

ASB Guide 001-A Third Edition  
2021

## ASB Supplemental Style Guide



**ASB**  
**ACADEMY**  
**STANDARDS BOARD**

## ASB Supplemental Style Guide

Approved by the Academy Standards Board for use by the AAFS Standards Board, LLC., 2021



Academy Standards Board  
410 North 21<sup>st</sup> Street  
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## Foreword

This document supplements the *ASB Reference Manual and Style Guide for Standards, Guidelines, Best Practice Recommendations and Technical Reports*, Third Edition, 2021.

The American Academy of Forensic Sciences (AAFS) established the Academy Standards Board (ASB) in 2016 with a vision of safeguarding Justice, Integrity and Fairness through Consensus Based American National Standards. To that end, the ASB develops consensus based forensic standards within a framework accredited by the American National Standards Institute (ANSI), and provides training to support those standards. ASB values integrity, scientific rigor, openness, due process, collaboration, excellence, diversity and inclusion. ASB is dedicated to developing and making freely accessible the highest quality documentary forensic science consensus Standards, Guidelines, Best Practice Recommendations, and Technical Reports in a wide range of forensic science disciplines as a service to forensic practitioners and the legal system.

ASB is accredited by the American National Standards Institute (ANSI) according to ANSI's "Essential Requirements: Due Process Requirements for American National Standards."<sup>1</sup> ASB documents are developed by volunteers working in Consensus Bodies (CBs) and Working Group (WGs) that conform to ANSI requirements of openness, transparency, due process, and consensus.

The Manual establishes basic requirements for the development of ASB deliverables and includes the definition of each type of document, the proper formatting of each document, a writing style guide and Annexes with additional helpful information.

Questions, comments, and suggestions for the improvement of this document can be sent to ASB Secretariat, [asb@aafs.org](mailto:asb@aafs.org) or 401 N 21<sup>st</sup> Street, Colorado Springs, CO 80904.

ASB procedures are publicly available, free of cost, at [www.asbstandardsboard.org](http://www.asbstandardsboard.org).

**Keywords:** *supplement, requirements, recommendations, information, template*

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## **Preface**

This supplement acts as a quick style guide for ASB document formatting. The supplement contains a Sample Document that demonstrates the required ASB style, organization and formatting. All official ASB documents conform to requirements specified in the ASB Reference Manual and illustrated in this supplement.

This supplement also contains a document Template, along with instructions, meant to facilitate the submission of proposed work to ASB. The Template contains pre-formatted pages that accommodate all of the ASB document types. User content can be readily inserted. ASB does not require that proposed work be submitted by using the template form, but doing so can facilitate the ASB development process once a proposal is approved.<sup>2</sup>

For convenience, the ASB New Work Proposal form is also included. A completed NWP form must accompany any document sent to ASB as a proposal for ASB development activity.

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<sup>2</sup> See *ASB Procedures* for detailed information on document approval and development processes.

# ASB Supplement 001 First Edition 2021

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## Sample ASB Document



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## Sample ASB Document

Cambria 16 pt

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This document was revised, prepared, and finalized as a standard by the Xxxxx Xxxxx Consensus Body of the AAFS Standards Board. The draft of this standard was developed *[to be inserted, if appropriate]*.

Questions, comments, and suggestions for the improvement of this document can be sent to AAFS-ASB Secretariat, [asb@aaafs.org](mailto:asb@aaafs.org) or 401 N 21<sup>st</sup> Street, Colorado Springs, CO 80904.

All hyperlinks and web addresses shown in this document are current as of the publication date of this standard.

ASB procedures are publicly available, free of cost, at [www.asbstandardsboard.org](http://www.asbstandardsboard.org).

