

भारतीय मानक ब्यूरो

प्रकाशन विभाग

संदर्भ: प्रकाशन/एसओपी

दिनांक: 14 जून 2023

महानिदेशक, भारतीय मानक ब्यूरो द्वारा अनुमोदित भारतीय मानकों/विशेष प्रकाशनों के प्रकाशनार्थ मानक प्रचालन प्रक्रिया (एसओपी) एवं सरलीकृत जाँच सूची संलग्न हैं।

मानक के वे पहलू जो स्पष्ट रूप से आई एस 12: 2005 के अंतर्गत आवरित नहीं किए गए हैं, उन्हें प्रकाशित मानकों की संरचना में एकरूपता बनाए रखने के लिए अनुमोदित एसओपी में शामिल किया गया है। इसके अलावा, मसौदों के विभिन्न पहलू और पिछले एक वर्ष के दौरान पाई गई बुनियादी संपादन त्रुटियों के सामान्य अंशों को शामिल करते हुए, मानकों के लिए सरलीकृत जाँच सूची भी बनाई गई हैं।

तकनीकी विभागों से अनुरोध है कि वे आई एस 12: 2005 में प्रदत्त मार्गदर्शन के अलावा, मानकों का मसौदा तैयार करने/अंतिम ड्राफ्ट चेक करने में अनुमोदित प्रलेखित प्रक्रिया का पालन करें।

(मोहम्मद आक्रिब)

उप निदेशक

प्रमुख (प्रकाशन)

उपमहानिदेशक (आईटीएस, पीआरटी एवं टीएनएम)

परिचालित :

- a) उप महानिदेशक (मानकीकरण – I)
- b) उप महानिदेशक (मानकीकरण – II)
- c) प्रमुख (एस सी एम डी)
- d) समस्त तकनीकी विभाग
- e) समस्त अफसरों को सूचनार्थ

BUREAU OF INDIAN STANDARDS
PUBLICATION DEPARTMENT

Ref: Pub/SOP

June 14, 2023

The Standard Operating Procedure (SOP) for Drafting and Publication of Indian Standards/Special Publications along with simplified checklists, as approved by DG, BIS, are enclosed.

The aspects of standard which are explicitly not covered under IS 12 : 2005 have been covered up in the approved SOP, for maintaining uniformity in structure of published standards. Moreover, simplified checklists have also been made for both, Indigenous as well as Adopted Standards, covering the general elements of drafting and basic editing mistakes observed during last one year.

The Technical Departments are requested to follow the approved documented procedure in drafting/finalizing the standards, in addition to the guidance provided in IS 12 : 2005.

(Mohammad Aqib)
Deputy Director

Head (Publication)

DDG (ITS, PRT & TNM)

Circulated to:

- a) **DDG (Standardization – I)**
- b) **DDG (Standardization – II)**
- c) **Head (SCMD)**
- d) **All Technical Departments**
- e) **All Officers for Information**

BUREAU OF INDIAN STANDARDS

PUBLICATION DEPARTMENT

Ref: Pub/SOP

01 June 2023

Subject: SOP related to Publication of Documents

Aspects	SOP
Title Page	As per template attached at: a) Annex 1 (Controlled Dimensions) b) Annex 2 (Indigenous Standards) c) Annex 3 (ISO Adoptions) d) Annex 4 (IEC Adoptions)
Scope Page	As per template attached at Annex 5.
Page Size	A4
Page Margin	Normal (1")
Page No. (Footer) Position	0.7"
Text Font Size	a) 10 for Normal Text b) 8 for Notes and Footnotes
Text Font Style	a) Times New Roman (for Indigenous Standards) b) Arial (for Identical Adoptions)
Line Spacing	1.0
Foreword	a) Committee No. shall be written in two digits. 1) <i>Recommended</i> CED 05 2) <i>Not Recommended</i> CED 5 b) The words 'given in Annex' shall be used instead of 'given at' for reference to committee composition.

