

MPTA-A1-2011

PUBLICATION STYLES



MPTA STANDARD

Contributors

B&B Manufacturing, Inc.	LaPorte, IN	www.bbman.com
Baldor Dodge Maska	Greenville, SC	www.baldor.com
Carlisle Transportation Products	Springfield, MO	www.carlislebelts.com
Custom Machine & Tool Co., Inc.	Hanover, MA	www.cmtco.com
Diamond Chain Company	Indianapolis, IN	www.diamondchain.com
Emerson Power Transmission	Maysville, KY	www.emerson-ept.com
Frontline Industries, Inc.	Irvington, NJ	www.frontlineindustries.com
Gates Corporation	Denver, CO	www.gates.com
Goldens' Foundry & Machine Co.	Columbus, GA	www.gfmco.com
Lovejoy, Inc.	Downers Grove, IL	www.lovejoy-inc.com
Magnaloy Coupling Company	Alpena, MI	www.magnaloy.com
Martin Sprocket & Gear, Inc.	Arlington, TX	www.martinsprocket.com
Maurey Manufacturing Corp.	Holly Springs, MS	www.maurey.com
New Hampshire Industries, Inc. H. Neuman & Company	Lebanon, NH	www.nhipulleys.com
Ramsey Products Corporation	Belmont, NC	www.ramseychain.com
Rexnord Industries, LLC	New Berlin, WI	www.rexnord.com
TB Wood's Incorporated	Chambersburg, PA	www.tbwoods.com
Torque Transmission	Fairport Harbor, OH	www.torquetrans.com
Veyance Technologies, Inc. Goodyear Engineerer Products	Fairlawn, OH	www.goodyearep.com/PTP
Webster Industries	Tiffin, OH	www.websterchain.com

Abstract

This standard defines the general outline and formats that are to be used when publishing technical information as approved by the Mechanical Power Transmission Association.

Foreword

This Foreword is provided for informational purposes only and is not to be construed to be part of any technical specification.

This standard was adopted after some standards and guidelines were already published. Therefore, future guidelines shall conform to this standard and existing publications will be brought into compliance as they are revised or reaffirmed.

Suggestions for the improvement of or comments on this publication are welcome. They should be mailed to Mechanical Power Transmission Association, 5672 Strand Ct., Suite 2, Naples, FL 34110 on your company letterhead.

Scope

This standard establishes content guidelines and formats to be used by the MPTA membership in the preparation and publication of MPTA standards, guidelines, or other technical papers.

Definitions – Types of Publications

MPTA Standards – Technical Information approved for distribution to the public.

MPTA Guidelines – Technical Information approved for MPTA membership use only.

Primers – Publications intended to educate the general public about Power Transmission products and characteristics.

Other Publications – Informational bulletins, FAQ, etc.

Publication Styles

1. Format of MPTA Technical Publications

Since arithmetic conversion between inch units of measure and SI (metric) units can lead to misstatement of tolerance stack-ups, every attempt should be made to provide dual versions of all data where appropriate. This material should be provided in sequential standards within a common binding.

The units of measure used within a standard will be designated as part of the publication number.

1.1. Elements

Every MPTA standard shall contain the following elements, arranged in the order indicated.

- a) Title page (front cover)
- b) Contributors list, Disclaimer Statements, Abstract, and Copyright Position Statement (Inside front cover)
- c) Table of contents (Optional)
- d) Foreword
- e) Scope
- f) Symbols, Terminology and Definitions (Optional)
- g) Body or Text - including tables and figures to support data

1.1.1. Title Page – Front cover or page 1

The format of the title page shall be as shown on the front of this publication, and include the publication number, the title, and the type of publication.

1.1.1.1. Publication Number

Numbers appear in the upper right and are assigned as follows:

MTPA-XYZ-DATE where;

“X” represents technical division

“A” – Administrative

“B” – Belted Drives

“C” – Elastomeric Couplings

“S” – Chain and Sprocket

“Y” is the next consecutive number; or the same number used for a similar publication containing different units.

“z” denotes units of measure where needed. The letter will be lower case.

“i” – Inch units

“m” – Metric units

“c” – Combined inch & metric units

“DATE” can be in one of three forms:

“YYYY” format when the document is adopted or revised.

“MM/YYYY” format when a revision is made in the same year.

“YYYYR YYYY” format when the document is reaffirmed. The first year will be the year of the last revision and the second year will be the reaffirmed year.

1.1.1.2. Title

The title must be a clear, concise description of the subject matter. “MPTA” should not be included in the title. The title is centered above the MPTA logo.

1.1.1.3. Publication Type

Types are listed above as definitions. The type statement is placed in the lower right of the page.

