
Style Guide for Specifications

1. Introduction.....	4
2. Organization of Specs	4
2.1. Basic Articles.....	4
2.2 Hierarchy Organizational Elements.....	4
3. Formatting	5
3.1. Bullets	5
3.2. Styles	5
3.3. Use of Nonbreaking Space	5
4. Abbreviations and Symbols	5
4.1. Acceptable Abbreviations.....	5
4.2. Unit Abbreviations and Symbols	6
4.3. Temperature.....	7
4.4. Percent Symbol with Number.....	8
4.5. Abbreviation at End of Sentence.....	8
5. Numerals	8
5.1. General	8
5.2. Decimals	8
5.3. Time and Date.....	8
5.4. Unneeded Zeros	9
5.5. Fractions	9
5.6. Commas with Numbers.....	9
6. Punctuation and Grammar.....	10
6.1. Series Commas.....	10
6.2. Semicolons.....	10
6.3. Punctuation with Closing Quotation Marks.....	10
6.4. Quotation Mark Style.....	11
6.5. Spacing After Punctuation.....	11
6.6. And/Or and Other Word Pairs Connected by a Slash	11
6.7. Indicating Both Singular and Plural	12
6.8. Hyphenation of Number or Letter Modifiers.....	12
6.9. Parallel Structure.....	13
6.10. Mixed Units	13
7. Capitalization	13
7.1. General	13
7.2. Hyphenated Words in Titles	14
8. Tables.....	14
8.1. General	14
8.2. Table Adjustments	15
8.3. Referencing Tables.....	15

9. Wording of Articles	15
9.1. Introduction	15
9.2. Active Voice and Imperative Mood	15
9.3. Description Articles.....	16
9.4. Material Articles.....	16
9.5. Equipment Articles	17
9.6. Construction Articles	17
9.7. Measurement Articles.....	17
9.8. Basis of Payment Articles.....	18
10. Other Wording	18
10.1. Introduction	18
10.2. Use of “Department”	18
10.3. Use of “will”	19
10.4. Quantity vs. Amount.....	19
10.5. Use of “incidentals”.....	19
10.6. Use of “conformance” and “conform”.....	19
10.7. Use of “pertinent”	20
10.8. Use of “shown in the Plans”	20
10.9. Use of “unless otherwise shown in the Plans”	21
10.10. Use of “as approved by the Engineer”.....	21
10.11. Needless Words and Jargon	21
10.12. Hyphenation, Word Separation, and Standard Terminology	22
10.13. Cross-References	22
11. Track Changes	23
11.1. Introduction	23
11.2. Turn Track Changes On and Off	23
11.3. Change the Color of Track Changes.....	24
11.4. Show or Hide Comments or Tracked Changes	25
12. Development Guidelines.....	26
12.1. Introduction	26
12.2. Page Formatting.....	26
12.3. Tabs	26
12.4. Document Title	26
12.5. Revision Date.....	27
12.6. Lead In Sentence	27
12.7. Section Title.	28
12.8. Article.	28
12.9. Subarticle.	28
12.10. Other Page in Line Formatting.	29
12.11. Foot Notes.....	29
12.12. Outline of Section.....	29
12.13. Outline.....	30

12.14. List and/or Steps.	30
12.15. Specifications Modifications.	31
12.15.1. Revise Specification.....	31

1. Introduction

1. This document provides style guidelines for writing or revising Florida Department of Transportation (FDOT's) Standard Specifications for Road and Bridge Construction. They are recommended for use when developing or modifying any specification. Development or when drafting specifications for use on an individual project

2. Procedure References:

- ◆ 630-010-001 - Specification Development
- ◆ 630-010-005 - Specification Package Preparation

2. Organization of Specs

2.1. Basic Articles

1. The basic Articles required for a specification are based on AASHTO format as follows:

XXX-X Description

XXX-X Materials

XXX-X Construction Requirements (May be expanded to multiple Articles to adequately describe the Work)

XXX-X Method of Measurement

XXX-X Basis of Payment

2. Here “XXX” represents the Section number.

2.2 Hierarchy Organizational Elements

1. The hierarchy of organizational elements available below the Section level is as follows:

XXX-X. Article.

XXX-X.1 Subarticle.

XXX-X.1.1 Subarticle. Each of these elements should have titles. Titles are bolded.

2. Following paragraphs under these elements should not have titles, unless they are lists.

3. If an Article includes any Subarticles, all language should be arranged in the Subarticles. There should be no language written under the Article itself, in these cases.

3. Formatting

3.1. Bullets

1. Bullets are not used in FDOT Specifications.

3.2. Styles

1. Use the appropriate paragraph styles as provided by the Specification Template.

3.3. Use of Nonbreaking Space

1. The non-breaking space is used to prevent a line break from separating two words when they fall at the end of a line. To insert a non-breaking space, hold down both the **Ctrl+Shift** keys and press the **Space Bar**.
2. When the Show/Hide is turned on, the character is very similar to the degree symbol.
3. Use the non-breaking space:
 - ◆ between numerals and units.
 - ◆ between the parts of a two-word unit abbreviation (e.g., cu. yd.).
 - ◆ between the words “Section,” “Item,” and “Article” and accompanying number.
 - ◆ between the letter and the number of ASTM & AASHTO specs; and wherever else needed to keep a numeral with an accompanying word (e.g., July 4).

4. Abbreviations and Symbols

4.1. Acceptable Abbreviations

1. Always check Section 1, of the FDOT Specifications, “Definition and Terms,” for acceptable abbreviations. If an abbreviation is not defined in Section 1, then in your document, spell it out first, followed by the abbreviation in parentheses; abbreviations are acceptable thereafter.

4.2. Unit Abbreviations and Symbols

1. Use abbreviations for names of units only after numerical values, for example 25 ft., 12 in., or 300 cu. yd. Always leave a space between the number and abbreviated unit.
2. Names of units are written out when shown without numeric values. Linear measurements do not require the use of the word “linear”; refer simply to inches, feet, or yards.
3. The following table lists acceptable abbreviations for units of measurement and other common terms. Note that some abbreviations include periods and others do not.

