

For consistent WAQTC materials.

WAQTC Style Guide



PREFACE

This guide was developed for WAQTC to promote consistency throughout the training materials. WAQTC is an alliance supported by the western state Transportation Departments, along with the Federal Highway Administration (FHWA) and the Western Federal Lands Highway Division (WFLHD) of FHWA. WAQTC's charter includes the following mission.

MISSION

Provide continuously improving quality in transportation construction.

Through our partnership, we will:

- Promote an atmosphere of trust, cooperation, and communication between government agencies and with the private sector.
- Assure personnel are qualified.
- Respond to the requirements of identified needs and new technologies that impact the products that we provide.

BACKGROUND

There are two significant driving forces behind the development of the WAQTC qualification program. One, there is a trend to the use of quality control/quality assurance (QC/QA) specifications. QC/QA specifications include qualification requirements for a contractor's QC personnel and will be requiring WAQTC qualified technicians. Two, Federal regulation on materials sampling and testing (23 CFR 637, Quality Assurance Procedures for Construction, published in June 1995) mandates that by June 29, 2000 all testing technicians whose results are used as part of the acceptance decision shall be qualified. In addition, the regulation allows the use of contractor test results to be used as part of the acceptance decision.

OBJECTIVES

WAQTC's objectives for its Transportation Technician Qualification Program include the following:

- To provide highly skilled, knowledgeable materials sampling and testing technicians.
- To promote uniformity and consistency in testing.
- To provide reciprocity for qualified testing technicians between states.
- To create a harmonious working atmosphere between public and private employees based upon trust, open communication, and equality of qualifications.

Training and qualification of transportation technicians is required for several reasons. It will increase the knowledge of laboratory, production, and field technicians — both industry and agency personnel — and increase the number of available, qualified testers. It will reduce problems associated with test result differences. Regional qualification eliminates the issue of

reciprocity between states and allows qualified QC technicians to cross state lines without having the concern or need to be requalified by a different program.

The WAQTC Executive Board

TABLE OF CONTENTS

PREFACE.....	i
MISSION	i
BACKGROUND	i
OBJECTIVES	i
TABLE OF CONTENTS.....	iii
PART 1: DESIGN PREFERENCES FOR WAQTC TRAINING MATERIAL.....	1
Project File Information.....	1
WORD Files – DOCUMENT FORMAT	1
Document Specifications	2
Main/training FOP Files	2
Graphics	3
Review Question Files	3
Performance Exam Files	3
Short Forms (for Appendix A).....	3
POWERPOINT Files	4
Power Point Guidelines.....	4
Web Files	4
PART 2: STYLE RULES FOR WAQTC MATERIALS.....	5
General guidelines:	5
FOP Format.....	5
Significance.....	5
Scope.....	5
Apparatus	5
Materials (non-mandatory)	5
Sample Preparation (non-mandatory)	5
Procedure	5
Calculations (if applicable).....	5
Report.....	5
Tips (in student only)	5
Style Rules	5

PART 1: DESIGN PREFERENCES FOR WAQTC TRAINING MATERIAL

Project File Information

The WAQTC project files are divided into three main parts:

- Word files for the manuals
- PowerPoint files
- Exam files

Files in these subdirectories are further divided by modules.

Video clips for the PowerPoint files are located in **PowerPoint files**.

WORD Files – DOCUMENT FORMAT

Each module has subdirectories, numbered in the order they appear in the Full Participant Workbook.

Appendix	Contains cover page for Appendix A.
Front	Contains all “front” material for the manuals (items not related to a specific test method).
Individual Field Operating Procedures (FOP)	Contains all files related to each individual test method as explained below.
Errata (in individual FOPs)	Contains revisions made to the last approved version of the file.

All document names begin with the number of the order in which it appears in the Full Participant Workbook, followed by the document identification, and the year it was last revised.

The directories for each FOP contain at least four files. For example, the folder for T 152 in the Concrete module (20xx Training Materials\word documents\Concrete\06_152_Air Content) contains:

28_T152_xx.docx	Manual version of the FOP
29_T152_rev_xx.docx	Review questions
30_T152_pr.docx	Performance exam
40_T152_short_13.docx	Short version of FOP – part of Appendix A

Each exam file section contains all exams plus errata.

All errata are indicated by 'errata' at the end of the file name and located in a separate errata folder under the section.

Document Specifications

For ALL Word files:

File/Page Setup = "Mirror Margins" is checked and margins are set as follows:

Top = 1
Bottom = 1
Inside = 1.5
Outside = 0.75
Header = 0.5
Footer = 0.5

All files must be an even number of pages. If a document does not end on an even page, a blank page must be added to the end of the file. Each new document should begin on a right-hand page (double-sided hard copies).

Headers on all pages:

Times New Roman 11 point font, all caps

Left [Module Name] (e.g., AGGREGATE)

Center WAQTC

Right[Test Method (revisions date)] (e.g., FOP AASHTO T 176 (15))

Footers on all pages:

Times New Roman 11 point font, initial caps

Left [file name] (e.g., 15_T 176_15)

Center [Module Name] – [Page Number] (e.g., Aggregate-93)

Right[Pub. Date] (e.g., Pub. October 2015)

Main/training FOP Files

Column format is actually created by a 4-column table with the following widths:

Column 1 = 2.25"

Column 3 = 0.25"

Column 2 = 0.25"

Column 4 = 3.44"

There is a vertical line between columns 2 and 3 that is created by using **Format/Borders and Shading**, default line width. Column 2 contains PowerPoint slide reference numbers in Times New Roman 9 pt. font.

