

MPTA-A1-2011 R2018

FORMAT FOR MPTA PUBLICATIONS



MPTA GUIDELINE

Contributors

ABB	Greenville, SC	www.baldor.com
Altra Industrial Motion – TB Woods Inc.	Chambersburg, PA	www.tbwoods.com
B&B Manufacturing, Inc.	LaPorte, IN	www.bbman.com
Carlisle Belts by Timken	Springfield, MO	www.carlislebelts.com
Continental ContiTech	Fairlawn, OH	www.contitech.us
Custom Mach. & Tool Co., Inc.	Hanover, MA	www.cmtco.com
Diamond Chain Company	Indianapolis, IN	www.diamondchain.com
Frontline Industries, Inc.	Irvington, NJ	www.frontlineindustries.com
Gates Corporation	Denver, CO	www.gates.com
Goldens' Foundry & Mach. Co.	Columbus, GA	www.gfmco.com
Lovejoy	Downers Grove, IL	www.lovejoy-inc.com
Martin Sprocket & Gear, Inc.	Arlington, TX	www.martinsprocket.com
Maurey Manufacturing Corp.	Holly Springs, MS	www.maurey.com
OptiBelt	Carol Stream, IL	www.optibelt-usa.com
Regal Beloit America, Inc.	Maysville, KY	www.regalbeloit.com
Rexnord Industries, LLC	New Berlin, WI	www.rexnord.com
Timken Drives LLC	Fulton, IL	www.timken.com
Torque Transmission	Fairport Harbor, OH	www.torquetrans.com

Disclaimer Statement

This MPTA publication is presented for the purpose of providing reference information only. You should not rely solely on the information contained herein. Mechanical Power Transmission Association (MPTA) recommends that you consult with appropriate engineers and / or other professionals for specific needs. Again, this publication is for reference information only and in no event will MPTA be liable for direct, indirect, incidental, or consequential damages arising from the use of this information.

Abstract

This standard defines the general outline and formats that are to be used when publishing technical information as approved by the Mechanical Power Transmission Association.

Copyright Statement

This MPTA publication is not copyrighted to encourage its use throughout industry. It is requested that the MPTA be given recognition when any of this material is copied for any use.

Foreword

This Foreword is provided for informational purposes only and is not to be construed to be part of any technical specification.

Since the last review of this publication in 2011, the following changes have been made to this document:

- *Publication Summary* section 1 reorganized to improve order of Publication's required elements.
- Table of Content requirement added for all MPTA publications. Location and format of table of content defined in this document.
- Publication number unchanged but title changed from "*Publication Style Manual*" to "*Format for MPTA Publications*" to demark significant changes to publication and to more accurately define its content.

Suggestions for the improvement to or comments about this publication are welcome. They should be emailed to Mechanical Power Transmission Association at www.mpta.org.

Scope

This standard establishes content guidelines and formats to be used by the MPTA membership in the preparation and publication of the three recognized types of publications: MPTA Standards, MPTA Informational Bulletins and MPTA Guidelines.

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Format for MPTA Publications

1. Publication Summary

Every MPTA publication shall contain the following elements, arranged in the order indicated.