Abbreviations

Units	When used	
	Text	Figures &
degree	degree	deg. <i>or</i> °
Fahrenheit (see “Temperature”)	°F	°F
Celsius (see “Temperature”)	°C	°C
inch	inch	in. <i>or</i> "
foot	foot	ft. <i>or</i> '
yard	Yard	yd
square inch	square inch	in ²
square foot	square foot	ft ²
square yard	square yard	yd ²
cubic inch	cubic inch	in ³
cubic foot	cubic foot	ft ³
cubic yard	cubic yard	yd ³
gallon per minute	Gpm	gpm
gallon(s)	gal.	gal.
liter	L	L
milliliter	ml	ml
millimeter (<i>NOTE: no</i>	Mm	Mm
greater than	greater than	>
less than	less than	<

Abbreviations

Units	When used	
	Text	Figures &
greater than or equal to	greater than or equal to	≥
less than or equal to	less than or equal to	≤
hertz	Hz	Hz
kilowatt	Kw	kw
meter	M	m
kilometer	Km	km
mile(s)	mi.	mi.
miles per hour	MPH	MPH
minus	Minus	-
second	sec.	sec.
minute	min.	min.
number	No.	# or No.
per	Per	/
percent	%	%
plus	Plus	+
plus or minus	plus or minus	±
weight	wt.	wt.
gram(s)	G	g
kilogram(s)	Kg	kg
pound(s)	lb.	lb.
pounds per square inch	Psi	psi

NOTE: Only use unit abbreviations in text when preceded by a numeral.

4.3. Temperature

1. When describing temperature, do not include a space between the number and degree symbol or between the degree symbol and the abbreviation. Do not use a superscript “o” in place of the degree symbol.

EXAMPLES:

Correct:	Incorrect:
heat to 30°F	heat to 30 °F heat to 30° F

4.4. Percent Symbol with Number

1. Do not include a space between the number and the percent symbol.

EXAMPLE:

Correct:	Incorrect:
30% by weight	30 % by weight

4.5. Abbreviation at End of Sentence

1. When an abbreviation ends a sentence, use only one period.

EXAMPLES:

Correct:	Incorrect:
trench exceeds 5 ft.	trench exceeds 5 ft..

5. Numerals

5.1. General

1. Use numerals for all numbers, except for the following:
 - ◆ Spell out numbers at the beginning of sentences.
 - ◆ When numbers are used to define both quantity and size, use the written word for the quantity (e.g., three and a half -inch. holes).
 - ◆ Use the word “one” if “single” or “each” could just as easily be used (“in one operation” vs. “in a single operation”). As a general rule, spell out the words for numbers “one thru ten” unless it is followed by a unit of measurement or is truly intended as a quantity (e.g., “within 1 hour” or “provide 1 bolt for each hole”). Use integers for numbers 11 and greater.

5.2. Decimals

1. Express decimals in numerals (e.g., 6.235). For quantities less than 1, use a 0 before the decimal point (e.g., 0.235).

5.3. Time and Date

1. Express clock times and dates in numerals (e.g., 2:10 P.M.). Exceptions to this are the use of the words “noon” and “midnight.” For example, use “noon” rather than “12 noon,” “12:00,” or “12:00 P.M.”

2. Omit ordinal designators (e.g., “th”) from dates.

EXAMPLES:

Correct:	Incorrect:
June 15, 1992	June 15th, 1992

5.4. Unneeded Zeros

1. Omit unneeded zeros in time and money references.

EXAMPLES:

Correct:	Incorrect:
\$200.00	\$200
9 P.M.	9:00 P.M.

5.5. Fractions

1. Determine whether it is technically correct to use fractions or decimals.
2. Create fractions using a slash mark, not with the word processor’s fraction symbol.

EXAMPLES:

Correct:	Incorrect:
1/2	$\frac{1}{2}$

3. When expressing a number composed of a whole number and a fraction, include a dash between the whole number and the fraction (e.g., 1-1/2).

5.6. Commas with Numbers

1. In most numbers of 1,000 or greater, commas should be used between groups of three digits, counting from the right. This includes numbers less than 10,000.

EXAMPLES:

Correct:	Incorrect:
1,300 psi	1300 psi

2. Exceptions to this rule are page numbers, addresses, years, and decimal fractions less than 1.

6. Punctuation and Grammar

6.1. Series Commas

1. When a conjunction (“and” or “or”) joins the last 2 elements in a series of 3 or more, always use a comma before the conjunction.

EXAMPLES (underlining added to relevant conjunctions):

- ◆ Protect trees, shrubs, and other landscape features specifically designated by the Engineer for preservation from abuse, marring, or damage during construction operations.
- ◆ Plug all abandoned storm sewers, culverts, sanitary sewers, conduits, and water or gas pipes over 3 inches. in diameter.

6.2. Semicolons

1. Semicolons are used if items in a series contain commas within them.

EXAMPLE:

This price is full compensation for excavating and backfilling; constructing, furnishing, and installing the ground boxes and concrete aprons when required; and labor, equipment, materials, tools, and incidentals.

2. Note that in such a series, the semicolons function as “super commas” separating the major groupings. Also note that a conjunction (in this case “and”) is needed after the final semicolon, just as it is in a series set off by commas.

6.3. Punctuation with Closing Quotation Marks

1. Always place periods and commas inside closing quotation marks, regardless of whether or not the period or comma is part of the quoted matter.

EXAMPLE (underlining added to example punctuation):

The work performed and materials furnished in accordance with this Item and measured as provided under “Measurement,” will be paid for at the unit price bid for “Disposal of Water Well” or “Disposal of Petroleum or Sulfur Well.”

2. Place other punctuation (such as exclamation marks, question marks, and dashes) inside closing quotation marks when it is part of the quoted matter; otherwise, place it outside.

