

AWS SM:2020

**Approved January 31st, 2019
by the AWS Technical Activities Committee**

**Style Manual
for
AWS Published Standards**

2nd Edition

Revises AWS SM: 2015

Prepared by the
American Welding Society (AWS) Technical Services Division

Under the Direction of the
AWS Technical Activities Committee

Abstract

This document prescribes the components, format, and styles to be used for *published* AWS standards. Guidance and instructions for preparing *draft* AWS standards during the approval stages can be found in AWS TSD 1.1.

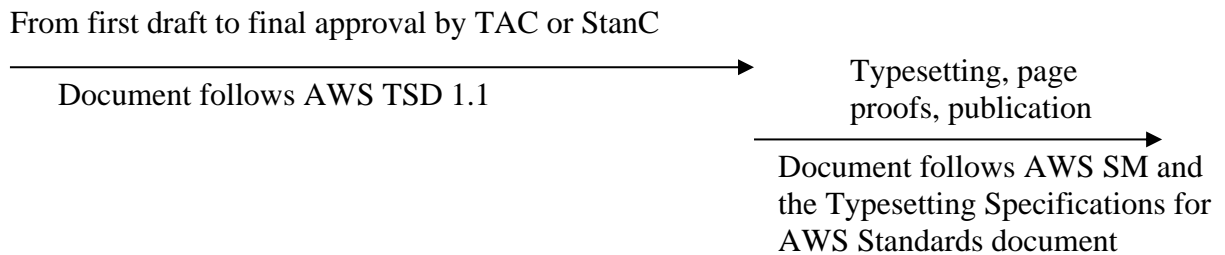


Style Manual for AWS Published Standards

1. Scope and General Requirements

1.1 Scope. This document prescribes the requirements for the format and style of AWS published standards.

1.2 General Requirements. The style, format, elements, and structure of draft AWS standards are addressed in AWS TSD 1.1. Where this document’s specifications differ from AWS TSD 1.1, the publication specifications in this document shall prevail for the published AWS standard.



2. Designation, Cover, and Spine Specifications, and Hard Copy Publication Formats

2.1 Designation (Standard’s Code). Letter designations for the various standards are grouped by the scope of a standard as shown in Table 1.

2.1.1 New or Revised Standards. The designation shall contain the abbreviation “AWS” followed by the document’s alphanumeric designator and the publication year, which are separated by a colon (e.g., AWS D1.1/D1.1M:2006). The format shall follow whichever option applies in AWS TSD1.1:201X, Table 6.2. For standards approved by ANSI, the words “An American National Standard” shall be located just below the designation.

Publications that are not ANSI approved shall carry the AWS designation in the upper right-hand corner of the front cover. The designation shall contain the abbreviation “AWS” followed by the document’s alphanumeric designator and the publication year, which are separated by a colon (e.g., AWS TSD 1.1:2006).

2.1.2 Reaffirmed Standards. For reaffirmed standards, the original designation shall be used followed by (RYYYY) where the YYYY is the latest year of reaffirmation as noted by the following example: AWS C5.6-89 (R2000).

Table 1
Letter Designations for the Types of Standards and Committees

Letter Designation	Committee/Standard Type
A	Committees/Standards on Fundamentals
B	Committees/Standards on Inspection and Qualification
C	Committees/Standards on Processes
D	Committees/Standards on Industrial Applications
F	Committees/Standards on Safety and Health
G	Committees/Standards on Materials
J	Committees/Standards on Welding Equipment

2.1.3 ISO Adoptions. Designations for ISO adoptions shall follow one of the methods in 2.1.3.1 through 2.1.3.3 and the respective designation code noted in the example.

2.1.3.1 Identical Adoptions. The document designation shall use the format of the following example: AWS A5.14/A5.14M:200X (ISO 18274:2005 IDT), where “X” is the year of publication or revision. This method is used when an ISO document is adopted without any technical changes. Editorial changes are allowed as long as they are clearly identified.