Aspects	SOP
	<p>c) If the foreword exceeds 2 pages then blank page shall be added after the Title Page, thereafter entire foreword to be written in continuation.</p> <p>(second and third cover page to be left blank)</p> <p>d) The complete designation of Indian Standards i.e. IS/ISO/IEC No. shall be mentioned for adopted standards while giving reference to Indian Standards equivalent to International Standards.</p> <p><i>Recommended:</i></p> <p>IS 13252 (Part 1) : 2010/IEC 60950-1:2005</p> <p><i>Not Recommended:</i></p> <p>IS 13252 (Part 1) : 2010</p>
References	<p>a) The word ‘given below/listed in Annex’ shall be used instead of ‘listed below/at’ for reference to list of standards.</p> <p>b) IS shall be written before IS number within table.</p> <p>c) In case, standard other than IS are also referred, the title of first column of table under referred standards shall be written as ‘IS No./Other Standards’, otherwise only ‘IS No.’ shall be written.</p> <p>d) References should be listed in Annex if No. of references are more than 6 and/or if the list of references exceeds to second column.</p>
Rules and Regulations	Italics
Non-English Words	Italics
Indentation	0.25” (2 points on scale)
Terminology	Em dash shall be used after title & text shall be started from same line.

Aspects	SOP
Chemical reagents and Apparatus	Half sentences to be started from the same line of the clause as illustrated under 3 of IS 12 : 2005.
Mathematical Operations	Space to be added before and after mathematical operations.
General Rules	<ul style="list-style-type: none"> a) Notes shall normally be placed along with the text on same page. b) Entire designation of standard shall be in same line. c) Number and units shall be in same line within the text. d) 'col' shall be written to refer column number in text instead of 'column'.
Units and Range	<ul style="list-style-type: none"> a) Numbers shall always be accompanied by units. b) Dash '-' shall not be used to define range within text. <p>Example:</p> <ul style="list-style-type: none"> a) <i>Recommended</i> 55 °C to 65 °C (65 ± 5) percent b) <i>Not Recommended</i> 55 - 65 °C 65 ± 5 percent
Table	<p>For simple tables, three horizontal lines should be used as per the template attached at Annex 6.</p> <p>For complex tables, all borders should be retained as per the template attached at Annex 7.</p>
Blank Page	As per template attached at Annex 8.

Aspects	SOP
<p style="text-align: center;">Committee Composition</p>	<p>a) The word ‘Chairperson’ shall be used instead of ‘Chairman’.</p> <p>b) Salutations ‘Shri, Shrimati and Kumari’ shall be used instead of ‘ Mr, Mrs and Miss’.</p> <p style="padding-left: 40px;">Salutation ‘Ms’ may be retained as such.</p> <p>c) ‘.’ shall not be added after any abbreviated word in ‘Organization’ column.</p> <p>d) Name of Organization shall be mentioned without name of state in ‘Organization’ column.</p> <p>e) Designation shall not be mentioned in ‘Representative(s)’ column when the name has been mentioned.</p> <p>f) ‘Representative’ to be written instead of ‘Nomination Awaited’ in ‘Representative(s)’ column.</p> <p>g) Postal address of members ‘In Personal Capacity’ shall be mentioned without name of state.</p> <p>h) Abbreviation of Technical Departments shall not be used.</p> <p>Example:</p> <p style="padding-left: 40px;">Civil Engineering Food and Agriculture Textiles</p> <p>i) Designation of Member Secretary shall be written as:</p> <p style="padding-left: 40px;">Scientist ‘B’/Assistant Director Scientist ‘C’/Deputy Director Scientist ‘D’/Joint Director Scientist ‘E’/Director Scientist ‘F’/Senior Director</p>

Aspects	SOP
Amendments	<p>Reference shall be given in sentence form with 1st alphabet of 1st word in upper case and remaining words in lower case except the following words:</p> <ul style="list-style-type: none">• Table• Fig.• Note• Annex <p>Example : (<i>Page 2, clause 4, Fig. 2</i>)</p>

Margin

Top → 0.5
Bottom → 0.3
Left → 0.9
Right → 0.5

Annex 1

22 BI ← भारतीय मानक

IS 13450 (Part 2/Sec 35) : 2022
ISO/IEC 12191-2-35 : 2021

14 BI ← Indian Standard

(Superseding IS 2501 : 2009,
IS 2502 : 2009 & IS 2503 : 2009)