**Keywords:** *standard, technical report, best practice recommendation, guideline*



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### Table

1—	Table Title - Cambria font, 11 pt. bold, centered above the table.....	S-6
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### Figure

1—	Figure Title - Cambria font, 11pt. , bold, centered, below the figure.....	S-6
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# Sample ASB Document Format

Cambria 14 pt
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## 1 Scope

This Sample provides guidance for preparing standards, guidelines, best practice recommendations and technical reports copyrighted by the Academy Standards Board (ASB). ASB submits standards, Guidelines and BPRs for publication by the American National Standards Institute (ANSI).

## 2 Normative References

The following normative reference is indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments applies).

*ANSI Style Guide-Sheet - 2003<sup>3</sup>*

## 3 Terms and Definitions

For the purpose of this document, the following definitions and acronyms apply.

### 3.1

#### **nomenclature**

system of names and terms used in a particular field of study or community.

### 3.2

#### **Cambria**

a transitional serif typeface commissioned by Microsoft and distributed with Windows.

## 4 Level 1 Heading [Cambria font, 12 pt, bold, 12pt space below]

### 4.1 Level 2 additional Heading [Cambria font, 11 pt, bold, 12 pt space below]

Document text [Cambria font, 11 pt, 12 pt space below].

**CAUTION Cambria font, 11pt. bold**

## 5 Tables

Call tables out in the text, and number them sequentially throughout the document. Number tables in annexes sequentially throughout each annex with the annex letter as the prefix to the table number.

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<sup>3</sup> <https://share.ansi.org/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fShared%20Documents%2fStandards%20Activities%2fAmerican%20National%20Standards%2fProcedures%2c%20Guides%2c%20and%20Forms&FolderCTID=0x01200019AF95C796227A438566C464851845DB>

**Table 1—Table Title - Cambria font, 11 pt. bold, centered above the table**

<b>Table Header Row</b>	<b>Cambria font, 10 pt., bold</b>
Table content	Cambria font, 10 pt., centered if appropriate, all table content has 2 pt. above and below
Table notes or footnotes Cambria	Font, 9pt

## 6 Figures



Call out figures in the text, and number them sequentially throughout the document. Number figures in annexes sequentially throughout each annex with the annex letter as the prefix to the figure number.

**Figure 1—Figure Title - Cambria font, 11pt. , bold, centered, below the figure**

**Annex A**  
(informative)

**Supplemental Information**

Always start an annex at the top of a new page and call out the annex in the body of the document.

**Annex X**  
**Cambria font, 14 pt, bold, centered, no space below**  
(informative or normative) Cambria font, 14 pt, centered, 12 pt. below

**Annex Title**  
**Cambria font, 14 pt, bold, centered, 12 pt, below**

**X.1 Level 1 Annex Header - Cambria font, 12 pt, bold, 12 pt below**

**X.1.2 Level 2 Annex additional Heading - Cambria font, 11 pt, bold, 12 pt space below**

Annex text - Cambria font, 11 pt, 12 pt space below

## **Annex B** **(informative)**

### **Bibliography**

The Bibliography will always be the last Annex in the document.

1] Annex text - Cambria font, 11 pt, 12 pt space below. Numbered with brackets. Footnote web links.

2] *Follow MLA Handbook, 8th Edition. The Modern Language Association of America, 2016.*<sup>4</sup>

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<sup>4</sup> [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html)

## ASB Document Template

### Introduction

The Template is meant to be used in conjunction with the ASB Reference Manual and the Sample Document above. Users need to consult the Manual in order to ensure that content inserted in the Template is consistent with, and meets the requirements of, the Manual.

The Template is composed of the following:

- a) Cover Page - a single page
- b) Title Page - a single page
- c) Foreword - a single page
- d) Table of Contents - no page limit, but does not run into any other pages
- e) Main content, starting with Scope - as many pages as needed
- f) Annex - Annexes are not limited, but each Annex starts with a separate page
- g) Bibliography - no page limit.

