

# SSC Checklist

Excess formatting can be a distraction! A formatting professional will take care of the details prior to publication. Your document only needs to have the basic formatting indicated in this checklist before it goes to EWG.

Table of contents	Page
1. Format .....	1
2. References.....	4
3. Conventions .....	5

## 1. FORMAT

### General formatting

Document should be free of excessive formatting and as simple as possible. Minimal formatting per the guidelines below will help with readability.

- Page size is 8.5"X11"
- Margins are 1" on all sides
- All text is **Times New Roman** font
- All equations are **Cambria Math** font
- All font, including clauses and titles are **12 points**
- Body text and clauses are **justified left**
- Lines are **single-spaced**
- One space** used after a sentence
- Text color is **black**
- Line Numbers** are continuous
- Page numbers** in the footer of all pages
- Track Changes** is used for any changes to the text
- Footer includes **draft number and date**
- Draft does not include cover, front matter, or formatted table of contents or index.

### Clauses & sub-clauses

For readability, clauses and sub-clauses may be **bold**. Do not use MS Word heading styles.

- Clauses and sub-clauses are bold, 12 pt., Times New Roman font
- Clause numbers and sub-clause numbers are consecutive (no missing numbers)
- All sub-clauses are followed by at least one other sub-clauses of the same level (for example, 1.1 should only exist if there is a 1.2)
- Level 1 and level 2 clauses are followed by text that begins on a new line.
- Level 3+ clauses are followed by text beginning on the same line.

#### 1. General

Example text.

Level 1 & 2 clauses have text on a new line.

#### 1.1 Scope.

Example text.

#### 1.2 Application.

Example text.

#### 1.2.1 Types. Example text.

#### 1.2.2 Hazards. Example text.

Level 3+ clauses have text on the same line.

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## Definitions

Definitions always appear in section 2 of an American National Standard.

- Terms are lower-case and end in a period.
- Terms are title-case if a proper noun
- Terms are bold
- Definitions are sentence case, not bold.
- Each term has a hanging indent (0.25")
- Abbreviations are in parentheses following the term.
- Terms are in alphabetical order

**accessible emission limit (AEL).** The maximum accessible emission level permitted within a particular laser hazard class.

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## Examples

- Example labels are bold and italic
- Example text is bold
- Begin on the same line as the label
- Text following the example is bold

***Example 1.*** The optical density is...

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## Notes

- Never bold or italic
- Always informative
- Never mandatory (no "shalls")
- Multiple notes in sequence are numbered
- "NOTE" is uppercase
- "NOTE" is followed by an em-dash (ctrl+alt+-)
- Each note immediately follows the table, figure, or paragraph to which it belongs.

NOTE—This is a note.

NOTE1—This is the first note.

NOTE2—This is the second note.

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## Solutions & Steps

- Solution label is bold, followed by a period
- Step label is bold and numbered
- Step number is followed by a period
- Text following step or solution is on the same line
- Text following step or solution is not bold

**Solution.** The MPE for a single 100 fs ( $100 \times 10^{-15}$  s) pulse at

**Step 1.** Determine and evaluate the NHZ of...

**Step 2.** Determine the extent of...

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## Rules

- Rule number and label are bold
- Number followed by a period
- Text following is not bold.

**Rule 3. Pulse Correction Factor,  $C_P$ .**  $C_P$  does not apply for corneal exposure.

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## Lists

- ❑ List level 1 uses lowercase letters followed by a parenthesis
- ❑ List level 2 uses an Arabic numeral followed by a period
- ❑ List level 3 uses a lowercase roman numeral followed by a period
- ❑ Lists (except prioritized lists) cascade
- ❑ The first word of each list is capitalized
- ❑ Each item ends in a period

Example of three list levels.

- a) List level 1.
  - 1. List level 2.
    - i. List level 3.

Example of cascading.  
The shortest words or sentences are at the top.

- a) Flaws.
- b) Crazying.
- c) Warping.
- d) Gross flaws.
- e) Cloudiness.
- f) Delamination.
- g) Sharp edges or burrs.
- h) Striations or waviness.

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## Footnotes

- ❑ Text body
  - Informative
  - Never include mandatory requirements
- ❑ Tables & Figures
  - Normative
  - Immediately follow the table or figure

Here is a sentence with a footnote<sup>1</sup>.

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<sup>1</sup> This is the text for the footnote. Footnotes can be generated using the “References” tab in MS Word.