EXAMPLE (underlining added to example punctuation):

Type “C,” Type “CC,” and Type “D”

3. Colons and semicolons should be placed outside quotation marks. When matter ending with a colon or semicolon is quoted, the colon or semicolon is dropped.

6.4. Quotation Mark Style

1. Use so-called “curly” quotation marks (also called “smart quotes” in MS Word).

EXAMPLES:

Correct:	Incorrect:
“Measurement”	"Measurement"

NOTE: This does not apply to ditto marks

6.5. Spacing After Punctuation

1. Use only one space after all punctuation marks, including semicolons and periods at the end of sentences.

6.6. And/Or and Other Word Pairs Connected by a Slash

1. Do not connect words with a slash mark. Use a conjunction or, where appropriate, a hyphen. Do not use “and/or.” Instead use the applicable conjunction (“and” or “or”).
2. Use “and” when all requirements apply.
3. Use “or” when there is an option. However, the use of “or” without “and” does not always exclude the combining of the items to which the conjunction applies.

EXAMPLE WHERE “OR” IS SUFFICIENT:

Do not park *and/or* service equipment under the branches of trees marked for preservation.

4. In the preceding example, the use of “and/or” is unnecessary to convey the requirement that both activities (whether done together or separately) are prohibited. The word “or” is sufficient in place of “and/or” in this instance.

EXAMPLE WHERE “AND” IS SUFFICIENT:

Conformance to the plans *and/or* other approved drawings does not relieve the Contractor of the responsibility for providing proper fit of components.

5. In the preceding example, no one would argue that the Contractor would be relieved of the responsibility for providing proper fit if he only conformed to the plans and not to “other approved drawings.” The word “and” is sufficient in place of “and/or” in this instance.

6. When it is necessary to state explicitly that two or more options together or separate meet the criterion, then wording such as “this, that, or both” may be appropriate.

EXAMPLE:

Mark each length with the manufacturer’s name, trademark, or both.

6.7. Indicating Both Singular and Plural

1. Do not use an “s” or other letters in parentheses — “(s)” — at the end of a word to indicate both singular and plural forms. In most cases, the plural form alone will suffice.

EXAMPLES:

Correct:	Incorrect:
Pick up materials at the locations and times set out in the General Notes and Specification Data Sheets.	Pick up materials at the location(s) and time(s) set out in the General Notes and Specification Data Sheet(s).
Coat threads of anchor bolts with pipe joint compound before installation of the nuts.	Coat threads of anchor bolts with pipe joint compound before installation of the nut(s).

NOTE: In the second example, since “bolts” is plural, the singular, “nut,” would not even be applicable.

2. If necessary, for clarity, indicate both the singular and plural as shown in the following examples.

EXAMPLES:

Correct:	Incorrect:
The sign assembly consists of the sign or signs, sign supports, foundations, and associated mounting hardware.	The sign assembly consists of the sign(s), sign support(s), foundation(s), and associated mounting hardware.
One or more test panels will be required before approval of the mix design.	Test panel(s) will be required before approval of the mix design.

6.8. Hyphenation of Number or Letter Modifiers

1. Always use a hyphen as part of a letter or number modifier (e.g., “9-inch. nail” or “A-frame structure”).

2. If a number modifier precedes a two-word unit abbreviation, such as “sq. ft.,” then use a hyphen only after the number.

EXAMPLES:

Correct:	Incorrect:
100-sq. ft. area	100-sq.-ft. area

6.9. Parallel Structure

1. Always use parallel structure. Parallel structure is the use of the same pattern of words to show that two or more ideas have the same level of importance. This applies at the word, phrase, clause, and list levels. Parallel structures are usually joined with the coordinating conjunctions “and” or “or.”

EXAMPLES:

Correct (parallel):	Incorrect (not parallel):
Provide a finished asphalt cement-latex additive blend that is smooth, homogeneous, and in compliance with the requirements in Table 2.	Provide a finished asphalt cement-latex additive blend that is smooth, homogeneous, and complies with the requirements in Table 2.

6.10. Mixed Units

1. Mixed-unit measurements are represented as shown in the following table.

Mixed Units

Type of Mix	Example
abbreviated units	2 ft. 5 in.
tick marks or other	2' 5"

2. Separate inches and feet with non-breaking spaces.

7. Capitalization

7.1. General

1. Be consistent with capitalization within specifications. Use capitals when referring to Section titles. Use capitals for proper nouns.

2. Any title defined in Section 1 should be capitalized. See Section 1 of the Specification Book for more information.

7.2. Hyphenated Words in Titles

1. When a hyphenated word appears in a title, capitalize nouns and proper names, but not other words that follow the first word of the hyphenated term.

EXAMPLES:

Four-Wheel
Non-English-Speaking
Air-driven
Medium-sized

8. Tables

8.1. General

1. Tables are created using the autofit to window option, provided in Microsoft Word. They are used when you have information which needs to be displayed across the page and Tabs are not appropriate. The following is an example
2. Tables should be numbered. Table numbers are centered above the table title. The table numbering sequence begins anew with each new Section or specification.

EXAMPLES:

“XXX-1, XXX-2,” etc.

3. Table titles are centered below the table number and above the table itself.

EXAMPLE:

Table XXX-1		
Rapid Curing Cutback Asphalt		

4. Tables must be created with lines. Use tables for all tabular material; never use tabs to set up columns of text or figures.

8.2. Table Adjustments

1. Tables are created using the autofit to window option, provided in Microsoft Word.
2. Adjust column widths as necessary. Merge and split cells as necessary. Borders must be set as the straight-line style, color black, and width of 1/2pt.
3. Standard table font size is 12 points. Reduce font size if necessary. Nine points is the minimum font size and is used for explanatory notes found below tables.
4. As a norm, do not allow tables to break across pages. Exceptions to this would be when the table is more than one page in length. In that case, repeat the header row at the top of the continuation, on each page. Click on “**Table**” from the tool bar, select “**Table Properties**” then deselect the tab for “**Allow row to break across pages**”

8.3. Referencing Tables

1. Every numbered table must be referenced in the accompanying text. Tables should appear in the order they are referred to, no matter how fleeting the reference.
2. When referring to a table, use the table number. Reference to the table title is optional, but when referring to the title, place quotation marks around it in the reference.