### Instructions

- 1) Begin by determining the type of document desired, and a proposed title.
- 2) Look for the blue text areas on each page of the Template and replace that with proposed content in black. Do not change the original Template text except where options are indicated in blue.
- 3) Enter user content for the Cover Page, Title Page, Foreword, Table of Contents and Section 4 Requirements, Recommendations or Information.
- 4) Enter user content for other sections as desired.
- 5) Review the final proposed document for errors such as omissions, formatting problems, spelling and grammar. Remove all blue text if any remaining.
- 6) If submitting the completed document to ASB as proposed work, complete the ASB New Work Proposal form (Annex A), and submit that form along with the completed document to: [asb@aafs.org](mailto:asb@aafs.org).

Helpful hints:

- Copy and download the Template so it can be saved and worked on without needing to reopen the Supplement each time.
- Develop user content in a separate file, such as a Word file, and pre-plan on how to subdivide subject matter for easier number-entry in the Template.
- Save copies of the Template, designating each one for a specific type of deliverable. For example: Standard Template, Guideline Template, etc.

# ASB (Insert Document type)<sup>5</sup> XXXX First Edition 2021

(Insert Title of Document)



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<sup>5</sup> Standard, Guideline, Best Practice Recommendation or Technical Report

**(Insert Title of Document)**

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ASB procedures are publicly available, free of cost, at [www.asbstandardsboard.org](http://www.asbstandardsboard.org).

**Keywords:** *(Insert here)*

## Table of Contents

1	Scope.....
2	Normative References.....
3	Terms and Definitions.....
4	(Insert the word ‘Requirements’ if a Standard; the word ‘Recommendations’ if a Guideline or BPR; the word ‘Information’ if a Technical Report.).....
5	Tables.....
6	Figures.....
	Annex (if a single annex, insert ‘A’ after the word Annex; for multiple Annexes, list them according to their alphabetical designation. See ASB Manual, Section 18.).....
	Annex X (informative) Bibliography (the Bibliography will be the last Annex).....

### Tables (list the table titles in a separately)

1—Table Title.....
--------------------

### Figures (list the figure titles in a separately)

1—Figure Title.....
---------------------

(Insert Title of Document)

## 1 Scope

(Insert Scope statement)

## 2 Normative References

There are no normative reference documents. Annex B, Bibliography, contains informative references.

Or

The following reference is indispensable for the application of the standard. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

(Insert Normative references if any. If none, insert the word “None”.)

## 3 Terms and Definitions

For purposes of this document, the following definitions apply.

### 3.1

#### term or definition

(Insert Terms and Definitions relevant to this document only. See ASB Manual section 13.)

## 4 Requirements (if a Standard); Recommendations (if a Guideline or BPR); Information (if a Technical Report.)<sup>6</sup>

### 4.1 Subhead

#### 4.1.1 Sub-subhead

4.1.1.1 (Insert main requirements or recommendations. Number subsections following the Sample Document above and the ASB Manual section 14.)

## 5 Tables

(Insert tables following the Sample Document, Section 5 above, tables may also be incorporated into sections, and not be in a separate section.)

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<sup>6</sup> When a Technical Report is a Terms and Definition document, only Sections 1 through 3 are necessary. TRs that are research-based contain Section 4 and, as necessary, Sections 5., 6., Annex and Bibliography

**Table 1—Table Title**

<b>Table Header Row</b>	<b>Cambria font, 10 pt., bold</b>
Table content	Cambria font, 10 pt., centered if appropriate, all table content has 2 pt. above and below
Table notes or footnotes Cambria	Font, 9pt

## 6 Figures



(Insert figures following the Sample Document, Section 6 above, figures may also be incorporated into sections, and not be in a separate section.)

**Figure 1—Figure Title**

## Annex

(Insert additional Annexes as needed. Follow the Sample Document above and the ASB Manual Section 18 for proper subdivision numbering.)

## Bibliography

(Insert bibliographic information. Follow proper formatting as described in the ASB Manual Section 19.)

