



National Spatial Data Infrastructure

## Directive #6: Formatting FGDC Standards Documents

Standards Working Group  
Federal Geographic Data Committee

July 1997

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Federal Geographic Data Committee  
Department of Agriculture • Department of Commerce • Department of Defense • Department of Energy  
Department of Housing and Urban Development • Department of the Interior • Department of State  
Department of Transportation • Environmental Protection Agency  
Federal Emergency Management Agency • Library of Congress  
National Aeronautics and Space Administration • National Archives and Records Administration  
Tennessee Valley Authority

## Federal Geographic Data Committee

Established by Office of Management and Budget Circular A-16, the Federal Geographic Data Committee (FGDC) promotes the coordinated development, use, sharing, and dissemination of geographic data.

The FGDC is composed of representatives from the Departments of Agriculture, Commerce, Defense, Energy, Housing and Urban Development, the Interior, State, and Transportation; the Environmental Protection Agency; the Federal Emergency Management Agency; the Library of Congress; the National Aeronautics and Space Administration; the National Archives and Records Administration; and the Tennessee Valley Authority. Additional Federal agencies participate on FGDC subcommittees and working groups. The Department of the Interior chairs the committee.

FGDC subcommittees work on issues related to data categories coordinated under the circular. Subcommittees establish and implement standards for data content, quality, and transfer; encourage the exchange of information and the transfer of data; and organize the collection of geographic data to reduce duplication of effort. Working groups are established for issues that transcend data categories.

For more information about the committee, or to be added to the committee's newsletter mailing list, please contact:

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## 1. GENERAL INFORMATION

The purpose of this directive is to help ensure consistency in the appearance of FGDC approved standards. This directive shall be used when preparing standards documents for submittal to the FGDC. This document follows the formatting guidelines.

### 1.1 Page Layout

#### Margins:

- Top - 1 inch
- Bottom - 1 inch
- Left - 1 inch
- Right - 1 ½ inches

#### Line Spacing:

Double space for review, single space for final publication.

#### Line Numbering:

Number the lines 1 through n for review. Remove the line numbers for final publication.

#### Paper Size:

Standard 8 1/2" by 11" - white

#### Type Style:

Times Roman

### 1.2 Page Numbering

Page numbering begins after the title page. The back title page and table of contents are numbered with lowercase Roman numerals. The body of the standard is numbered with Arabic numerals. All pages are numbered and the number appears centered at the bottom of each page. Reference and Appendices pages are numbered consecutively with the body of the standard. If a standard is in parts (see Section 4.3), all page numbers will be preceded by the part number. For example Part 3 of a standard would have page numbering as follows: 3-ii, 3-iii, 3-1, 3-2, etc.

### 1.3 Headers

Starting with the Table of Contents, a header is placed at the top, left-hand side of each page of the body of the standard. A point size of 10 is recommended. The header includes the following:

- Line #1: “Federal Geographic Data Committee” followed by the FGDC document number which shall be flush right of the text.
- Line #2: Title of the standard followed by the date of the standard.  
Note: This date requirement following the title of the standard was discontinued with the adoption of a CCYY date indicator in the document numbering scheme (see Section 1.5.)
- Line #3: If applicable, the word “Part” and part number and title.
- Line #4: Appendix pages will include the word “Appendix” and Appendix number and title.
- Line #5: Closure bar

### 1.4 Footer

The title page will contain the FGDC participating agencies and all subsequent pages will be numbered.

### 1.5 Document Numbering

The document number is assigned by the FGDC Secretariat. The document numbering scheme will follow the convention: FGDC-STD-NNN.P-CCYY, where:

- FGDC- indicates the FGDC as the endorsing organization for the document.
- STD- indicates the document to be part of the suite of FGDC standards documents.
- NNN- indicates the overall document number, normally assigned sequentially.
- P- indicates the part number for those documents composed of parts (see Section 4.3).
- CCYY- indicates the century and year in which the document was FGDC endorsed.

Note: An initial group of documents endorsed by the FGDC did not utilize this CCYY notation in the document number. However, a month and year indicator does appear in the document title for these documents (see Section 2.1).

## 2. COVER PAGES

The cover pages consist of a title page and a back title page. A template for these pages is available from the FGDC Secretariat.

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## 2.1 Title Page

The title page shall clearly and adequately describe the project and contain the following:

- FGDC Document Number is positioned flush right. In instances where the standard is in parts, the suite of standards content document (see Section 4.3 Parts) shall display the document number given to the overall standard, and the individual part documents shall additionally display the given part number.
- National Spatial Data Infrastructure logo. This can be obtained from <ftp://www.fgdc.gov/pub/logo/>
- Title of the Standard. Title is left justified with a recommended point size of 18. If the standard does not yet have final endorsement, the title should include the status of the standard. The following additions shall be added to the title:
  - Working Draft - documents within working group
  - Public Review Draft - documents in public review
  - Final Draft - documents in review for final endorsement

Within each of these drafts there may be versions such as 1.0, 2.0, 3.0, etc.

- Name of the sponsoring FGDC subcommittee or working group. This is left justified with recommended point size of 12.
- Date of Standard. The month and year are left justified, recommended point size of 12. DO NOT use an automatic date code. The date must reflect the date of that version of the document, not the date the standard was printed.

