

Appendix 1 includes a checklist to be used to ensure you complied with specific parts of the *Specification Style Guide (Style Guide)*.

Add any rules you need help in remembering.

This checklist is not a release of your responsibility to comply with parts of the *Style Guide* not specifically described in this checklist.

Complying with the *Style Guide* means that you:

1. Complied with *The Chicago Manual of Style* as described in the *Style Guide*
2. Complied with *Webster's Third New International Dictionary* and its chief abridgement, *Merriam-Webster's Collegiate Dictionary*, as described in the *Chicago Manual of Style*

Websites and other writing guides are referred to in this checklist for explanations of specific subjects. Inclusion of a website or writing guide in this document does not mean that all of the styles described at the site have been adopted.

Technical Correctness Checklist

√	To do	Reference
	Do not refer to divisions I or II.	Section 1-1.01 of the <i>Standard Specifications</i> : Division I includes general specifications applicable to every contract unless specified as applicable only under certain conditions. Division II includes specifications for general construction applicable to every contract unless specified as applicable only under certain conditions.
	Do not refer to division XI.	Section 1-1.01 of the <i>Standard Specifications</i> : Division XI includes specifications for common materials. For a material specified in this division, that material specified in any section must comply with the specifications in division XI.
	Use <i>change order work</i> , not as <i>extra work</i> .	Division I of the <i>Standard Specifications</i> .
	Use <i>Authorized Material List</i> or <i>Authorized Material Source List</i> , not <i>Pre-Qualified Products List</i> .	Division I of the <i>Standard Specifications</i> .
	Use <i>authorized</i> , not <i>approved</i> , for the Engineer.	Division I of the <i>Standard Specifications</i> .
	Use <i>Department-furnished material</i> , not <i>State-furnished material</i> .	Division I of the <i>Standard Specifications</i> .
	Use <i>Engineer</i> for the <i>Resident Engineer</i> or his authorized representatives.	Glossary of the <i>Standard Specifications</i> .

Grammatical Correctness Checklist

√	To do	Reference
	Ensure <i>may</i> is not used for requirements.	Section 5.2.4 of the <i>Style Guide</i> ; Section 4.2 of <i>Guidelines for Drafting and Editing Court Rules</i> by Bryan A. Garner
	Check introductions to lists, including lists in instructions. If the list	Section 5.27.2 of the <i>Style</i>

	is not inclusive, ensure something like <i>one of the following</i> <description of listed items> or <i>either of the following</i> <description of listed items> introduces the list.	<i>Guide</i>
	Ensure <i>only</i> is placed nearest the word, phrase, or clause it modifies.	Par. 5.78 of <i>Chicago</i> for adjectival use; par. 5.165 of <i>Chicago</i> for adverbial use
	Use em dashes, en dashes, and hyphens correctly. (Check 1-inch vs. 1 inch and similar.)	Sections 5.14, 5.20, and 5.29 of the <i>Style Guide</i> ; pars. 6.75–6.89 and 7.77–7.85 of <i>Chicago</i> ; <i>Chicago's</i> Q&A website.
	Check <i>if</i> vs. <i>whether</i> vs. <i>whether or not</i> .	Par. 5.220 of <i>Chicago</i> ; www.quickanddirtytips.com/education/grammar/if-versus-whether
	Check <i>which</i> vs. <i>that</i> .	Par. 5.220 of <i>Chicago</i>
	Check <i>non</i> vs. <i>non-</i> vs. <i>non-</i> .	Par. 7.85 of <i>Chicago</i>
	Ensure spelling is correct.	Run spell checker