## Annex A (informative)

### ASB New Work Proposal Form

<b>Date:</b>	
<b>Name of Submitter(s):</b> <b>Affiliation:</b> <b>Email:</b> <b>Phone:</b>	
<b>Consensus Body:</b>	

#### Document Information

<b>Designation:</b>	Standard (S) <input type="checkbox"/> Technical Report (TR) <input type="checkbox"/> Best Practice Recommendation (BPR) <input type="checkbox"/>
<b>Proposed Document Title:</b>	
<b>Type of Work Item:</b>	Revision to Existing ASB Document <input type="checkbox"/> New ASB Document <input type="checkbox"/>

#### 1. Document Scope.

Describe what the document contains, and, where needed, what the document excludes. For example: "This standard provides procedures for determining bacterial contamination in \_\_\_\_\_." For some documents it may be beneficial to have a statement like: "It does not include \_\_\_\_\_." Question 2. below is the place to expand on the reason or need for the standard, technical report or best practice. *Please note that this is what will be published as the Scope in the document.*

#### 2. Please state what need will be met by this document.

This section should focus on the anticipated outcome of adopting and using the final document. It is appropriate to give some brief background on the current situation in order to explain how the document can be beneficial and if it is filling a gap in the industry.

#### 3. Who are the stakeholders for this document?

List all categories of individuals or groups who are likely to be impacted by this document.

**4. Is there an existing base document available for conversion? (e.g., from OSAC or a SWG)**

Yes  No

If yes, specify the organization/author and contact. Also indicate if copyright issues have been resolved (a letter from the organization, etc.).

**5. Has this document been published, is it on the work program of another organization, or is there a corresponding existing standard/best practice recommendation/technical report or similar document? Will this document duplicate any other existing and available document?**

Yes  No

If yes, specify the organization/author and document designation/project title/contact. Also indicate any existing copyright, patent, and publishing history.

**6. Are there any known patents or copyrights related to the document content?**

Yes  No

If Yes, please provide details:

## Annex B (informative)

### Bibliography

The following bibliography is not intended to be an all-inclusive list, review, or endorsement of literature on this topic. The goal of the bibliography is to provide examples of publications addressed in the standard.

- 1] American National Standards Institute (ANSI). *ANSI Essential Requirements: Due Process Requirements for American National Standards*, 2019.
- 2] *ANSI Style Guidesheet - 2003*<sup>7</sup>.
- 3] *Conformity Assessment for Standards Writers*. International Organization for Standardization, 2016.
- 4] *How to Write Standards Update 2016 - EN*<sup>8</sup>.
- 5] *ISO/IEC Directives, Part 2 - Principles and rules for the structure and drafting of ISO and IEC documents*, 8<sup>th</sup> ed. ISO, 2018.
- 6] *MLA Handbook, 8th Edition*. The Modern Language Association of America, 2016.
- 7] National Fire Protection Association, *NFPA 4*<sup>9</sup>.
- 8] Purdue Writing Lab. "MLA Formatting and Style Guide // Purdue Writing Lab." *Purdue Writing Lab*<sup>10</sup>.
- 9] *Recommended Practice for the Designation and Organization of Standards*, ANSI/SWES 1:2013, The Society for Standards Professionals (SES).

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<sup>7</sup> [share.ansi.org/shared%20documents/Standards%20Activities/American%20National%20Standards/Procedures.%20Guides.%20and%20Forms/New%20ANSI%20Style%20Guidesheet%202.doc](https://share.ansi.org/shared%20documents/Standards%20Activities/American%20National%20Standards/Procedures.%20Guides.%20and%20Forms/New%20ANSI%20Style%20Guidesheet%202.doc)

<sup>8</sup> [www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/how-to-write-standards.pdf](http://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/how-to-write-standards.pdf)

<sup>9</sup> <https://catalog.nfpa.org/NFPA-4-Standard-for-Integrated-Fire-Protection-and-Life-Safety-System-Testing-C189.aspx>

<sup>10</sup> [owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_formatting\\_and\\_style\\_guide.html](http://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html)