

Co-Published Standards Involving UL and CSA: Provisions for Formatting and Editorial Leeway

Philosophy: It is recognized that each Standards Development Organization has preferences and practices that may differ from another SDO's preferences and practices. These preferences are based on the experiences of each SDO, and sometimes on the limitations of the systems used by the SDO.

Harmonization of technical requirements can be difficult enough, requiring a number of years to reach the point of co-publication by UL and CSA. It is not appropriate to hold up publication of a standard while the SDOs agree on non-technical, seemingly minor, changes.

Therefore, the SDOs have agreed that many editorial and format issues (as outlined below) will be determined by the publication coordinator for that particular project. It is expected that the publication coordinator would present the material in accordance with his or her SDO's preferences and practices.

Additionally, 2.2 of the Procedures for Harmonizing ANCE/CSA/UL Standards identifies editorial changes that are appropriate to be made by the other SDO. Appropriate editorial changes are outlined below as well.

The purpose of this document is to identify the editorial decisions that are the purview of the publication coordinator, and to identify the editorial flexibility available to each SDO, in an attempt at minimizing the unnecessary and time-consuming negotiations prior to publication.

Editorial and Format Issues to be Determined by Publication Coordinator

Format Issues

- Figure Placement
- Table Placement
- Numbering of document and annexes
- Numbering of clauses and definitions
- Clause numbering for single item clauses
- Footnote identification
- Equation presentation (use of “in which” or “where”)

Editorial Issues

- Use of word “clause” when referring to text within the standard.
- Use of titles in cross-references (for example, “see Table 18.1”, or “see Table 18.1, Heating Limits”)
- Introduction of references following table, figure, or annex title
- Use of “-“ or “to” for showing range of numbers

Editorial and Format Changes at Discretion of Each SDO

Format Changes

- Font Sizes
- Figure Sizes
- Table Sizes
- Font Appearance (use of italics, bold, uppercase or lowercase letters)
- Indentation
- Use of hard returns
- Pagination and page numbering
- Landscaping a table or figure
- Table of Contents Entries (level of information included in contents, whether or not figures or tables are included or excluded from table of contents)

Editorial Changes

- Symbols versus word (A versus ampere, % versus percent, h versus hour)
- Use of period following abbreviation
- Use of commas and semicolons
- Use of spaces to separate or join letters
- Spelling (color versus colour)
- Use of hyphens, en-dashes, em-dashes
- Inclusion of approved unit conversions for informational purposes (only if conversions have been established elsewhere in the standard)
- Corrections of misprints or typographical errors
- Use of a point (.) or a comma (,) as the decimal marker
- Use of left parenthesis for a, b, c lists
- Presentation of SI units (alignment of unit of measurement next to number of following space)