2.1.3.2 Adoptions with Modification. The document designation shall use the format of the following example: AWS A4.2M:200X (ISO 8249:2000 MOD), where “X” is the year of publication or revision. This method is used when an ISO document is adopted with technical changes. All technical and editorial changes need to be clearly identified.

2.1.3.3 Not Equal Adoptions. The document designation shall use the format of the following example: AWS A4.5:200X (ISO 15792-3:2000 NEQ), where “X” is the year of publication or revision. This method is used when an ISO document is adopted with technical changes that are not identified.

2.1.4 Amendments. Amendments shall be coded as follows:

AWS CC.C:YYYY-AMDX , where

CC.C is the document code;

YYYY is the year of the current published edition; and

X is the amendment number (1, 2, etc.)

(e.g., AWS B5.15:2003-AMD1)

2.1.5 Addenda. Addenda shall be coded as follows:

AWS CC.C:YYYY-ADDX, where

CC.C is the document code;

YYYY is the year of the current published edition; and

X is the amendment number (1, 2, etc.).

(e.g., AWS A2.4:2007-ADD1)

2.2 Style, Design, and Colors. Published AWS standards shall have covers that are uniform in style and design. The colors vary by committee groupings as shown in Table 2.

Table 2
Cover Colors for Published Standards

Committee	Cover Color	Pantone Matching System (PMS) Number
A1, A2, A9, and A10	Brown	PMS 463C
A4 and A5	Gray	PMS 423C
B1, B2, B4, and B5	Green	PMS 355C
C1, C2, C3, C4, C5, C6, and C7	Blue	PMS 286C
D1, D3, D8, D9, D10, D11, D14, D15, D16, D17, and D18	Red	PMS 199C
Safety and Health	Yellow	PMS 116C
G1 and G2	Copper	PMS 471C
J1	Purple	PMS 258U

2.3 Logos. The logos of the American Welding Society and the American National Standards Institute shall appear in all published standards. The ANSI logo shall not appear on documents that are not ANSI approved.

2.4 Use of Registered Trademark Symbol. The registered trademark symbol ® shall be used with the following graphic when used on the cover, spine, back cover, and in the front matter of AWS publications.



2.5 Spine. The spine of the document shall contain the document title, designation year, and the AWS logo, size and thickness permitting.

2.6 Hard Copy Publication Format

2.6.1 New or Revised Standards. All standards shall be published in bound (exception Site Licenses – published in Loose Leaf), 3-ring hole-punched format with a uniform size of 8.5 in by 11 in (216 mm by 279 mm).

2.6.2 Errata Sheet(s). All errata sheets shall be published as a separate file and inserted into existing stock as a loose leaf with a uniform size of 8.5 in by 11 in (216 mm by 279 mm). Errata Reprints shall be published in bound, 3-ring hole-punched format with a uniform size of 8.5 in by 11 in (216 mm by 279 mm).

2.6.3 Amendments and Addenda Sheets. All amendments and addenda sheets shall be published as a separate file and inserted into existing stock as a loose leaf with a uniform size of 8.5 in by 11 in (216 mm by 279 mm). Amendment/Addenda Reprints shall be published in bound, 3-ring hole-punched format with a uniform size of 8.5 in by 11 in (216 mm by 279 mm). Each amendment or addenda item shall be properly coded per 2.1.4 and 2.1.5.

3. Mandatory Front Matter, Boilerplate Annexes, and Back Matter

The following material shall be inserted into the approved draft standards during typesetting.

- (1) Front Matter
 - (a) Copyright Page, see Annex A.
 - (b) Statement of Use Page, see Annex B.
- (2) Annex on Guidelines for Interpretations, see Annex C.
- (3) List of Standards Published by Committee, see Annex E.