## 2. References

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### In-text citations

- Refer to the current edition of the Publication Manual of the American Psychological Association (APA)
- All in-text citations should have a corresponding reference
- All references should have a corresponding in-text citation
- All references should be reviewed to ensure the most current information is being provided
  
- Normative Reference**
  - Any document cited in the standard that is essential to the application of the standard is listed in “References”
- Informative Reference**
  - All non-normative references are cited in the “Bibliography”

### Referring to other standards

- Referring to standard **without** the year
  - Used when referring to broad subject matter or scope of a standard.
  
- Referring to a standard **with** the year
  - Dated references should be used when specificity is required, such as reference to a specific clause, sub clause, figure, or table of another standard.

### Cross References

- Includes section name and header
- Used infrequently

#### Undated reference to a standard

“...see Z136.3 (latest revision) for MPEs for the eye and skin.”

#### Dated reference to a standard

“...see Example B7.2 in Z136.1-2014”

“...requires the use of a limited aperture diameter of 7 and 3.5 for the eye and skin, respectively (Z136.1-2014).”

“See Figure D4 on page 98.”

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## 3. Conventions

### Numbers

- Numbers spelled out if:
  - 1 – 9
  - Common fractions
  - Begins a heading or sentence
- Numerals used if:
  - Numbers 0, 10 and above, numerals are used
  - Numerals are used when number immediately precedes a unit of measurement
- For additional clarification, see the APA manual

“There are two factors...”

“Fifteen lists...”

“When there are two-thirds...”

“With 1.54 cm of space”

“There are at least 11...”

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### Should, Shall, May, Can

- Should
  - Indicates a recommendation, but is not required
- Shall
  - Indicates mandatory action to comply with the standard
- May
  - Indicates a course of action permissible within the limits of a standard
- Can
  - Used for statements of capability and possibility, whether causal, material, or physical
  - Comparable to “is able to”
- Changing any of these words in a standard is considered a substantive change**

### e.g., and i.e.

- The acronyms e.g. and i.e. should not be used
- Any instances of e.g. must be spelled out as “For example,”
- Any instances of i.e. must be spelled out as “that is”
- For additional clarification, see the APA Manual

**Incorrect:** This situation may be appropriate (e.g., medical or research and development environments).

**Correct:** This situation may be appropriate, for example, in medical or research and development environments

**Incorrect:** (i.e., the total radiant exposure of all pulses within any time T shall not exceed the MPE for the time T.)

**Correct:** That is, the total radiant exposure of all pulses within any time T shall not exceed the MPE for the time T.

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## That and Which

- “That”
  - Creates an essential/restrictive clause that is ‘essential’ to the meaning of the sentence
  - Is not preceded by a comma
  
- “Which”
  - Creates a non-restrictive clauses that can be left off a sentence without changing its meaning
  - A comma always precedes “which”

**Tip:** if the words following “which” can be removed without changing the meaning of the sentence, it’s non-restrictive. If the words are essential, use “that”

**Restrictive clause:** “Dogs **that bark are noisy.**”

**Nonrestrictive clause:** “Dogs, **which are furry,** can bark.”

“Defining the beam parameters provides a better understanding of the steps **that are necessary to complete the process.**”

“Defining the beam paramters provides a better understanding of these steps, **which are explained in A1.3 through A1.7**”

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## Classes

- When referring to multiple laser classes, the word “classes” is used, followed by the class types

“Classes 2, 2M, and 4 were...”

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## Equations

- Check equation for accuracy
- Check solution for accuracy
- Note if any equation is outdated

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## Figures

- Figure label and caption are bold and centered
- BELOW** figure
- Figure centered
- Figure referred to in the text (example, "See Figure 1").
- Figure label numbers are contiguous



**Figure 1c. Sample ANSI Z535.2 Compliant Class 4 Laser Controlled Area Danger Sign Format.**

## Tables

- Table label and caption bold and center **ABOVE** table
- Column headers are bold, centered
- Table text on just one line is aligned-center
- Table text spanning multiple lines is all aligned-left
- Notes are part of the table

**Table 6a. Wavelength Dependent Parameters and Correction Factors**

Parameter/Correction Factor		Wavelength $\lambda$ (nm)	Graph	Notes
$C_A$	1.0	400 to 700	Fig. 8a	NOTE 2
	$10^{0.002(\lambda-700)}$	700 to 1050		
	5.0	1050 to 1400		
$C_B$	1.0	400 to 450	Fig. 8b	NOTE 2
	$10^{0.02(\lambda-450)}$	450 to 600		
$C_C$	1.0	1050 to 1150	Fig. 8c	NOTE 2
	$10^{0.018(\lambda-1150)}$	1150 to 1200		
	$8 + 10^{0.04(\lambda-1250)}$	1200 to 1400		
$T_1$	$10 \times 10^{0.02(\lambda-450)}$	450 to 500	Fig. 9a	NOTES
$K\lambda$	$10^{0.01(1400-\lambda)}$	1200 to 1400	Fig. 15	NOTE 2
NOTE 1— $T_1 = 10$ s for $\lambda = 450$ nm and $T_1 = 100$ s for $\lambda = 500$ nm.				
NOTE 2—Wavelengths must be expressed in nanometers for calculations.				