Required Elements

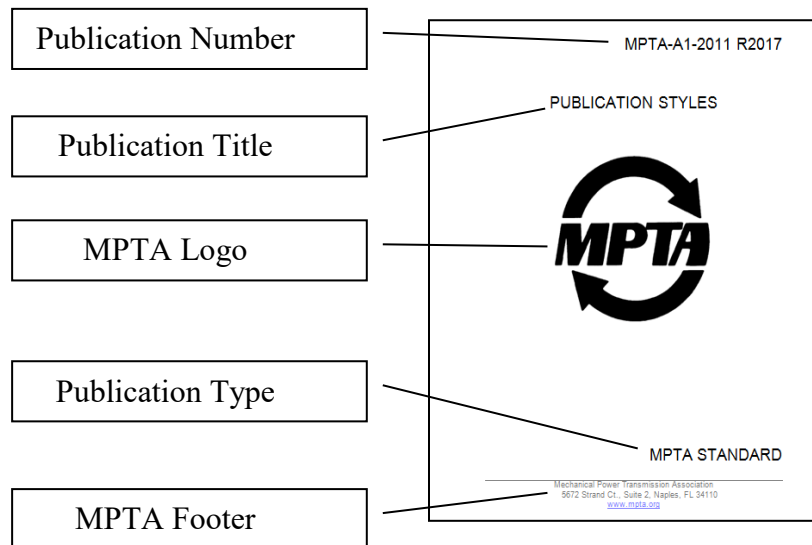
1. Title Page
2. Contributors
3. Disclaimer Statement
4. Abstract
5. Copyright Statement
6. Foreword
7. Scope
8. Table of Contents
9. Body of document –Including tables, graphics and figure to support data

Optional Elements

10. Glossary
11. Summary
12. Bibliography

2. Title Page –Document page 1

The format of the title page shall be as shown on the front of this publication, and below. All title page text should be Arial True type 24 pt.



2.1 Publication Number

Document number appears in the upper right and has the following format:

MTPA-**XYZ-DATE** where:

- “X” represents the MPTA authoring group
 - “A” – Administrative
 - “B” – Belted Drives
 - “C” – Couplings
 - “S” – Chain and Sprocket
- “Y” The next sequential number of the document being created.
- “Z” Units of measure where needed. The letter will be lower case.
 - “i” – Inch units
 - “m” – Metric units
 - “c” – Combined inch & metric units

Since arithmetic conversion between inch units of measure and SI (metric) units can lead to misstatement of tolerance stack-ups, every attempt should be made to provide dual versions of all data where appropriate. This material should be provided in sequential standards within a common binding.

“DATE” can be in one of three forms:

- “YYYY” format when the document is initially adopted.
- “MM/YYYY” format when a revision is made in the same year.
- “YYYY RYYYY” format when the document is revised and/or reaffirmed. The first year will be the year of the last revision and the second year will be the revised and/or reaffirmed year.

2.2 Publication Title

The title must be a clear, concise description of the subject matter. “MPTA” should not be included in the title. The title is centered above the MPTA logo.

2.3 Publication Type

One of the publication types below is placed in the lower right of title page.

MPTA Standard – These Standards contain technical information and are made available to the public via the MPTA website.

Informational Bulletin – Publications containing industry information of a technical and a non-technical nature. These contain information of use to the industry but are not standards. These Bulletins are made available to the public via the MPTA website.

MPTA Guideline – Technical Information approved for MPTA membership use only. Not made available to the public via MPTA.

“Primers” as a Publication Type was discontinued in 2016. The existing “Primers” will become “Informational Bulletins” when they are reviewed in their five year cycle.

3. Contributors –Document Page 2

Alphabetically list all MPTA Member Companies in the appropriate technical group. The list shall **not** include the names of individuals.

4. Preface Content – Document Page 3

4.1 Disclaimer Statement

“This MPTA publication is presented for the purpose of providing reference information only. You should not rely solely on the information contained herein. Mechanical Power Transmission Association (MPTA) recommends that you consult with appropriate engineers and/or other professionals for specific needs. Again, this publication is for reference information only and in no event will MPTA be liable for direct, indirect, incidental, or consequential damages arising from the use of this information.”

4.2 Abstract

The Abstract should enable the reader to determine if the publication contains the information that he or she is seeking. It should express the main purpose of the publication and also summarize recommendations made.

4.3 Copyright Position Statement

"This MPTA publication is not copyrighted to encourage its use throughout industry. It is requested that the MPTA be given recognition when any of this material is copied for any use."

4.4 Foreword

The Foreword should include the following statements.

Opening statement

"This Foreword is provided for informational purposes only and is not to be construed to be part of any technical specification."