4. Specifications for Content Format and Style

4.1 Detailed specifications for the format and style of the content of published standards are addressed in the Typesetting Specifications for AWS Standards document

4.2 These specifications shall apply only to published standards, not to drafts.

5. Specifications for Printing Format and Style

5.1 Printing Specifications information is supplied to the Printer in a memo format as shown in Annex D.

5.2 The Printer Specifications include the components, format, and style to be used for most published Editions of AWS Standards.

5.3 When appropriate, other descriptions may apply when referring to Charts, Pamphlets, Hard Cover Handbooks (e.g., Brazing Handbook), etc.

6. Specifications for Reaffirmation, Amendment, or Addenda Reprinted Standards. The following items shall be replaced or added when a standard is reprinted as a reaffirmation, amendment, or addenda:

- (1) Replace the cover with the latest style and color; title page with the latest approved text,
- (2) Replace the “Copyright” and “Statement on Use” pages with the latest approved text,
- (3) Add the roster(s) of the committee and subcommittee (if applicable) that is reprinting the reaffirmation, amendment, or addenda standard just before the roster of the original committee. If

the standard is subsequently reprinted as a reaffirmation, amendment, or addenda again, the latest reaffirmation, amendment, or addenda roster(s) will replace the previous one(s), with the original committee roster(s) remaining the same,

(4) All front matter and main text running heads to be replaced with new designation,

(5) Replace or update front matter with latest approved text,

(6) Replace the text of the annex on how interpretations are handled with the latest text (see Annex B), and

(7) Replace the AWS List of Documents with latest approved text (see Annex C).

7. Specifications for Errata Reprinted Standards. The following items shall be replaced or added when a standard is reprinted as Errata:

(1) Replace the cover with the latest style and color; title page with the latest approved text,

(2) Replace the “Copyright” and “Statement on Use” pages with the latest approved text,

(3) Replace or update front matter with latest approved text,

(4) Replace the text of the annex on how interpretations are handled with the latest text (see Annex B), and

(5) Replace the AWS List of Documents with latest approved text (see Annex C).

Annex A (Normative)
Examples of Copyright Pages

This annex is part of this standard and includes mandatory elements for use with this standard.

Sample A1
Copyright Page Content for Most AWS Technical Standards and AWS-Published ANSI
Standards Except Site-Licensed Documents

ISBN Print: XXX-X-XXXXXX-XXX-X
ISBN PDF: XXX-X-XXXXXX-XXX-X

©20XX by American Welding Society
All rights reserved
Printed in the United States of America

Photocopy Rights. No portion of this standard may be reproduced, stored in a retrieval system, or transmitted in any form, including mechanical, photocopying, recording, or otherwise, without the prior written permission of the copyright owner.

Authorization to photocopy items for internal, personal, or educational classroom use only or the internal, personal, or educational classroom use only of specific clients is granted by the American Welding Society provided that the appropriate fee is paid to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, tel: (978) 750-8400; Internet: www.copyright.com.

Annex A (Normative)
Examples of Copyright Pages (Continued)

This annex is part of this standard and includes mandatory elements for use with this standard.

Sample A2
Copyright Page Content for AWS Site-Licensed Standards (e.g., AWS B2.1-1-003:2002)

ISBN Print: XXX-X-XXXXXX-XXX-X
ISBN PDF: XXX-X-XXXXXX-XXX-X

©20XX by American Welding Society
All rights reserved
Printed in the United States of America

Annex A (Normative)

Examples of Copyright Pages (Continued)

This annex is part of this standard and includes mandatory elements for use with this standard.

Sample A3

Copyright Page Content for AWS Safety and Health Fact Sheets

ISBN Print: XXX-X-XXXXXX-XXX-X

ISBN PDF: XXX-X-XXXXXX-XXX-X

©20XX by American Welding Society
All rights reserved

Printed in the United States of America

Disclaimer: This document is published as a service and convenience to the welding industry. The materials in this document have not been independently reviewed or verified and are offered only as information. The American Welding Society (AWS) assumes no responsibility for any claim that may arise from the use of this information. Users should make independent investigations to determine the applicability of this information for their purposes.