EXAMPLES:

see [Table XXX-1](#).

in accordance with Table 1, “Rapid Curing Asphalt.”

9. Wording of Articles

9.1. Introduction

1. The examples provided in this section are generic in nature. Each specification may require some modification for customization.

9.2. Active Voice and Imperative Mood

1. Use the active voice instead of the passive voice for Division I and II specifications whenever possible, except where noted below.

2. Use the imperative mood for instructions directed to the Contractor.

EXAMPLES:

Furnish and install high strength fasteners for structural connections... Meet the requirements of Item 264, "Lime and Lime Slurry."

Furnish two copies of the completed material identification form to the Engineer... Consult with the appropriate utility company before beginning work.

When using mineral filler, provide an additional bin.

Heat the sealants in a double-jacketed heater using heat transfer oil so that...

3. Use the indicative mood for conveying information.

EXAMPLES:

Salvaged materials remain the property of the State. Wood forms may be used for curves and transitions. A day's paving is defined as...

A Daily Average Profile Index is a roughness value obtained by averaging...

Computer printouts for design calculations will not be acceptable unless accompanied by...

Radial cracks from the grout injection holes will be considered the result of improper injection techniques.

This Item will be measured by the square yard... This price is full compensation for...

9.3. Description Articles

1. For Description Articles, use active voice and imperative mood.

EXAMPLE:

XXX-X Description.

Excavate, remove, use, or dispose of material.

9.4. Material Articles

1. For Material Articles within Division II specifications, use active voice and imperative mood.

EXAMPLE:

XXX-X Materials.

Meet the following requirements:

Fine Aggregate.....Section 902
Portland Cement.....Section 921
Water.....Section 923

XXX-X Materials.

Meet the requirements of Section 987 or Subarticle:

XXX-X.1 Commercial and Local Materials: Meet the requirements of Section 914 for the particular type of stabilizing material to be used.

NOTE: The reference list is not required and is shown for example only.

9.5. Equipment Articles

1. For Equipment Articles, use active voice and imperative mood.

EXAMPLE:

XXX-X Equipment.

Provide equipment meeting the requirements of 200-3. or
Provide a milling machine capable of maintaining.....or
Use blending equipment that is designed foror Subarticle:

XXX-X.1 Power Broom: Provide a power broom for cleaning or

Mixing Equipment: Use mixing equipment for asphalt.... or

General: Obtain the Engineer's approval of the equipment and tools to be used for.....

9.6. Construction Articles

1. For Construction Articles, use active voice and imperative mood.

EXAMPLE:

XXX-X Construction. Apply water at a uniform rate and in the required quantity.

9.7. Measurement Articles

1. For Measurement Articles, use the passive voice to describe how measurement will be made.

EXAMPLE:

XXX-X Method of Measurement.

The quantity to be paid for will be the area, in square yards, completed and accepted.

NOTE: Do not use the term “complete in place” in the Measurement Article.

2. For plans quantity measurement, use the wording shown in the following example at the end of the Measurement Article.

EXAMPLE:

The quantity to be paid for will be the plan quantity, in square yards shown in the proposal, unless modified by Article 9-8, “Acceptance and Final Payment.” Additional measurements or calculations will be made if adjustments of quantities are required.

NOTE: The above examples are not standard language for use in every case. Additional details may be needed to clarify specific materials or work.

9.8. Basis of Payment Articles

1. For Basis of Payment Articles, use the passive voice to describe how payment will be made.

EXAMPLE:

XXX-X Basis of Payment.

Price and payment will be full compensation for all work specified in this Section, including furnishing and operating equipment, labor, fuel, materials, tools, and incidentals.

XXX-X Basis of Payment.

The work specified in this Section will not be paid for directly, but will be considered as incidental work.

NOTE: The above examples are not standard language for use in every case. Additional details may be needed to clarify specific materials or work.

10. Other Wording

10.1. Introduction

1. Examples provided are generic in nature. Each specification may require some modification for customization.

10.2. Use of “Department”

1. Always use “Department” when referring to FDOT.

10.3. Use of “will”

1. Use “will” when the statement is directed to the Engineer — “the Department will” — or when it is understood that the responsibility is FDOT’s.

EXAMPLE:

General Requirements: Meet the requirements specified in Division III as modified herein. The Engineer will base continuing approval of material sources on field performance.

The Department will have a Contractor qualified to perform.....

10.4. Quantity vs. Amount

1. Use quantity when referring to materials. Use amount when referring to dollars.

10.5. Use of “incidentals”

1. Use “incidentals” in the “Basis of Payment” Article only as shown in the following examples:

EXAMPLES:

XXX-X Method of Measurement.

The work performed, materials furnished, equipment, labor, tools, and incidentals will not be measured or paid for directly but will be subsidiary to bid items of the Contract.

XXX-X Basis of Payment.

XXX-X.1 Cement Treated Permeable Base: Price and payment will be full compensation for work specified in this Section, including furnishing all labor, materials (including the Cement Treated Permeable Base material, geotextile, and subdrainage pipe), tools, equipment, and incidentals, necessary to complete the work .

10.6. Use of “conformance” and “conform”

1. Use “conformance” and “conform” for adapting to prevailing standards or customs. Use “Conformance” for more generic reference statements as shown in the examples below. Use “in accordance with” when referring to specific Sections, Articles, test procedures, and reference materials, as explained under “Cross-References” later in this document.

EXAMPLES:

Conformance to the Plans and other approved drawings does not relieve the Contractor of the responsibility for providing proper fit of

components.