↑ 16

चिकित्सीय विद्युत उपस्कर

**भाग 2 बुनियादी सुरक्षा और आवश्यक कार्य
निष्पादन के लिए विशेष आवश्यकताएँ**

**अनुभाग 35 कंबल, पैड या गद्दे का उपयोग करने वाले
चिकित्सीय उपयोग हेतु हीटिंग उपकरण**

(पहला पुनरीक्षण)

↑ 20

Medical Electrical Equipment

**Part 2 Particular Requirements for Basic
Safety and Essential Performance**

**Section 35 Heating Devices Using Blankets,
Pads or Mattresses and Intended for Heating in
Medical Use**

(First Revision)

ICS 11.040.10; 11.140

5 Line Spacing

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↓ 12



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December 2022

Price Group X

B → Bold
I → Italics
Arial → English font
Kokila → Hindi font
1.0 → Spacing

12B
10I
26
22
20
20I
18
16
14
14I
12
12
14
12
10
11
12B

Annex 2

भारतीय मानक

IS 13450 (Part 2/Sec 35) : 2023

Indian Standard

(Superseding IS 2501 : 2009,
IS 2502 : 2009 & IS 2503 : 2009)

प्रक्रिया प्रबंधन में सांख्यिकी पद्धतियाँ —

**भाग 2 बुनियादी सुरक्षा और आवश्यक कार्य
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**अनुभाग 35 कंबल, पैड या गद्दे का उपयोग करने वाले
चिकित्सयी उपयोग हेतु हीटिंग उपकरण**

(पहला पुनरीक्षण)

Medical Electrical Equipment

**Part 2 Particular Requirements for Basic
Safety and Essential Performance**

**Section 35 Heating Devices Using Blankets,
Pads or Mattresses and Intended for Heating in
Medical Use**

(First Revision)

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January 2023

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Annex 3

भारतीय मानक
Indian Standard

IS 13450 (Part 2/Sec 35) : 2023
ISO 12191-2-35 : 2020

(Superseding IS 2501 : 2009,
IS 2502 : 2009 & IS 2503 : 2009)

चिकित्सीय विद्युत उपस्कर

भाग 2 बुनियादी सुरक्षा और आवश्यक कार्य
निष्पादन के लिए विशेष आवश्यकताएँ
अनुभाग 35 कंबल, पैड या गद्दे का उपयोग करने वाले
चिकित्सयी उपयोग हेतु हीटिंग उपकरण
(पहला पुनरीक्षण)

Medical Electrical Equipment

**Part 2 Particular Requirements for Basic
Safety and Essential Performance**

**Section 35 Heating Devices Using Blankets,
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Medical Use**

(First Revision)

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भारतीय मानक
Indian Standard

IS 13450 (Part 2/Sec 35) : 2023
IEC 12191-2-35 : 2020

(Superseding IS 2501 : 2009,
IS 2502 : 2009 & IS 2503 : 2009)

चिकित्सीय विद्युत उपस्कर

भाग 2 बुनियादी सुरक्षा और आवश्यक कार्य
निष्पादन के लिए विशेष आवश्यकताएँ
अनुभाग 35 कंबल, पैड या गद्दे का उपयोग करने वाले
चिकित्सयी उपयोग हेतु हीटिंग उपकरण
(पहला पुनरीक्षण)

Medical Electrical Equipment

Part 2 Particular Requirements for Basic Safety and Essential Performance

Section 35 Heating Devices Using Blankets, Pads or Mattresses and Intended for Heating in Medical Use

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Indian Standard

METHODS OF SAMPLING AND TEST (PHYSICAL AND
CHEMICAL) FOR WATER AND WASTE WATER

PART 60 FLUORIDE

SECTION 3 METHOD USING CONTINUOUS FLOW ANALYSIS (CFA) WITH
AUTOMATED IN-LINE DISTILLATION

14
16

14 B
12 B

WARNING — Persons using this part of ISO 17951 should be familiar with normal laboratory practice. This part of ISO 17951 does not purport to address all of the safety problems, if any, associated with its use. It is the responsibility of the user to establish appropriate safety and health practices and to ensure compliance with any national regulatory conditions.