Annex B (Normative)
Examples of Statement on Use Pages

This annex is part of this standard and includes mandatory elements for use with this standard.

Sample B1
Statement on the Use of American Welding Society Standards

All standards (codes, specifications, recommended practices, methods, classifications, and guides) of the American Welding Society (AWS) are voluntary consensus standards that have been developed in accordance with the rules of the American National Standards Institute (ANSI). When AWS American National Standards are either incorporated in, or made part of, documents that are included in federal or state laws and regulations, or the regulations of other governmental bodies, their provisions carry the full legal authority of the statute. In such cases, any changes in those AWS standards must be approved by the governmental body having statutory jurisdiction before they can become a part of those laws and regulations. In all cases, these standards carry the full legal authority of the contract or other document that invokes the AWS standards. Where this contractual relationship exists, changes in or deviations from requirements of an AWS standard must be by agreement between the contracting parties.

AWS American National Standards are developed through a consensus standards development process that brings together volunteers representing varied viewpoints and interests to achieve consensus. While AWS administers the process and establishes rules to promote fairness in the development of consensus, it does not independently test, evaluate, or verify the accuracy of any information or the soundness of any judgments contained in its standards.

AWS disclaims liability for any injury to persons or to property, or other damages of any nature whatsoever, whether special, indirect, consequential, or compensatory, directly or indirectly resulting from the publication, use of, or reliance on this standard. AWS also makes no guarantee or warranty as to the accuracy or completeness of any information published herein.

In issuing and making this standard available, AWS is neither undertaking to render professional or other services for or on behalf of any person or entity, nor is AWS undertaking to perform any duty owed by any person or entity to someone else. Anyone using these documents should rely on his or her own independent judgment or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstances. It is assumed that the use of this standard and its provisions is entrusted to appropriately qualified and competent personnel.

This standard may be revised, corrected through publication of amendments or errata, or supplemented by publication of addenda. Information on the latest editions of AWS standards including amendments, errata, and addenda is posted on the AWS web page (www.aws.org). Users should ensure that they have the latest edition, amendments, errata, and addenda.

Publication of this standard does not authorize infringement of any patent or trade name. Users of this standard accept any and all liabilities for infringement of any patent or trade name items. AWS disclaims liability for the infringement of any patent or product trade name resulting from the use of this standard.

AWS does not monitor, police, or enforce compliance with this standard, nor does it have the power to do so.

Official interpretations of any of the technical requirements of this standard may only be obtained by sending a request, in writing, to the appropriate technical committee. Such requests should be addressed to the American Welding Society, Attention: Managing Director, Standards Development, 8669 NW 36 St, # 130, Miami, FL 33166 (see Annex ____). With regard to technical inquiries made concerning AWS standards, oral opinions on AWS standards may be rendered. These opinions are offered solely as a convenience to users of this standard, and they do not constitute professional advice. Such opinions represent only the personal opinions of the particular individuals giving them. These individuals do not speak on behalf of AWS, nor do these oral opinions constitute official or unofficial opinions or interpretations of AWS. In addition, oral opinions are informal and should not be used as a substitute for an official interpretation.

This standard is subject to revision at any time by the AWS _____ Committee on _____. It must be reviewed every five years, and if not revised, it must be either reaffirmed or withdrawn. Comments (recommendations, additions, or deletions) and any pertinent data that may be of use in improving this standard are requested and should be addressed to AWS Headquarters. Such comments will receive careful consideration by the AWS _____ Committee on _____ and the author of the comments will be informed of the Committee's response to the comments. Guests are invited to attend all meetings of the AWS _____ Committee on _____ to express their comments verbally. Procedures for appeal of an adverse decision concerning all such comments are provided in the Rules of Operation of the Technical Activities Committee. A copy of these Rules can be obtained from the American Welding Society, 8669 NW 36 St, # 130, Miami, FL 33166.