Apply sheeting to sign blanks in conformance with the recommended procedures of the manufacturer of the sheeting.

10.7. Use of “pertinent”

1. Use “pertinent” for stating or attaching relevant information.

EXAMPLES:

When excavated materials, including topsoil, are used in constructing the required roadway sections, payment for placement is made under the pertinent placement specification.

XXX-X. Measurement and Payment. No direct compensation will be made for the installation of bolts or fasteners. Payment is incidental to the pertinent Items requiring the use of high-strength bolts.

10.8. Use of “shown in the Plans”

1. The phrase “as shown in the Plans” and variations of it are needed when an item may be directed or detailed in the field during construction, or when essential information is needed to clarify for bidding purposes. When the phrase is used because direction may be given in the field, add “...or as directed.” (The phrase “by the Engineer” is not needed.)

EXAMPLE 1:

XXX-X. Method of Measurement.

The quantity to be paid for will be plan quantity, in place and accepted. The plan quantity will be measured from the inside wall of the structure as shown in the Plans, along the centerline of the pipe/channel.

EXAMPLE 2:

Where splices are authorized, rigidly clamp the bars or tie them in a manner meeting the Engineer’s approval. Use the splice length as shown in the Plans.

EXAMPLE 3:

...in conformity with the required lines, grades, and typical cross-sections shown in the Plans or as directed.

IMPORTANT NOTE: This example wording does not include discussion of the phrase “unless otherwise shown in the Plans.” (See following subheading.)

10.9. Use of “unless otherwise shown in the Plans”

1. Use the phrase “unless otherwise shown in the Plans” when necessary for flexibility.

EXAMPLE:

Use only Class B markers unless otherwise shown in the Plans.

10.10. Use of “as approved by the Engineer”

1. It is understood that the Engineer has authority to approve work and equipment in accordance with Section 5, “Control of Work.” There is a concern that Contractors and Engineers may interpret the phrase “as approved by the Engineer” to mean that FDOT only has latitude when the phrase is included. This is not the case. The Engineer has the authority regardless of the inclusion of the statement. Therefore, the phrase “as approved by the Engineer” is unnecessary.

2. In cases where the Engineer’s judgement is specifically required, it is still unnecessary to include the phrase “by the Engineer.”

EXAMPLE:

Unless otherwise approved, use a street sweeper that can remove cuttings and debris from the planed or textured pavement.

10.11. Needless Words and Jargon

1. Omit needless words that do not add substantive meaning. Whenever possible, choose a single word instead of a phrase. Avoid jargon.

2. The following table provides alternatives to common verbose phrases.

<u>Instead of...</u>	<u>Use...</u>
absolutely essential	Essential
as may be necessary	as necessary
at a later date	later
enclosed herewith	enclosed
having	with
in lieu of	instead of
in order to	to
linear feet	feet
no greater than	at most
no less than	at least
no more than	at most
prior to	before
sufficient	enough
through the use of	by

until such time as	until
utilize	use

10.12. Hyphenation, Word Separation, and Standard Terminology

1. The following table shows some specific word hyphenations, word separations, and standard terminology to be used uniformly in the specs.

<u>Instead of...</u>	<u>Use...</u>
as directed by the Engineer	as directed center line
cross section	cross-section
cross slope	cross-slope
on the plans	Pin the Plans
right-of-way	right of way
straight edge	straightedge (the tool)
web site	website
work site	worksite

10.13. Cross-References

1. When referring to Sections, Articles, or Subarticles, use the wording shown in the following examples.

EXAMPLES:

- ...in accordance with Section 262
- ...in accordance with 262.2,
- ...in accordance with 262-4.1.

2. Never refer to a Articles or Subarticles as paragraphs. The above cross references do not apply to Modified Special Provisions (MSPs)

3. References to more than one Section may be grouped into a list. Do what is best for the specification and be specific when you can.

EXAMPLE:

...to the pertinent requirements of the following Items:

XXX-X Materials.

Meet the following requirements:

Portland Cement Concrete.....	Section 346
Reinforcing Steel.....	Section 415
Joint Materials.....	Section 932

4. When referring to another Section or other standard, use the wording shown in the following examples.

EXAMPLES (REFERENCE SUBORDINATE TO A VERB):

The Engineer may designate certain areas of grassing constructed in accordance with Section 570 as temporary erosion control features.

Provide air supplied respirators in accordance with 29 CFR 1926.62 and 29 CFR 1910.134.

...in accordance with the AASHTO publication, "A Guide for Erecting Mailboxes on Highways".

...in accordance with AASHTO T-88...in accordance with the requirements contained in the Department's Plans Preparation Manual

.. in accordance with ACI 211.1 (no year, since the most current standard is to be used).