Note: This month/year date requirement was discontinued with the adoption of a CCYY date indicator in the document numbering scheme (see Section 1.5).
- Footer indicating FGDC participating agencies, center justified, recommend point size of 8.

## 2.2 Back Title Page

The back title page contains information on FGDC and contact information. A template for this page is available from the FGDC Secretariat.

### 3. TABLE OF CONTENTS

The table of contents shall correctly identify the contents of the document and contain:

- Title “CONTENTS”
- Numeric list of first, second, and third-rank section headings exactly as they appear in the standard.
- Section and subsection headings will reflect any part number. For example, a Part 3 document table of contents would look as follows:

3.1 Introduction  
    3.1.1 Objective  
    3.1.2 Scope

- Second and third-rank section headings are indented to differentiate between the ranks.
- At the top of each table of contents page the word “Page” will appear above the page number column. Page numbers are aligned by leading dots.
- Following the table of contents for the standard, include a list of all figures, tables, and appendices. Place the titles “Figures”, “Tables”, and “Appendices” before list and left justify.

### 4. BODY OF THE STANDARD

#### 4.1 Introductory Material

The introductory material shall contain the following sections:

4.1.1 Objective - The objective shall clearly state the purpose of the standard.

4.1.2 Scope - The scope shall be clearly defined, including what is within and not within the scope of the standard.

- 4.1.3 **Applicability** - The applicability shall identify who should use the standard and for what applications.
- 4.1.4 **Related Standards** - The related standards shall identify any related standards and describe their relationship to this standard.
- 4.1.5 **Standards development procedures** - The standards development procedures shall adequately describe the process by which the standard was developed. For example, is this an existing standard, a modification of an existing standard or a new standard? Also include any other organizations participating in this standard.
- 4.1.6 **Maintenance authority** - The maintenance authority for this standard shall be clearly stated. If a maintenance strategy is described, it should be understandable, reasonable, and follow FGDC process guidelines.

## 4.2 Sections

The body of the standard should be clearly organized and presented in an understandable manner. Sections and subsections can be viewed as paragraphs, or a collection of paragraphs that describe one aspect of a subject, such as: Introduction, Background, and Objectives. Sections cannot be viewed as stand-alone documents.

Section numbers and headings are used to help the users easily access specific information. 1<sup>st</sup> rank section headings are number 1, 2, 3, etc.; 2<sup>nd</sup> rank section headings are numbered 1.1, 1.2, 1.3., etc.; 3<sup>rd</sup> rank section headings are numbered 1.1.1, 1.1.2, 1.1.3, etc. If a standard is in parts, all section and subsection numbers shall be preceded by the part number. Numbered headings are left justified with recommended point size of 10.

## 4.3 Parts

Parts can viewed as stand-alone documents which contain the information necessary for a reader to comprehend a very specific application, or subject, of the standard from beginning to end. The stand-alone parts will each include a title page, back title page and table of contents along with the specific part information. Additionally, in instances of individual parts, the part number will precede all page numbering and section and subsection numbering within the part. For the entire suite of parts, a title page, back title page and table of contents shall be developed which will list the suite of parts within the standard.

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The Draft Geospatial Positioning Accuracy Standards is an example of a standard that is developed in parts. The Accuracy Standards is a broad standard which contains several parts, each of which part discusses very different applications, or subjects, for accuracy such as: Part 1: Reporting Methodology; Part 2: Standards for Geodetic Networks; and Part 3: National Standard for Spatial Data Accuracy. Not every standard will be so broad in scope to have a need for using parts.

## 5. REFERENCES

References are listed alphabetically by names of authors. All reports by an author are listed in chronological order. The March 1984, U.S. GPO Style Manual does not address reference guidelines. However, the manual does refer to several books of reference including Suggestions to Authors of the Reports of the United States Geological Survey, A Manual of Style, and Better Report Writing on the format of references.

Suggestions:

When including FGDC documents within a bibliographic reference section of a document, the following format is suggested:

Author, Date, Title of Publication, Number of Pages

followed by the electronic address (URL) for the document (in brackets if available in BOTH electronic and hardcopy form.)

EXAMPLE:

FGDC, 1997, Vegetation Classification Standard, FGDC-STD-005, 61pgs.

[<http://www.fgdc.gov/standards/documents/standards/vegetation>]

When citing FGDC documents within the body of a document, the following format is suggested:

“Title of Publication, Page Number(s)”

EXAMPLE:

“Vegetation Classification Standard, FGDC-STD-005, pg. 28”

## 6. APPENDICES

Large tables shall be removed from the body of the standard and placed in a normative appendix if the tables would interrupt the reader's train of thought. Appendices have a title page that identifies the full title of the appendix. The header, beginning with the title page of the appendix, shall include the same information as in the body of the standard, and additionally include the title of the appendix.

### 6.1 Normative

The ANSI Style Manual 3/1/91 defines normative annexes as integral parts of the standard that, for reasons of convenience, shall be placed after all other normative elements.

### 6.2 Informative

The ANSI Style Manual 3/1/91 defines informative annexes as giving additional information, and being placed after the normative elements of the standard. They shall be provided only for the purposes of clarification, illustration, and general information in respect to the standard. They shall be within the scope of the project under which the standard is being developed and promulgated, and they shall not be inconsistent with the standard itself. They shall not contain requirements: mandatory (shall) requirements are rightfully a part of a standard and shall not be placed in an informative annex.