Annex B (Normative)
Examples of Statement on Use Pages (Continued)

This annex is part of this standard and includes mandatory elements for use with this standard.

Sample B2

Statement on Use Page for ANSI Standards Published by AWS (e.g., ANSI Z49.1)

American National Standards

An American National Standard implies a consensus of those substantially concerned with its scope and provisions. An American National Standard is intended as a guide to aid the manufacturer, the consumer, and the general public. The existence of an American National Standard does not in any respect preclude anyone, whether they have approved the standard or not, from manufacturing, marketing, purchasing, or using products, processes, or procedures not conforming to the standard. American National Standards are subject to a periodic review and users are cautioned to obtain the latest editions.

The American National Standards Institute does not develop standards and will in no circumstances give an interpretation of any American National Standard. Moreover, no person shall have the right or authority to issue an interpretation of an American National Standard in the name of the American National Standards Institute.

CAUTION NOTICE: *This American National Standard may be revised or withdrawn at any time. The procedures of the American National Standards Institute require that action be taken to periodically reaffirm, revise, or withdraw this standard. Purchasers of American National Standards may receive current information on all standards by calling or writing the American National Standards Institute.*

Annex C (Normative)

Example of Requesting an Official Interpretation on an AWS Standard Annex

This annex is part of this standard and includes mandatory elements for use with this standard.

Annex B (Informative)

Requesting an Official Interpretation on an AWS Standard

This annex is not part of this standard but is included for informational purposes only.

C1. Introduction

The following procedures are here to assist standard users in submitting successful requests for official interpretations to AWS standards. Requests from the general public submitted to AWS staff or committee members that do not follow these rules may be returned to the sender unanswered. AWS reserves the right to decline answering specific requests; if AWS declines a request, AWS will provide the reason to the individual why the request was declined.

C2. Limitations

The activities of AWS technical committees regarding interpretations are limited strictly to the interpretation of provisions of standards prepared by the committees. Neither AWS staff nor the committees are in a position to offer interpretive or consulting services on (1) specific engineering problems, (2) requirements of standards applied to fabrications outside the scope of the document, or (3) points not specifically covered by the standard. In such cases, the inquirer should seek assistance from a competent engineer experienced in the particular field of interest.

C3. General Procedure for all Requests

C3.1 Submission. All requests shall be sent to the Managing Director, AWS Standards Development. For efficient handling, it is preferred that all requests should be submitted electronically through standards@aws.org. Alternatively, requests may be mailed to:

Managing Director
Standards Development
American Welding Society
8669 NW 36 St, # 130
Miami, FL 33166

C3.2 Contact Information. All inquiries shall contain the name, address, email, phone number, and employer of the inquirer.

C3.3 Scope. Each inquiry shall address one single provision of the standard unless the issue in question involves two or more interrelated provisions. The provision(s) shall be identified in the scope of the request along with the edition of the standard (e.g., D1.1:2006) that contains the provision(s) the inquirer is addressing.

C3.4 Question(s). All requests shall be stated in the form of a question that can be answered ‘yes’ or ‘no’. The request shall be concise, yet complete enough to enable the committee to understand the point of the issue in question. When the point is not clearly defined, the request will be returned

for clarification. Sketches should be used whenever appropriate, and all paragraphs, figures, and tables (or annexes) that bear on the issue in question shall be cited.

C3.5 Proposed Answer(s). The inquirer shall provide proposed answer(s) to their own question(s).

C3.6 Background. Additional information on the topic may be provided but is not necessary. The question(s) and proposed answer(s) above shall stand on their own without the need for additional background information.