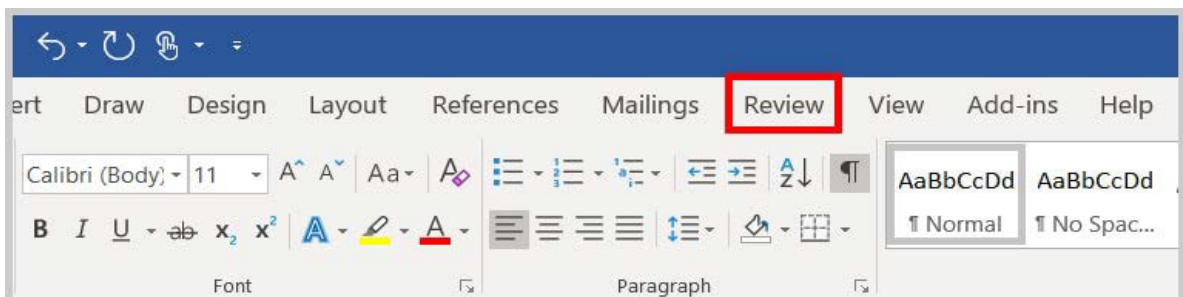
11. Track Changes

11.1. Introduction

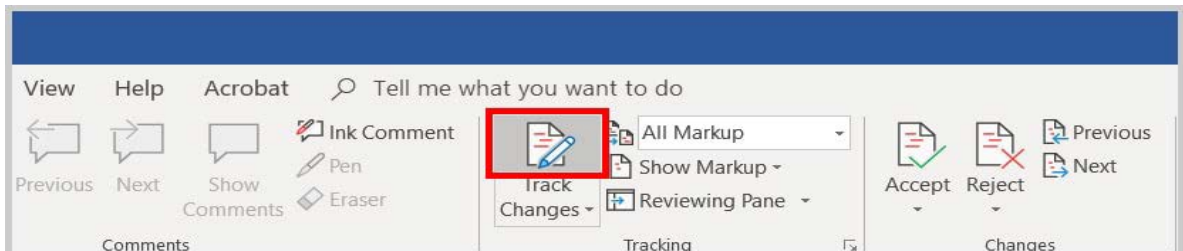
1. Track changes should be used when modifying (adding or deleting text) a specification.

11.2. Turn Track Changes On and Off

1. Select the Review tab on the menu bar.



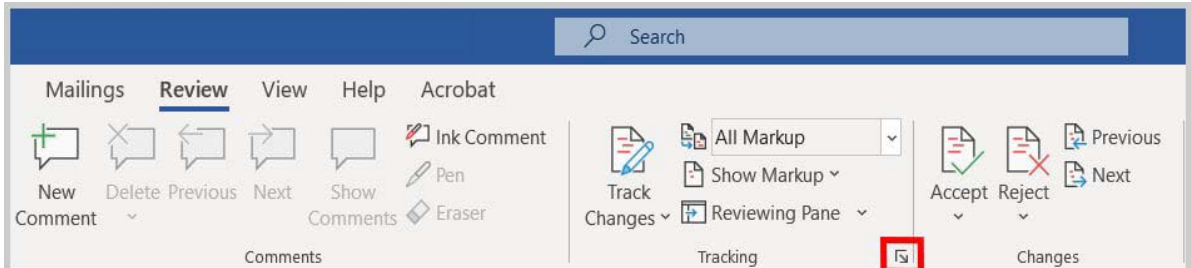
2. Go to Tracking and Select Track Changes to turn track changes on or off.



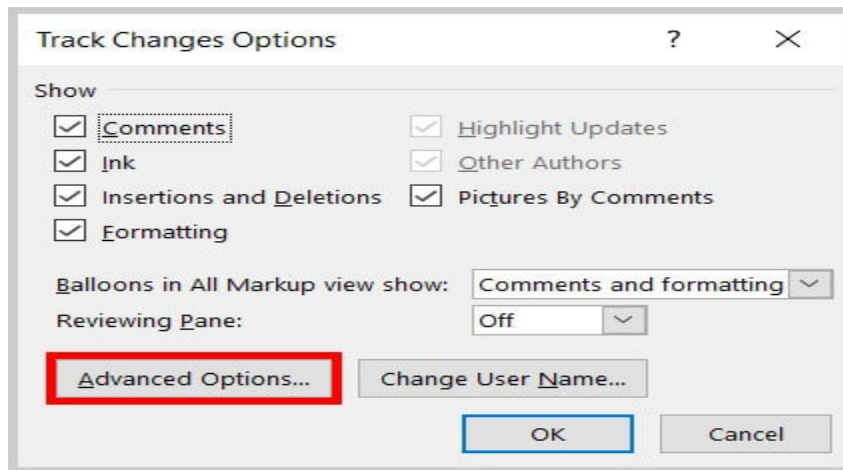
NOTE: When Track Changes are turned on, the button will appear darker than other options. Microsoft Word will mark additions with an underline and deletions with a strikethrough.

11.3. Change the Color of Track Changes

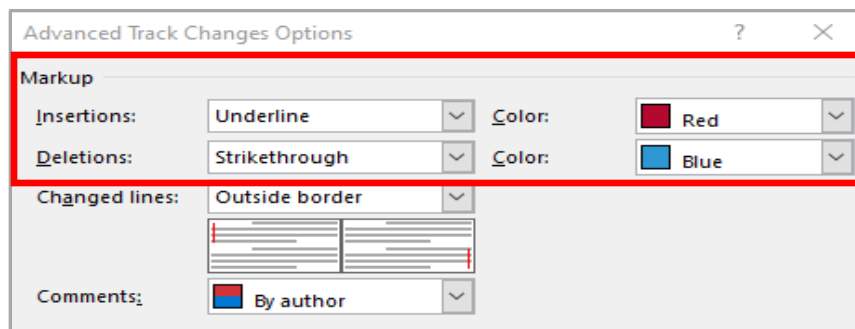
1. Complete the steps in the Turn Track Changes On and Off section.
2. Select the dialog box launcher in the Tracking group.



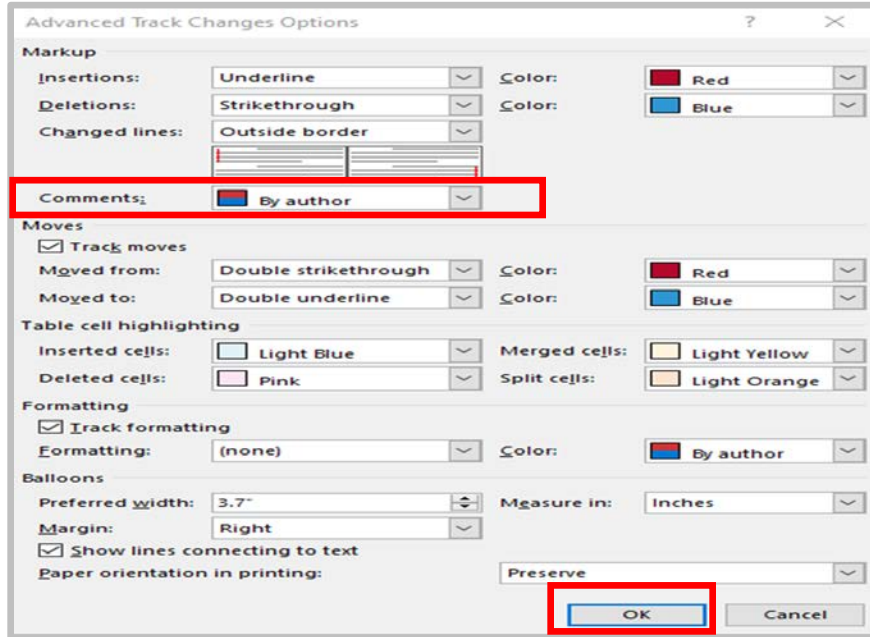
3. Select Advance Options button in the Track Changes Options box.