IMPORTANT — It is absolutely essential that tests conducted in accordance with this part of ISO 17951 be carried out by suitably qualified staff.

1 Scope

This part of ISO 17951 specifies a method for the determination of fluoride in waters, waste waters and effluents by continuous flow analysis (CFA). Any insoluble or complexed fluoride is converted to fluoride ion by an automated continuous flow distillation procedure from sulfuric/phosphoric acid. Fluoride ion in the distillate is measured using flow analysis with lanthanum alizarin complexone and spectrometric detection. This method is applicable to industrial waste waters, effluents, surface waters, ground waters, leachates. When this method is applied to the analysis of drinking water, a heater and a distillation unit is unnecessary. Some drinking water contains high concentration of aluminium and iron. In the case of drinking water, this part of ISO 17951 is appropriate to drinking water with low interferences. It is not applicable to samples which contain large amount of suspended matter.

In this part of ISO 17951, two working ranges are described:

- working range I: 0,1 mg/l to 1,0 mg/l;
- working range II: 1,0 mg/l to 10 mg/l.

The specification of the calibration solutions are to be adapted accordingly.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 3696, *Water for analytical laboratory use — Specification and test methods*

ISO 6353-2, *Reagents for chemical analysis — Part 2: Specifications — First series*

ISO 8466-1, *Water quality — Calibration and evaluation of analytical methods and estimation of performance characteristics — Part 1: Statistical evaluation of the linear calibration function*

ISO 8466-2, *Water quality — Calibration and evaluation of analytical methods and estimation of performance characteristics — Part 2: Calibration strategy for non-linear second-order calibration functions*

Table 1 Performance Values for Fans
(Clauses 15.1 and 15.2)

Sl No.	Fan Size mm	Minimum Air Delivery m ³ /min	Minimum Service Value m ³ /min/W
(1)	(2)	(3)	(4)
i)	900	130	3.1
ii)	1050	150	3.1
iii)	1200	210	4.0
iv)	1400	245	4.1
v)	1500	270	4.3

NOTE — Air delivery values are on the basis of air velocity measurement upto 15 m/min.

Speed regulators shall be subjected to 2 500 operations. The regulators shall be connected to a fan of locked rotor or an electrical load of equivalent impedance supplied at the maximum rated voltage.

One operation includes a full cycle of movement from the 'off' position to the full speed load position or to the maximum position and back to off position. The test shall be made approximately at the rate of 6 operations per minute.

After the completion of the test, the fan and the regulator shall meet the requirements of 8 and 16.4 of IS 302 (Part 1). Also the fan and the regulator shall continue to function satisfactorily.

NOTE — The test for speed regulators shall be applicable only in case the fans are supplied with speed regulators.

17 TEST FOR HARMONIC DISTORTION

This test is applicable for brushless dc motor fans. The BLDC fan shall comply with the requirements given in IS 14700 (Part 3/Sec 2). Total harmonic distortion shall be less than 20 percent.

18 TESTS

18.1 Categories of Tests

Tests are classified as type, acceptance and routine tests.

18.2 Type Tests

The tests specified in Table 2 shall constitute the type tests and shall be carried out on two samples of the same type and rating selected preferably at random from a regular production lot. Before commencement of the tests, the ceiling fans shall be visually examined and inspected for obvious visual defects in respect of components, parts and their assembly, construction, mechanical hazards, markings, provision of suitable terminals for supply connections, earthing and the effectiveness of screws and connections. The external surface finish shall be even and free from finishing defects.

