

A Brief Writing Guide

Compliments of the Power Sources Manufacturers Association (psma.com)

This is a brief guide for technical writing. It is based on the Authoritative Dictionary of IEEE Standards Terms, Seventh Edition, ANSI/IEEE Std. 100, recognized world-wide, and other references: American National Standard for Use of the International System of Units (SI); The Modern Metric System (IEEE/ASTM SI 10™-2002), American National Standard Letter Symbols for Units of Measurement (ANSI/IEEE Std. 260.1-1993), the IEEE Standards Style Manual, available on the IEEE web site, iee.org, and The Gregg Reference Manual, Ninth Edition. Please help to make your company a leader in concise documentation that complies with the international standards.

Correct

10 mV, 56 mm, 5 cm \pm 1 mm, 4.7 uF, 0.22 ohm.
Always separate the value from the unit.

10 kilowatts, 10 watts, 10 kW, 10 W
Capitalize the symbol, not the unit.

The rise time is 10 ms.
Symbol for seconds is s. (S is for siemens).

Ac-dc converters are more popular than dc-dc.
Use lower case and a hyphen.
Capitalize at the beginning of a sentence.

Ac-Dc Converters for Industrial Applications
Title case is used in the title of articles and books.
Sometimes it is also used in tables.

AC-DC HANDBOOK FOR SALE
This is the "all caps" case. Hyphen is still used.

The output is 10 V ac (or volts ac).
It is common to combine V and ac without a space,
but this incorrect, per ANSI/IEEE Std 260.1.

FETs and ICs are used in modern converters.
No apostrophe for plural (unless the
singular already ends in s).

The FET's gate drive is inadequate.
Use 's for singular possessive.

The FETs' gate drives are inadequate.
Use s' for plural possessive.

It's unusual that its output ripple is high.
It's is a contraction for it is. Use its for possessive.

The output is 10 V rms.
Rms is the proper abbreviation for root-mean-square.

The bus voltage is 15 volts.
Correct spelling is bus, not buss.

The Web site is accessible on the Internet.

Incorrect

10mV, 56mm, 5cm+1mm, 4.7uF, .22ohm.

10 kiloWatts, 10 Watts, 10KW, 10Kw, 10w

The rise time is 10 mS (or mSec, or msec).

AC/DC converters... (Slash means "or" as in
"and/or".

AC-DC Converters... (Actually, this one is
controversial. Some authorities claim that AC-
DC is allowable in title case.)

AC/DC HANDBOOK FOR SALE

The output is 10V ac (or 10 VAC)

FET's and IC's are used...

The FETs gate drive is inadequate.

The FETs' gate drive is inadequate.

Its unusual that it's output ripple is high.

The output is 10 Vrms or 10VRMS.

The buss voltage is 15 volts.

The website is on the internet.

Don't forget to use your spell checker!

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