4. Select the color **Red** for Insertions and **Blue** for Deletions.

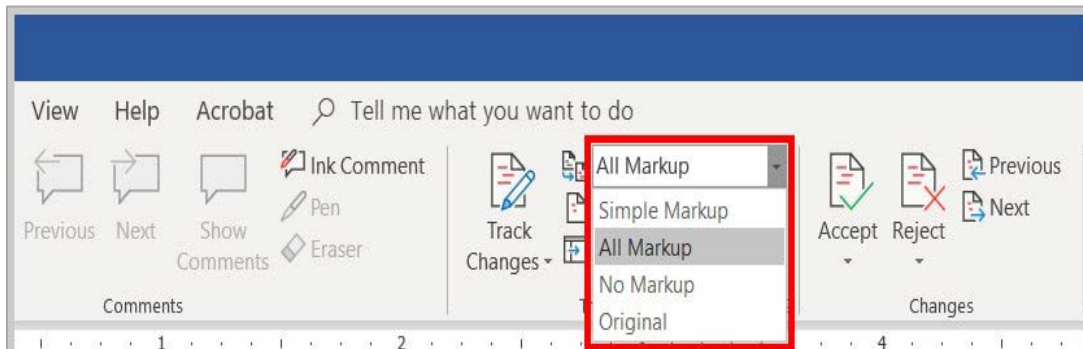


5. Select By Author in the Comments dropdown box then select close.



11.4. Show or Hide Comments or Tracked Changes

1. Complete the steps in the Turn Track Changes On and Off section.
2. Select the **Display for Review** drop-down menu to choose how edits and comments are displayed within the document.
 - Simple Markup – Final version with red markers in the left margin to indicate where changes were made
 - All Markup – Detailed version of red markers in the left margin to indicate where changes were made
 - No Markup – Final version with markups hidden
 - Original -Original version of document.



12. Development Guidelines

12.1. Introduction

1. Download the [Specification Format Template](#). The template contains the styles necessary for the formatting of the Specifications Package.
2. The template is also located on the Specification Package Preparation Aids section on the Specifications [website](#).
3. The styles most used in our specification documents are below

**MAINTENANCE OF TRAFFIC.
(HEADING 2) (REV 9-7-17) (Dates)**

ARTICLE 102-5 is deleted and the following substituted: (*Lead in Sentence*)

102-5 Traffic Control. (Article)

102-5.1 Worksite Traffic Supervisor: FDOT Design Standards are the minimum standards for the use in the development of all TCPs. The MUTCD, Part VI is the minimum national standard for traffic control for highway construction, maintenance, and utility operations. Follow the basic principles and minimum standards contained in these documents for the design, application, installation, maintenance, and removal of all traffic control devices, warning devices and barriers which are necessary to protect the public and workers from hazards within the project limits. (*BODY TEXT*)

12.2. Page Formatting

1. Your page layout should be 1" margins. Click on the Page Layout tab and then click on Margins. Click on the Normal margin setting. This will be 1" margins all around.

12.3. Tabs

1. Ensure that the default tab stops are set at 0.5 inch. Click on the Home tab and then click on the small box in the lower right corner of the Paragraph box. Click on Tabs in the lower right corner of the Paragraph window to verify that the tabs are set at 0.5 inch.

12.4. Document Title

1. "Heading 2" is the style used when typing the document title. It is the style

recognized in Word and the Specs on the Web application to create the table of contents. The title of the document should be the description of the spec and should be typed in All Caps with the Caps Lock on.

12.5. Revision Date

1. If you press return after typing the document title, the style automatically becomes Dates. In parenthesis, type REV in all Upper case followed by the date of the revision.

12.6. Lead In Sentence

1. If you are changing, expanding or deleting an article or subarticle of an approved or Standard Specification, you must use a lead-in-sentence to direct the reader to the specification section being changed. When you press return, your style changes to Body Text and you are ready to enter the changed text.

2. Examples of lead-in-sentences are as follows:

Adding a Section:

Page 316. The following new Section is added after Section 370:

Delete and add a Section:

SECTION 356 is deleted and the following substituted:

Deleting a Section:

SECTION 430 is deleted.

Adding an Article to a Section:

SECTION 400 is expanded by the following new Article:

Expanding an Article:

ARTICLE 400-5 is expanded by the following:

Expanding a Subarticle:

SUBARTICLE 400-20.5 is expanded by the following:

Adding a Subarticle to an Article:

ARTICLE 430-7 is expanded by the following new Subarticle:

Deleting and replacing a Subarticle (including heading):

SUBARTICLE 430-4.5 is deleted and the following substituted:

Replacing a portion of a Subarticle:

SUBARTICLE 430-2.1(7). The parenthetical inclusion in this reference is deleted and the following substituted:

Changing a Supplemental Specification:

ARTICLE 347-1 is deleted and the following substituted:

12.7. Section Title.

1. When creating a new section, or deleting and replacing an existing section, type the section number and title in upper case using the style Section Heading. You will need to insert a soft return (hold the shift key while pressing return) after the Section number and as needed in longer titles.