1.1.2. Inside Front Cover – page 2

1.1.2.1. Contributors

Alphabetically list all MPTA Member Companies in the appropriate technical group. The list shall **not** include the names of individuals.

1.1.2.2. Disclaimer Statement

“This publication is presented for the purpose of providing reference information only. You should not rely solely on the information contained herein. Mechanical Power Transmission Association (MPTA) recommends that you consult with appropriate engineers and/or other professionals for specific needs. Again, this publication is for reference information only and in no event will MPTA be liable for direct, indirect, incidental, or consequential damages arising from the use of this information.”

1.1.2.3. Abstract

The Abstract should enable the reader to determine if the publication contains the information that he or she is seeking. It should express the main purpose of the publication and also summarize recommendations made.

1.1.2.4. Copyright Position Statement

"MPTA publications are not copyrighted to encourage their use throughout industry. It is requested that the MPTA be given recognition when any of this material is copied for any use."

1.1.3. Table of Contents

Table of Contents should include page number locations for each of the elements listed in **Section 1.1** above, starting with the Foreword. It should also include a listing of all tables, and a listing of all figures.

1.1.4. Foreword

The Foreword contains reference and historical data, and this information is not considered part of the standard. For example, the Foreword may include a discussion of changes that have been made when compared to the previous revision. The Foreword should include the following statements.

1.1.4.1. Opening statement

"This Foreword is provided for informational purposes only and is not to be construed to be part of any technical specification."

1.1.4.2. Closing statement

"Suggestions for the improvement of, or comments on this publication are welcome. They should be mailed to Mechanical Power Transmission Association, 5672 Strand Ct., Suite 2, Naples, FL 34110."

1.1.5. Scope

A brief statement of the limits that apply to the material included in the publication. It may also detail what is not included in the publication.

1.1.6. Symbols, Terminologies and Definitions

The use of symbols, terminology, and definitions must be consistent throughout MPTA publications. Symbols and terminologies that are critical to the understanding of the publication should be defined prior to their use in the body

of the publication. Listings shall be alphabetical in order.

1.1.7. Body or Text

The body of the publication shall be organized in a logical progression. Figures, tables, formulae, etc. should be used when and where necessary to clearly convey data to the reader.

2. General Style

2.1. Text type and size

All text should be Arial True Type Font. Twelve-point text size is preferred for general use. Ten-point is the minimum size allowed. Twenty-four point size is to be used on the title page.

2.2. Text layout

Text shall be block format. The text should be in one column, reading across the page. Top and both side margins should be a minimum of 1", and the bottom margin is .2 inches. Outline formats may be used when appropriate. Outline numbers shall be Arabic numbers, using periods to separate numbers used indicating sub-clauses. Clause and sub-clause numbers shall be aligned as in this document. Text shall be aligned directly under the clause or sub-clause numbers.

2.2.1. Figures

Figures (sketches or photos) must be clear and large enough to be legible. Figures shall be numbered sequentially using Arabic numbers with the title "Figure #" placed at the upper left of the figure.

2.2.2. Tables

Tables shall be numbered sequentially using Arabic numbers with the title "Table #" placed at the upper left of the table. The preferred orientation for a table is "portrait", but "landscape" may be used where necessary.

2.2.3. Formulae

Formulae shall be numbered sequentially using Arabic numbers with the title "Formula #" placed at the upper left of the formula. There shall be only one "equals" sign per line of print. All symbols to the right hand side of the equal sign shall be explained immediately following the formula by placing the word "where" directly under the formula and aligned on the left. The symbols shall be indented and listed with a definition including the units of measure in the order in which

they appear in the formula. The unit of measure for the resultant of each formula shall be listed in parentheses and be placed to the right of the formula on the same line.

2.2.4. Page Breaks

Page breaks should be located to maintain as much organization of subject matter as possible.

2.2.4.1. Header

Each page following the title page shall have a header which includes the document number in MPTA-XYZ-DATE form justified to the left and the document title justified to the right.

2.2.4.2. Footer

Each page shall have a banner or footer showing the MPTA's complete address centered as follows:

Mechanical Power Transmission Association
5672 Strand Ct., Suite 2, Naples, FL 34110
www.mpta.org

Below this address should be the page number in the "Page X of Y" format on every page following the title page.

Publications that are distributed via the Internet shall also adhere to this same page break scheme.

3. Document File Types

- 3.1.** Approved documents will be published to the web site in .pdf file format.
- 3.2.** All the native files used to generate an approved document must be submitted to the MPTA. The native files are required before the document will be posted.

END OF DOCUMENT