Body of Foreword

Reference any historical information that is not considered part of the publication main content. For example, the Foreword may include a discussion of changes that have been made when compared to the previous revision.

Closing statement

"Suggestions for the improvement to or comments about this publication are welcome. They should be emailed to Mechanical Power Transmission Association at www.mpta.org."

4.5 Scope

A brief statement of the limits that apply to the material included in the publication. It may also detail what is not included in the publication. *For example*, This informational Bulletin contains information for use to the industry but is not a standard. This Bulletin is made available to the public via the MPTA website.

5. Table of Contents-Document Page 4

Table of Contents should include page number locations for each of the elements listed on P.4 above. It should also include a listing of all tables, and a listing of all figures.

6. Body of Publication-Document page 5 to ...

The body of the publication shall be organized in a logical progression. Figures, tables, formulae, etc. should be used when and where necessary to clearly convey data to the reader. Body should follow outline sequence of Table of contents e.g.

- 1. [Redacted]
- 1.1 [Redacted]
- 1.2 [Redacted]
- 2. [Redacted]
- 2.1 [Redacted]
- 2.2 [Redacted]

7. Optional Elements

7.1 Glossary

An alphabetical list of terms or words/symbols/Terminology found in or relating to the publication with explanations; a brief dictionary particularly helpful with more technical subject matter.

7.2 Summary

A brief accounting of publication content, that is helpful to emphasize the most important aspects of publication.

7.3 Bibliography

A list of the books/publications referred to in publication printed as an appendix.

8. Formatting Guidelines

8.1 Text Type and Size

All text should be Arial True Type Font. Twelve-point text size is preferred for general use. Ten-point is the minimum size allowed. Twenty-four point size is to be used on the title page.

8.2 Text Layout

Text shall be block format. The text should be in one column, reading across the page. Top and both side margins should be a minimum of 1", and the bottom margin is .2 inches. Outline formats may be used when appropriate. Outline numbers shall be Arabic numbers, using periods to separate numbers used indicating sub-clauses. Clause and sub-clause numbers shall be aligned as in this document. Text shall be aligned directly under the clause or sub-clause title.

8.3 Figures

Figures (sketches or photos) must be clear and large enough to be legible. Figures shall be numbered sequentially using Arabic numbers with the title "Figure #" placed at the bottom center of the figure.

8.4 Tables

Tables shall be numbered sequentially using Arabic numbers with the title "Table #" placed at the upper left of the table. The preferred orientation for a table is "portrait", but "landscape" may be used where necessary.

8.5 Formulae

Formulae shall be numbered sequentially using Arabic numbers with the title "Formula #" placed at the upper left of the formula. There shall be only one "equals" sign per line of print. All symbols to the right hand side of the equal sign shall be explained immediately following the formula by placing the word "where" directly under the formula and aligned on the left. The symbols shall be indented and listed with a definition including the units of measure in the order in which they appear in the formula. The unit of measure for the resultant of each formula shall be listed in parentheses and be placed to the right of the formula on the same line.

8.6 Page Breaks

Page breaks should be located to maintain as much organization of subject matter as possible.

8.7 Header

Each page following the title page shall have a header which includes the document number in MTPA-XYZ-DATE RDATE2 form (p5) justified to the left and the document title justified to the right.

8.8 Footer

Each page shall have a centered footer showing the MPTA's complete address as follows:

Mechanical Power Transmission Association
5672 Strand Ct., Suite 2, Naples, FL 34110
www.mpta.org

Below this address should be the page number in the "Page X of Y" format on every page following the title page.

Publications that are distributed via the Internet shall also adhere to this same page break scheme.

8.9 Document File Types

Approved documents will be published to the web site in .pdf file format. All the native files used to generate an approved document must be submitted to the MPTA. The native files are required before the document will be posted.

8.95 End of Document

Final text of document should read in cap, centered and bold font
"END OF DOCUMENT"

END OF DOCUMENT

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