Format Checklist

√	To do	Reference
	Use the published specification template.	Section 3.1 of the <i>Style Guide</i>
	Use the correct Word styles.	Section 3.2 of the <i>Style Guide</i>
	Run Header Fix ^a .	Section 3.6 of the <i>Style Guide</i>
	Ensure the header shows up from page 2 and beyond ^a .	Running Header Fix will ensure this.
	Ensure the document is saved with the header and footer set as Different first page ^a .	Section 3.7 of the <i>Style Guide</i>
	Use Automatic Color.	Section 3.3 of the <i>Style Guide</i>
	Ensure the document is saved with the view set as Draft.	Section 3.7 of the <i>Style Guide</i>
	Ensure the document is saved with the size set at 100%.	Section 3.7 of the <i>Style Guide</i>
	Ensure the document is saved with styles to show in the Style Pane Options set as In current document.	Section 3.7 of the <i>Style Guide</i>
	Ensure the document is in MS Word Compatibility Mode.	Using the template guide will ensure this.
	Do not use Track Changes.	Section 3.4 of the <i>Style Guide</i>
	Do not use hyperlinks.	Section 3.4 of the <i>Style Guide</i>
	Do not use comments.	Section 3.4 of the <i>Style Guide</i>
	Do not use shaded text except in SSP instructions.	Section 3.4 of the <i>Style Guide</i>
	Do not use fields.	Section 3.4 of the <i>Style Guide</i>
	Do not use embedded pictures ^a .	Section 3.4 of the <i>Style Guide</i>
	Do not use bullets.	Section 3.4 of the <i>Style Guide</i>
	Do not use headings in lists or paragraphs. The following format or similar is not allowed: Coating hardness - Finish must have pencil lead hardness of HB, minimum, using an Eagle Turquoise pencil. Salt spray resistance - Undercutting coating system's film must not exceed 1/8-inch average, from line scored diagonally and deep enough to expose the base metal, after 336 hours of exposure in a salt spray cabinet complying with ASTM B 117	Section 2 of the <i>Style Guide</i>
	Use the table format described in the <i>Style Guide</i> .	Section 5.28 of the <i>Style Guide</i>
	Ensure table headings are in sentence case.	Section 5.28 of the <i>Style Guide</i>
	Do not add a line space before a table that has its introduction in Normal.	Section 5.28 of the <i>Style Guide</i>
	Use the legal citation style described in the <i>Style Guide</i> . (29 USC § 201 et seq., not Title 29 of the United States Code, Section 201 and the following)	Section 5.11 of the <i>Style Guide</i>

	Use the reference format described in the <i>Style Guide</i> . (ASTM E 186, MIL-P-6883, Federal Specification RR-F-621)	Section 5.11 of the <i>Style Guide</i>
	Use title case for <i>Not Used</i> .	Section 2.2 of the <i>Style Guide</i>
	Specify temperatures as described in the <i>Style Guide</i> . (75 degrees F for text and 75 °F for tables)	Section 5.19 of the <i>Style Guide</i>
	Use the serial comma.	Section 5.29 of the <i>Style Guide</i>
	Use <i>section</i> , not <i>Section</i> .	Par. 8.178 of <i>Chicago</i>
	Specify numerals and spelled-out numbers as described in the <i>Style Guide</i> .	Section 5.15 of the <i>Style Guide</i>
	Use <i>1st</i> , <i>2nd</i> , <i>3rd</i> as described in the <i>Style Guide</i> .	Section 5.15 of the <i>Style Guide</i>
	Do not use (s).	<i>Chicago's</i> FAQ web page.
	Use 1 space, not 2, after a period or colon.	Section 5.29 of the <i>Style Guide</i>
	Use blank lines for information to be filled in.	Section 4 and 5.24 of the <i>Style Guide</i>
	Do not use nonbreaking spaces.	Section 5.29 of the <i>Style Guide</i>
	Do not use nonbreaking hyphens.	Section 5.29 of the <i>Style Guide</i>
	Avoid abbreviations in headings.	Section 5.12 of the <i>Style Guide</i>
	Do not use curly quotation marks.	Section 5.29 of the <i>Style Guide</i>
	Add index entries. Use the same format as the existing ^b .	Existing index entries.