“Calculations” section is NOT in column format but expands to full page width. Column format resumes with “Report” section and continues to the end of the document.

Fonts:

FOP Titles = Arial/12 pt/Bold/All Caps/Left Aligned
Section Titles = Arial/12 pt/Bold/Initial Caps/Left Aligned
Main text = Times New Roman/12 pt
Notes = Times New Roman/10 pt
Note number = Times New Roman/10 pt/Bold/Ital

Bulleted, numbered, and lettered lists:

Format/Paragraph/Spacing After = 6 pt (NOT a full blank line between items)

Graphics

As pages are revised the frame/lines around the pictures will be removed.

Text box drawn first; cursor positioned inside box
Second text box for caption
Caption font = Times New Roman/10 pt/Bold/Centered/Sentence capitalization

Review Question Files

Title font = Arial/12 pt/Bold/Caps/Centered
Main font = Times New Roman 12 pt

Two blank lines before first question
Four blank lines between questions

Performance Exam Files

Title font = Arial/12 pt/Bold/Caps/Centered
FOP title font = Arial/12 pt/Bold/Caps/Left Aligned
Main font = Times New Roman 12 pt

Short Forms (for Appendix A)

These files are different from the main training FOP files; they do not contain the following:

The column (table) format (it expands to full page width)
“Significance” section
“Tips” section
All graphics
All PowerPoint slide reference numbers

POWERPOINT Files

All PowerPoint files for each module are located under the subdirectory for that module. For example, the PowerPoint files for Concrete are located in 20 XX **Training Materials\PowerPoint\Concrete**. The video for the PowerPoint will be located in this same file.

Power Point Guidelines

The same template will be used for all slides (font, bullets, etc.). Each module will have a unique color scheme. Animation will only be included when it adds value to the training.

Titles= Tahoma/36 or 32 pt depending upon length of title/Centered
Text = Tahoma/28 – 22 pt/Left Aligned/Vertically Centered
Bullets= Square/80% of text
Slide numbers= Tahoma/16pt/bottom centered

Web Files

Files and documents for posting on the WAQTC website are PDF versions of the approved Word documents.

Each ‘Qualification Module’ link from the ‘Library’ page includes:

Full Participant Workbook =
 PDF of full manual for that module including cover page and appendix
Test methods =
 PDF of Short Form with a ‘Revision Mark’ (vertical line on the left side of page).
Performance Exam Checklist =
 PDF of the qualification modules performance exams

Other Test Methods (FOP library):

 PDF of FOP for test methods not included in a Qualification Module.

Style Guide and Templates:

 PDF of WAQTC Style Guide including cover
 Word (DOCX) templates for Field Operating Procedure (FOP) and FOP short form, Procedure Review, and Performance exam checklist
 PowerPoint (PPTX) templates for each of the qualification modules

PART 2: STYLE RULES FOR WAQTC MATERIALS

General guidelines:

- Insert text wrapping breaks when a reference breaks at the end of a line (line break between the ‘T’ and ‘2’ for example)
- Notes are non-mandatory additional information.

FOP Format

Other sections may be included when applicable (i.e. ‘Method Selection,’ ‘Terminology,’ etc.)

Significance

Description of the Field Operating Procedure and possible uses

Scope

This is a statement containing the AASHTO reference and any qualifiers. Example from the FOP for AASHTO T 2:

This procedure covers sampling of coarse, fine, or a combination of coarse and fine aggregates (CA and FA) in accordance with AASHTO T 2-91. Sampling from conveyor belts, transport units, roadways, and stockpiles is covered.

Apparatus

Basic laboratory and disposable items will be listed in the FOP in detail. Major equipment specific to the test method may have a reference to the AASHTO procedure. This will be determined on a case-by-case basis.

Materials (non-mandatory)

Sample Preparation (non-mandatory)

Procedure

Calculations (if applicable)

Report

Tips (in student only)

Style Rules

Reference Chapter 3 of the AASHTO Style guide for the following:

Section	Page Number
3.1 Use of “May,” “Will,” “Shall,” and “Should” in Standards	39
3.2 Use of “And/Or”	39
3.3 Spelling	39
3.3.1 Plural Forms	39
3.3.2 Possessive Forms	40
3.3.3 Indefinite Articles	41
3.3.4 Preferred Spellings for AASHTO Publications	42
3.4 Compound Words (<i>8, 9, 10</i>).....	45
3.4.1 Types of Compounds	45
3.4.2 General Rules for Using Compound Words	45
3.5 Prefixes and Suffixes (<i>8, 9, 10</i>).....	47
3.5.1 Prefixes	47
3.5.2 Suffixes	48
3.6 Capitalization	48
3.7 Abbreviations and Acronyms	49
3.7.1 General	49
3.8 Punctuation	49
3.8.1 Placement of Punctuation Marks	53
3.9 Lists	56
3.9.1 Lists as Running Text	56
3.9.2 Vertical Lists	56
3.10 Italic and Boldface Type	57
3.11 Numerals in Text	58
3.12 Signs and Symbols in Text	59
3.13 Mathematical Expressions	59
3.13.1 Numerals in Mathematical Expressions.....	59
3.13.2 Signs and Symbols.....	59
3.13.3 Decimals and Fractions.....	60
3.13.4 Equations	60
3.13.5 Units of Measure	62
3.13.6 SI and U.S. Units	62