C4. AWS Policy on Interpretations

The American Welding Society (AWS) Board of Directors has adopted a policy whereby all official interpretations of AWS standards are handled in a formal manner. Under this policy, all official interpretations are approved by the technical committee that is responsible for the standard. Communication concerning an official interpretation is directed through the AWS staff member who works with that technical committee. The policy requires that all requests for an official interpretation be submitted in writing. Such requests will be handled as expeditiously as possible, but due to the procedures that must be followed, some requests for an official interpretation may take considerable time to complete.

C5. AWS Response to Requests

Upon approval by the committee, the interpretation is an official interpretation of the Society, and AWS shall transmit the response to the inquirer, publish it in the *Welding Journal*, and post it on the AWS website.

C6. Telephone Inquiries

Telephone inquiries to AWS Headquarters concerning AWS standards should be limited to questions of a general nature or to matters directly related to the use of the standard. The *AWS Board Policy Manual* requires that all AWS staff members respond to a telephone request for an official interpretation of any AWS standard with the information that such an interpretation can be obtained only through a written request. Headquarters staff cannot provide consulting services. However, the staff can refer a caller to any of those consultants whose names are on file at AWS Headquarters.

Annex D (Normative)
Example of Printing Specification Memo

This annex is part of this standard and includes mandatory elements for use with this standard.

Date: 6/3/13

From: [Committee Secretary]
Standards Development
American Welding Society
8669 NW 36 St, # 130
Miami, Florida 33166
E-mail:
Fax: 305-443-5951
Ph: 305/800-443-9353 x[extension number]

To: Technical Standards Sales/Printer

Description

Title: AWS D14.5/D14.5M:2009, *Specification for Welding of Presses and Press Components*

Trim Size: 8 ½ x 11 inches

Front Cover:

Color: Box is Red (PMS # 199C), no bleeds. Color wraps around spine to back cover. [SPINE has information]

Graduated Screen Bars: Red (PMS # 199C), 100% to 0% color.

Text: Inside of colored box, reverse white
Outside of colored box, black

Page Count 158 plus Covers

Back Cover: Box is Red (PMS # 199C), no bleeds

Stock: Cover, 10 pt C1S with UV coating/Text, 60# white offset

Binding: Perfect Bound (glued and stitched), 3 hole drilled (with 5/16" holes)

List Price: \$104.00

Member Price: \$78.00

Delivery required by: 6/26/13

Remarks:

Please deliver an advanced proof copy (to Committee Secretary) for inspection, before delivering 6 copies of the Printed Books to Sara Vidal or Committee Secretary, Standards Development, 1-800/305-443-9353 x.325.

The Cover Letter, Purchase Order Requisition, and Labels that are to be used for the distribution to participating Committee and Subcommittee members have already been processed for this document; contact: Accounting/Purchasing Dept., (Jonathan Cardona: 1-800/305-443-9353 x.289).

For information on the distribution of Sustaining Members and Sections and those organizations having special exchange agreements with AWS for this document, contact: Membership Dept., (Rhenda Kenny: 1-800/305-443-9353 x260).

For information on an estimate of saleable copies from previous sales records for this document, see enclosure and contact: Andrew Davis 1-800/305-443-9353 x466.

Thank you.

Annex E (Informative)
Sample List of Documents

This annex is not part of this standard but is included for informational purposes only.

List of AWS Documents on Structural Welding

Designation	Title
D1.1/D1.1M	<i>Structural Welding Code—Steel</i>
D1.2/D1.2M	<i>Structural Welding Code—Aluminum</i>
D1.3/D1.3M	<i>Structural Welding Code—Sheet Steel</i>
D1.4/D1.4M	<i>Structural Welding Code—Reinforcing Steel</i>
D1.5M/D1.5	<i>Bridge Welding Code</i>
D1.6/D1.6M	<i>Structural Welding Code—Stainless Steel</i>
D1.7/D1.7M	<i>Guide for Strengthening and Repairing Existing Structures</i>
D1.8/D1.8M	<i>Structural Welding Code—Seismic Supplement</i>
D1.9/D1.9M	<i>Structural Welding Code—Titanium</i>