^aFor SSPs

^bFor standard specifications

Wording Checklist

√	To do	Reference
	Use expressions described in the <i>Style Guide</i> .	Section 5.5 of the <i>Style Guide</i>
	Ensure each subsection begins with a general section.	Section 2 of the <i>Style Guide</i>
	Ensure each section begins with "Section <section no.> includes <general> [if applicable] specifications for <description of work>."	Section 2 of the <i>Style Guide</i>
	Ensure each description of work begins with a gerund.	Section 2 of the <i>Style Guide</i>
	Use <i>highway</i> , not <i>highway right-of-way</i> .	Section 5.2 of the <i>Style Guide</i>
	Use <i>Saturday</i> or <i>holiday</i> , not <i>Saturday</i> , <i>Sunday</i> , or <i>legal holiday</i> .	Definition of <i>holiday</i> in section 1 of the <i>Standard Specifications</i>

APPENDIX 2 GUIDANCE FOR 2010 SPECIFICATIONS

App. 2-1 General

Appendix 2 includes guidance for 2010 specifications.

For 2010 specifications, comply with the *Specification Style Guide* except as described in appendix 3.

App. 2-2 Requirements

Use the heading Quality Control and Assurance instead of Quality Assurance.

The following clause is in the 2015 *Standard Specifications*: Submit QC test data and QC test results within 2 business days of test completion. For 2010 specifications, add this information for the maximum reporting time allowance if required.

For sections that were not reorganized, match the format of the existing or surrounding sections.

Use the 2010 specification template guides. Use Heading 2 No TOC and Heading 3 No TOC instead of Heading 2 and Heading 3. Use Hanging instead of Indent 0 Hanging. Do not use Heading_7. For the RSS template guide, remove the section break and the 2nd section of the document.

For the file name, do not add 2 underscores and the year.

In revision clauses where a word or term is not used functionally but is referred to as the word or term itself, enclose it in quotation marks.

Use *par.* or *pars.* in instruction text where a number follows it.

App. 2-3 Options

For language and mechanics guidance not covered in this guide, you may comply with the 15th instead of the 16th edition of *Chicago*.

The expressions shown in the following table are preferred, but not mandatory:

Expressions

Use	Do not use synonyms
adjacent	next
after	subsequent to
after June 30	on or after July 1
before	prior to
before July 1	no later than June 30
complete	finish
end	terminate
enough	adequate number of sufficient number of
except	excluding
for	in the interest of with reference to
guage	gage
gradation	grading
groundwater	ground water
hard copy (when needed to differentiate between a hard and an electronic copy)	printed copy
how	the manner in which
if (except use <i>when</i> in reference to time and <i>where</i> in reference to location)	when subject to in the event that where in case
instead of	in lieu of
is	considers deems
limits	parameters
manufacturer's instructions	manufacturer's recommendations
on	upon (use <i>upon</i> to introduce an event or condition)
possible	feasible
quality characteristic ^a	property (where <i>property</i> means <i>quality characteristic</i> as defined in section 1 of the 2015 <i>Standard Specifications</i>)
saw cut	sawcut
stormwater	storm water
to	in order to
use	utilize employ

way	manner
when	at the time
while	during such time as

^aBe consistent for a topic. Do not introduce *quality characteristic* if *property* is used.

For an ASTM reference, you may include a space between the letter designation and the number. You may create a Department-unique abbreviation only if it is used 3 or more times, instead of 5 or more times.

The guidance on the following topics is optional:

1. Not using an abbreviation in a heading or summary unless it is more familiar to the reader than its spelled-out form.
2. Use of an en dash in SSP and paragraph instructions to indicate 2 or more paragraphs.
3. Placement of units, modifiers, quality characteristic, test method, and requirement columns.
4. Inclusion of the heading in the *Standard Specifications* if an SSP contains the entire contents for a section.
5. Use of all 4 headings, *Summary*, *Definitions*, *Submittals*, and *Quality Control and Assurance*, if you need at least 2 of these headings. You may omit a heading if you do not have text for the section or if you do not anticipate you may need it in the future.
6. Italicization:
 - 6.1. Except in revision clauses, where a word or term is not used functionally but is referred to as the word or term itself
 - 6.2. For form names