Example:

SECTION 370

**BRIDGE APPROACH
EXPANSION JOINTS**

12.8. Article.

1. Type the article number and name, the first letter of each word in upper case using the Article style or block the text after it is typed and click on the style Article. Articles end in a period with no text continuing on the line.

Example:

102-1 Description.

12.9. Subarticle.

1. Subarticles are typed using the Body Text style. Tab over one tab and type the subarticle title or description followed by a colon. Continue typing text on the same line when entering a subarticle, unless another subarticle is to follow immediately.

Example:

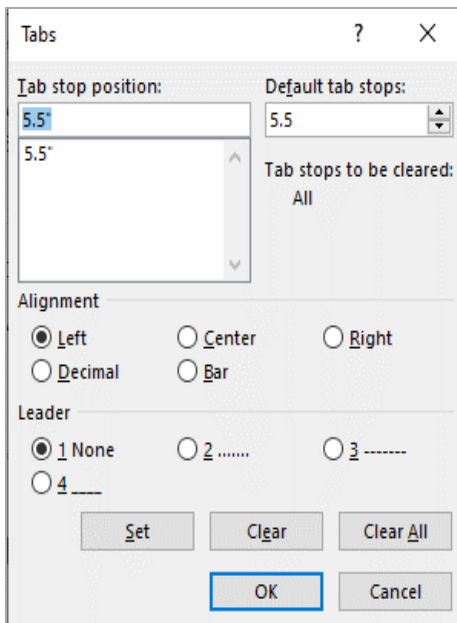
971-2.3 Sampling:

971-2.3.1 Sampling: A random 50 lb sample of glass spheres shall be obtained for each 50,000 lb shipped. Upon arrival, the quantity of material will be reduced in a sample splitter to a size of approximately 1 quart by the Engineer, or one 50 lb unopened bag.

971-2.3.2 Containers: The spheres shall be furnished in new 50 lb moisture- proof bags. All containers shall meet ICC requirements for strength and type and be marked in accordance with AASHTO 247 Part 5.

12.10. Other Page in Line Formatting.

1. Indented spacing is used primarily when listing items using a Hd Flush right as shown below. Normally all paragraphs should wrap to full margins. Formatting Specifications Section 000* Metric Standard ASTM E 380**
2. To invoke a Hard Flush right, place the cursor where you wish to begin the Hd Flush right.



Click on the small box in the left lower corner of the Paragraph box.

Select Tabs from the drop-down list. The following table will be displayed, Click on Clear All, Type 5.5" in the Tab stop position box, Type 5.5" in the Default tab stops box, Under Alignment Select - Right, Under Leader - Select - 2, Click on Set, Click on OK.

With the cursor at the point you wish to begin the Hd Right Flush, Press the Tab key. This is needed for each line of text, when you wish to use Hd Right Flush.

12.11. Foot Notes.

1. When footnotes are used, the text of the footnote starts at the left margin, with a Font of Times New Roman and a Pitch of 9. The asterisk(s) are positioned immediately after the text, with no space or superscript. On the note, the asterisk(s) are positioned as the first character of the line, no tab, indent, or space before or after the symbol. **When footnotes are used within a Table the text should be inserted in the last cell of the table, with a Font of Times New Roman and a Pitch of 9.

12.12. Outline of Section.

1. Most sections follow the AASHTO Specification guidelines and include an Article each for:
 - a) Description,

- b) Materials,
- c) Construction or Installation,
- d) Method of Measurement, and
- e) Basis of Payment.

2. When necessary, the above topics may be divided among two or more Articles or Subarticles.

3. All text lines should be single spaced except between Articles, which is double spaced on 8.5 by 11 inch pages. Apply Body Text style to all other text which have not received other styles, this will, invoke Times New Roman FONT and 12 PITCH. Type all text to the defaulted margins. Do not force line breaks within a sentence by using hard returns; all text should automatically wrap from one line to the next within a paragraph. When creating a list, table, or other information separate from the text, an additional line may be inserted before and/or after.

12.13. Outline.

1. Divisions of a Section are Articles; divisions of an Article are Subarticles; divisions of a Subarticle are Subarticles. Do not divide an Article or Subarticle into less than two Subarticles. (Do not create Subarticle 1 without Subarticle 2.) If two or more Subarticles are not present, do not divide the text.

12.14. List and/or Steps.

1. Lists and/or Steps of information should be numbered starting with 1. and the item heading. Generally, lists contain brief statements, explanations, or phrases, rather than detailed text. When a list contains items with extended or complete sentences, consider outlining the listed items with appropriate subarticle numbers. Steps are used to identify step-by-step instructions or processes.

2. Incorrect Examples: (1.), 1), 1.) Correct Example: 1. Text ...

Note: the number is followed by a period, single space, and then applicable text (in either a phrase or complete sentence). When a STEP needs to be broken down further use the following:

- 1. Text.....
 - a. Text.....
 - b. Text.....
 - c. Text.....
- 2. Text.....
 - a. Text.....
 - b. Text.....
 - c. Text.....

3. Note that the lower case letter is followed by a period, single space, and then applicable text. Do not use dashes or bullets in a list.

12.15. Specifications Modifications.

12.15.1. Revise Specification

1. **Internal:** To revise a specification go to the Specification Revision Submittal SharePoint site :
<http://cosp.dot.state.fl.us/sites/stateengineer/ProgMgmt/SpecDevel/Lists/SpecificationsSubmittalRevisions/AllItems.aspx> and submit a Specification revision request.
2. **External:** Contact the District Specs office for procedures on revising a specification.
3. Specifications are modified by Inserting or Deleting Text as required. Only perform changes with Track Changes on, unless it a Complete Rewrite of a Section. When possible, text should be modified by deleting an entire subarticle or article, and substitute with the new text. Changes to existing text, Standard Specifications, Supplemental Specifications, or Special Provisions, should be identified in draft form using "Inserted Text" and "Deleted Text". Ensure Track Changes is turned on.