18.2.1 Criteria of Acceptance

Both samples shall successfully pass all the type tests for proving conformity with the requirements of the

Table 2 Schedule of Type Tests
(Clause 18.2)

Sl No.	Test	Clause Reference
(1)	(2)	(3)
i)	Safety requirements	9
ii)	Performance requirements	15
iii)	Speed and power factor	14.4 and 14.5
iv)	Speed regulators	10
v)	Starting	11
vi)	Interchangeability	12
vii)	Silent operation	13
viii)	Power input	10 of IS 302 (Part 2/Sec 80)
ix)	Test for harmonic distortion	17
x)	Endurance test	16

Table A.2 Chemical Composition (applicable to Ladle Analysis) of Steels not intended for heat treatment after cold working
(Clauses 4.3 and 7.2)

SI No.	Steel designation	Percent Mass Fraction ^a										
		C	Si	Mn	P	S	Cr	Ni	Mo	Al ^b	Cu	Cr + Ni + Mo
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Non-alloy steel grades												
i)	2C3	0.03	0.10	0.20 to 0.40c	0.020	0.025	0.30	0.30	0.10	0.020 to 0.060	0.30	0.50
ii)	4C3	0.02 to 0.06	0.10	0.25 to 0.40	0.020	0.025	0.30	0.30	0.10	0.020 to 0.060	0.30	0.50
iii)	8C3	0.06 to 0.10	0.10	0.25 to 0.45	0.020	0.025	0.30	0.30	0.10	0.020 to 0.060	0.30	0.50
iv)	4C2	0.08	e	0.40	0.035	0.035	0.15	0.15	0.05	e	0.15	d
v)	5C4	0.10	e	0.50	0.035	0.035	0.15	0.15	0.05	e	0.15	d
vi)	7C4	0.12	e	0.50	0.035	0.035	0.15	0.15	0.05	e	0.15	d
vii)	10C4C	0.08 to 0.12	0.10	0.30 to 0.50	0.025	0.025	0.30	0.30	0.10	0.020 to 0.060	0.30	0.50
viii)	10C4GC	0.08 to 0.12	0.15 to 0.25	0.30 to 0.50	0.025	0.025	0.30	0.30	0.10	0.015	0.30	0.50
ix)	10C4	0.15	e	0.30 to 0.60	0.035	0.035	0.15	0.15	0.05	e	0.15	d
x)	14C6	0.10 to 0.18	e	0.40 to 0.70	0.035	0.035	0.15	0.15	0.05	e	0.15	d
xi)	15C4C	0.13 to 0.17	0.10	0.35 to 0.60	0.025	0.025	0.30	0.30	0.10	0.020 to 0.060	0.30	0.50
xii)	15C4GC	0.13 to 0.17	0.15 to 0.25	0.35 to 0.60	0.025	0.025	0.30	0.30	0.10	0.015	0.30	0.50

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(Checklist) Adopted Indian Standards

Document No.

Editor:

Reviewer:

Aspects	Work Instructions	Edited	Reviewed
Title Page	As per template attached at Annex 1, Annex 3 and Annex 4		
	Check Hindi & English Title at Manuscript stage.		
	Title shall be corrected as depicted below: <i>Recommended:</i> 'System Requirements — Guidelines' 'Plastics and Rubber — Methods of Test' <i>Not recommended:</i> 'Guidelines for System Requirements' 'Methods of Test for Plastics and Rubber'		
	For words with hyphen, the first alphabet of second word shall be in small case, if the first word does not have meaning in itself. Example – Sub-subclause		
	For words with hyphen, the first alphabet of second word shall be in upper case, if the first word has a meaning. Example – Master-Builder		
	Foreword	Sectional Committee Name with first alphabet of each word in capitals	
Comma between committee name and number			
National Foreword in capital without bold			
Committee No. shall be written in two digits. <i>Recommended:</i> CED 05 <i>Not Recommended:</i> CED 5			

	<p>Revision and part shall be written in first line with alphabets 'P', 'F' and 'R' in uppercase as (Part 1) and (First Revision).</p> <p>Example:</p> <p>This standard (Part 1)</p> <p>This standard (First Revision)</p> <p>This standard (Part 1) (First Revision)</p>		
	<p>Current Revision No. shall not be written in 3rd/4th para</p> <p><i>Recommended:</i></p> <p>'In this revision.....'</p> <p>The alphabet 'C' of the word committee shall be in upper case where the Annex of committee composition is referred.</p>		
	<p><i>(Continued on third cover)</i> <i>(Continued from second cover)</i></p> <p>In case foreword extends to 2 pages</p>		
	<p>If the foreword exceeds 2 pages then blank page shall be added after the Title Page, thereafter entire foreword to be written in continuation.</p> <p>(second and third cover page to be left blank)</p>		
Foreword First Para	'Was' to be used before "adopted by BIS"		
	Standard name within single inverted comma		
Title of standard in Foreword	First alphabet of title should be in capital		
	First alphabet AFTER HYPHEN should be in capital		
	First alphabet of PART AND SECTION should be in capital		
	First alphabet AFTER PART AND SECTION should be in capital		
	Revision in title/text to be in italics with lower case		
References	Title in italics and centre aligned		