## General Abbreviations

<b>ACLS</b>	advanced cardiac life support	<b>MPE</b>	maximum permissible exposure
<b>AEL</b>	accessible emission limit	<b>MSDS</b>	see "SDS"
<b>BLS</b>	basic life support	<b>NBH</b>	non-beam hazard
<b>CFR</b>	Code of Federal Regulations	<b>Nd:YAG</b>	neodymium doped yttrium-aluminum garnet
<b>CPR</b>	cardio-pulmonary resuscitation	<b>NEC</b>	National Electric Code
<b>CW</b>	continuous wave	<b>NHZ</b>	nominal hazard zone
<b>DLSO</b>	deputy laser safety officer	<b>NLR</b>	non-laser radiation
<b>FLPPS</b>	Federal Laser Product Performance Standard	<b>NOHD</b>	nominal ocular hazard distance
<b>HZ</b>	Hertz	<b>OD</b>	optical density
<b>IR</b>	infrared	<b>OFCS</b>	optical fiber communication system
<b>J</b>	joules	<b>PPE</b>	personal protective equipment
<b>JO</b>	joint order	<b>PRF</b>	pulse repetition frequency
<b>LASER</b>	light amplification by stimulated emission of radiation	<b>SDS</b>	safety data sheet
<b>LCA</b>	laser-controlled area	<b>SI</b>	International System of Units (metric system)
<b>LGAC</b>	laser generated airborne contamination	<b>SOP</b>	standard operating procedure
<b>LIDT</b>	laser-induced damage threshold	<b>TL</b>	threshold limit
<b>LEP</b>	laser eyewear protection	<b>UV</b>	ultraviolet
<b>LSO</b>	laser safety officer	<b>VLT</b>	visible luminous transmission
<b>LTIR</b>	laser-targeted interaction radiation	<b>w</b>	watt

## Government and Professional Organization Abbreviations

<b>ACS</b>	American College Of Surgeons	<b>FDA</b>	Food And Drug Administration
<b>ANSI</b>	American National Standards Institute	<b>IEC</b>	International Electrotechnical Commission
<b>AORN</b>	Association of periOperative Registered Nurses	<b>IEEE</b>	Institute of Electrical and Electronics Engineers
<b>ASLMS</b>	American Society for Laser Medicine & Surgery	<b>ILSC</b>	International Laser Safety Conference
<b>AST</b>	Association of Surgical Technologists	<b>LIA</b>	Laser Institute of America
<b>BLS</b>	Board of Laser Safety	<b>NCLS</b>	National Council on Laser Certification
<b>CDRH</b>	Center for Devices and Radiological Health	<b>NFPA</b>	National Fire Protection Association
<b>FAA</b>	Federal Aviation Administration	<b>OSHA</b>	Occupational Safety and Health Administration

## Z136 Procedural Abbreviations

<b>ADCOM</b>	Administrative Committee	<b>PINS</b>	Project Initiation Notification System
<b>ASC</b>	Accredited Standards Committee	<b>SCDV</b>	Subcommittee Draft for Vote
<b>BSR</b>	Board of Standards Review	<b>SPIR</b>	Subcommittee Project Initiation Request
<b>CBBG</b>	Consensus Body Balloting Groups	<b>SSC</b>	standards subcommittee
<b>CDV</b>	Committee Draft for Vote	<b>TSC</b>	technical subcommittee
<b>EWG</b>	Editorial Working Group		

## Compound Words (Reference Guide)

### Incorrect

beamsplitter; beam-splitter

multipulse

post-exposure; post exposure

pre-exposure

pulsewidth; pulse-width

repetitively pulsed laser

spotsizes; spot-size

ultra short; ultra-short

wave length; wave-length

### Correct

beam splitter

multiple pulse

postexposure

preexposure

pulse width

repetitive pulsed laser

spot size

ultrashort

wavelength