DEC STANDARD 146

TITLE: Standard Order for Front and Back Pages of Manuals

ABSTRACT: The sequence of pages preceding and following the text in a
            software or hardware manual is established; the required
            preliminary and back matter pages are listed; and each
            part of the preliminaries and back matter is defined.

DATE	ECO#	AUTHOR	APPROVED	REV	SEC	PAGES
		R.Gray/				
19-Aug-76	--	G.Pannell	C.Noelcke	A	---	-
12-Jan-78	00001	G. Pannell	C. Noelcke	B	---	1,2,4

SIZE	CODE	NUMBER	REV.
A	DS	EL00146-00	B

INDEX

1.0 INTRODUCTION

1.1 Goals

The goals of this standard are:

    to establish the sequence of pages preceding and following the
text in a DIGITAL manual

    to make manuals easier to read

    to make manuals easier to write

    to make manuals uniform in appearance

1.2 Scope

This standard applies to:

    all new hardware or software manuals

    all other corporate manuals that are produced according to
standards and practices established for software or hardware
manuals

    revisions of hardware, software, or other corporate manuals, so
far as is practicable

No manual should be revised for the sole purpose of conforming to this
standard.

This standard does not apply to:

    the covers of manuals

    any documents that by their nature cannot conform to the standard
(example: Illustrated Parts Breakdowns - IPBs)

    the content or format of any page

1.3 History of Previous Standardization Efforts

Technical documentation has issued a series of style guides for the
use of hardware writers, documentation production groups, and other
groups that desire such information. The series includes:

    Technical Documentation Style Guide   1970
    Preliminary Style Guide   1973
    Documentation Style Guide   1975

The Software Documentation group adapted the applicable portions of

the style guide and, in March, 1975, incorporated portions of it into
a Style Guide for Software Manuals. Some parts of the software
document have since been superseded by standards.

Although none of the style guides discusses page order, this standard
has evolved from a joint effort to create a corporate standard in
areas common to both hardware and software documentation.

1.4 Related Current Standards

   DEC STD 143 Standard for Updating Hardware/Software Manuals

   DEC STD 124 Proposed Format Standard for Manuals Produced on
               Typeset Media

Hardware Documentation only:

   DEC STD 003 Hardware Manual Writer's Guide (two sections)

Software Documentation only:

   DEC STD 118 Standards and Practices for Indexes, Appendixes,
               Running Heads, and Section Numbering for Software
               Documentation Manuals Retrieval No. 005-003-035-nn

1.5 Future Standards Activities

Standards are being developed relating to:

   symbology

   copyright notices and disclaimers

   manuals produced on nontypeset media

   system message manuals

2.0 TERMINOLOGY

Sections 4.1 through 4.17 define components of a manual.

Back matter	The manual components that follow the text body
Chapter-oriented	The manual is divided into separate chapters.
Documentation conventions	A list of words or symbols or both to which special meanings are attached, in order to make a specific manual easier

	to read.
Nonchapter-orient	The manual is not divided into separate chapters.
Preliminaries	The manual components that precede the text body.
Preprinted pages	Preprinted pages contain text that is identical for all hardware or all software manuals. A partially preprinted page allows the insertion of material that changes for every manual.
Recto	Righthand page
Verso	Lefthand page

3.0 CONFORMANCE

The pages that must appear in hardware and software manuals are listed below.

Hardware Manuals	Software Manuals
Title page	Title page
Copyright page	Copyright page
Contents	Contents
Text	Preface
Reader's Comments	Text
Mailer	Index
	Reader's Comments
	Mailer

The writer determines the need for other pages. All pages, both required and optional, follow the sequence defined in Section 4.0.

4.0 DEFINITION OF THE STANDARD

In the following list, recto indicates that the page (or the first page, if the item contains more than one page) is a right-hand page. Other pages in the item follow in the left-and-right order. A verso (left-hand) page is always a single page. This distinction between verso and recto pages applies only to documents printed on both sides of the pages. Normally, documents printed on only one side of the pages contain only right-hand pages.

PRELIMINARIES

    Title Page (recto)

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    Copyright page (verso)
    Contents (including illustrations and tables) (recto)
    Foreword (recto)
    Preface (recto)
    Acknowledgments (recto)
    Introduction (if not part of text) (recto)
    Other preliminary material (documentation conventions, glossary*,
    etc.) (recto)
    Half-title page (recto)
    Frontispiece (verso)
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TEXT

BACK MATTER

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    Appendixes (recto)
    Glossary* (recto)
    Bibliography (recto)
    Reader's Comments (recto)
    Mailer (verso)
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The following definitions of the individual pages are for
identification purposes only. This standard does not define the
content or the format of any page; other standards, however, may make
such definitions (see sections 1.4 and 1.5 of this standard).
Preprinted pages are identified; the formats for all other pages are
described in the standard for the appropriate production medium.

4.1 Title Page

The title page shows the manual's title and document number and the
company name and address. This page may be partially preprinted.

4.2 Copyright Page

The copyright page contains the copyright notice. The copyright page
is usually preprinted.

4.3 Contents

The contents lists titles and page numbers for the components of a
manual. The contents does not list pages that do not have page
numbers. The lists of figures and tables, with page numbers, are part
of the contents.

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*A glossary may be placed in either the preliminaries or the back
matter, at the discretion of the writer and the appropriate
supervisor.

4.4 Foreword

A foreword is a statement by someone other than the author.

4.5 Preface

A preface is a statement by the author, explaining the scope, intention or background of a document.

4.6 Acknowledgment

Cites permission to use material covered by copyright of another company or person.

4.7 Introduction

A relatively long introduction not suitable for inclusion in the text is part of the preliminaries. If the first chapter or the first part of the first chapter is termed "Introduction", an introduction in the preliminaries is omitted.

4.8 Other Preliminaries

Other appropriate preliminary material includes a glossary, a list of documentation conventions, etc.

4.9 Half-title Page

The half-title page contains only the title of the document. It is used to avoid a blank recto page when a frontispiece (see Section 4.10) is included in a manual and the preceding preliminary material ends with a printed verso page.

4.10 Frontispiece

The frontispiece is usually an illustration on the verso page facing the first page of text. It may have a figure caption, but no number, and is not listed in the contents.

4.11 Text

The text for a nonchapter-oriented manual begins on a recto page. The text for each chapter of a chapter-oriented manual begins on a new recto page.

4.12 Appendixes

An Appendix* is a collection of supplementary material at the end of a book. Each appendix begins on a new recto page.

4.13 Glossary

A glossary is a vocabulary of specialized terms with accompanying definition. Each glossary begins on a new recto page.

4.14 Bibliography

A bibliography is a list of the information sources referred to in a document. Each bibliography begins on a new recto page.

4.15 Index

An index* is an alphabetized listing of topics included in a manual, with accompanying page numbers. Each index begins on a new recto page.

4.16 Reader's Comments

Reader's Comments is a partially preprinted form on which readers of a manual can write comments or questions. It is a recto page whose verso contains a mailer.

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*Refer to DEC Std 118, Standard for Indexes, Appendixes, Running Heads, and Section Numbering for Software Documentation Manuals, Retrieval No. 005-003-635-nn.

4.17 Mailer

The mailer is a verso page preprinted with Digital Equipment
Corporation's address. It is inserted at the back of every manual as
the reverse side of the Reader's Comments. The page can be removed
from the manual, folded with the Reader's Comments on the inside, and
mailed to DIGITAL.