	In case, standard other than IS are also referred, the title of first column of table under referred standards shall be written as 'IS No./Other Standards', otherwise only 'IS No.' shall be written.		
	ISO number to be arranged in ascending order ; thereafter IEC numbers to be arranged in ascending order and finally any other remaining standards to be arranged in ascending order.		
	The IS No. & Title including revision number shall be cross-checked from actual pdf file of standard available on 'Know your standards' tab.		
	The complete designation of Indian Standards i.e. IS/ISO/IEC No. shall be mentioned for adopted standards while giving reference to Indian Standards equivalent to International Standards. <i>Recommended:</i> IS 13252 (Part 1) : 2010/IEC 60950-1:2005 <i>Not Recommended:</i> IS 13252 (Part 1) : 2010		
	Writing style to be checked as above		
Degree of Equivalence	Identical Modified Technically Equivalent		
Base Document	Text to be started from table of contents		
	Foreword to be deleted from table of contents, main text as well as from bookmark		
	Renumber the pages given in roman and check same in contents		
	Title correction on scope page		
National Annex	To be kept after main ISO document and numbered in sequence of annexures		
General	Add header		
	Add cover pages		

	Editorial corrections		
	Text Size 10 and text justified		
	Font style Arial		
	Line Spacing 1.0		
	Page Size A4		
	Page Margin Normal (1")		
	Page No. (Footer) Position 0.7"		

(Checklist)**Indigenous Indian Standards**

Document No.

Editor:

Reviewer:

Aspects	Work Instructions	Checked	Reviewed
Title Page	As per template attached at Annex 1 and Annex 2		
	Check Hindi & English Title at Manuscript stage.		
	Title shall be corrected as depicted below: <i>Recommended</i> ‘System Requirements — Guidelines’ ‘Plastics and Rubber — Methods of Test’ <i>Not recommended</i> ‘Guidelines for System Requirements’ ‘Methods of Test for Plastics and Rubber’		
	For words with hyphen, the first alphabet of second word shall be in small case, if the first word does not have meaning in itself. <i>Example – Sub-subclause</i>		
	For words with hyphen, the first alphabet of second word shall be in upper case, if the first word has a meaning. <i>Example – Master-Builder</i>		
Scope Page	As per template attached at Annex 5		
Page Size	A4		
Page Margin	Normal (1")		
Page No. (Footer) Position	0.7"		

Text Font Size	10 for Normal Text		
	8 for Notes and Footnotes		
Text Font Style	Times New Roman (for Indigenous Standards)		
	Arial (for Identical Adoptions)		
Line Spacing	1.0		
Foreword	Committee No. shall be written in two digits. <i>Recommended:</i> CED 05 <i>Not Recommended:</i> CED 5		
	Revision and part shall be written in first line with alphabets 'P', 'F' and 'R' in uppercase as (Part 1) and (First Revision). <i>Example:</i> This standard (Part 1) This standard (First Revision) This standard (Part 1) (First Revision)		
	Current Revision No. shall not be written in 3 rd /4 th para <i>Recommended:</i> 'In this revision.....' The alphabet 'C' of the word committee shall be in upper case where the Annex of committee composition is referred.		
	The words 'given in' shall be used instead of 'given at/listed in' for reference to committee composition.		

	<p><i>(Continued on third cover)</i> <i>(Continued from second cover)</i> In case foreword extends to 2 pages</p>		
	<p>If the foreword exceeds 2 pages then blank page shall be added after the Title Page, thereafter entire foreword to be written in continuation.</p> <p>(second and third cover page to be left blank)</p>		
References	The words ‘given below/listed in Annex’ shall be used for reference to list of standards.		
	References should be listed in Annex if No. of references are more than 6 and/or if the list of references exceeds to second column.		
	Title and IS No. should be in italics and centre aligned.		
	In case, standard other than IS are also referred, the title of first column of table under referred standards shall be written as ‘IS No./Other Standards’, otherwise only ‘IS No.’ shall be written.		
	Column width should be such that the IS No. and year comes in same line.		
	The IS No. & Title including revision number shall be cross-checked from actual pdf file of standard available on ‘Know your standards’ tab.		
	IS shall be written before IS number within table.		

	<p>Indentation for parts and sections should be done.</p> <p>In case, more than one part/section of same standard is referred, then it shall be written as:</p> <p>IS 3025 Plastics and rubber: (Part 1) : 2023 Specification (Part 2) : 2023 Methods of test</p>		
Act, Rules and Regulations	Italics		
Non-English Words	Italics		
Indentation	0.25" (2 points on scale)		
Terminology	Em dash shall be used after title & text shall be started from same line.		
Chemical Reagents and Apparatus	Half sentences to be started from the same line of the clause as illustrated under 3 of IS 12 : 2005.		
Mathematical Operations	Space to be added before and after mathematical operations.		
	<p>The formula should be centre aligned.</p> <p>Recommended – $t = \frac{pd_i}{2 fj-p}$</p> <p>+ x+y+c²</p>		
	For any physical quantity, the symbol should be in italics and the rest should be normal.		
	If an equation is too long for the next line, break shall be made at +, =, <, -, × and similar signs. The sign shall appear at the beginning of the second line.		

General Rules	Editorial Corrections to be done		
	References to Clause and IS shall be cross verified		
	Notes shall normally be placed along with the text on same page.		
	Entire designation of standard shall be in same line.		
	Number and units shall be in same line within the text.		
	'col' shall be written to refer column number in text instead of word 'column'.		
	Percent symbol should not be used anywhere in the text except in formula/table.		
	Numbers shall be written as below: 5 767.000 50		
Units and Range	Numbers shall always be accompanied by units.		
	Dash '-' shall not be used to define range within text. Example: <ul style="list-style-type: none"> a. <i>Recommended</i> 55 °C to 65 °C (65 ± 5) percent b. <i>Not Recommended</i> 55 - 65 °C 55 °C - 65 °C 65 ± 5 percent 		

Table	For simple tables, three horizontal lines should be used as per the template attached at Annex 6.		
	For complex tables, all borders may be retained as per the template attached at Annex 7		
	Word ‘Clauses/Clause’ – Italics Word ‘and’ – Italics Digits – Non Italics <i>Recommended: (Clauses 4.5, 5.2 and 6)</i>		
	Sl No. & Column No. should be mentioned in both formal as well as informal table.		
	Word ‘to’ should be used for depicting range, however Dash (–) may be used in case of space limitations. Recommended – (5 to 10)		
	Blank Page	As per template attached at Annex 8	
Committee Composition	The word ‘Chairperson’ shall be used instead of ‘Chairman’.		
	The name of organization shall be arranged alphabetically.		
	State name shall not be written anywhere.		
	‘.’ shall not be added after any abbreviated word in organization column.		
	Designation shall not be mentioned in ‘Representative(s)’ column, in case name of representative is mentioned.		
	‘Representative’ to be written instead of ‘Nomination Awaited’ in ‘Representative(s)’ column.		

	Alphabets 'P' and 'C' shall be written in upper case for 'In Personal Capacity'.		
	Postal address of members in personal capacity shall be written in italics and name of state shall not be mentioned.		
	Members of in personal capacity shall be arranged in alphabetical order of their <i>surnames</i> .		
	<p>Abbreviation of Technical Departments shall not be used.</p> <p><i>Recommended:</i></p> <ol style="list-style-type: none"> 1) Civil Engineering 2) Food and Agriculture 3) Textiles 		
	<p>Designation of Member Secretary shall be written as:</p> <p>Scientist 'B'/Assistant Director</p> <p>Scientist 'C'/Deputy Director</p> <p>Scientist 'D'/Joint Director</p> <p>Scientist 'E'/Director</p> <p>Scientist 'F'/Senior Director</p>		