For consistent WAQTC materials.

WAQTC Style Guide

PREFACE

This guide was developed for the Western Alliance for Quality Transportation Construction (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 leadership in the pursuit of continuously improving quality in transportation construction.

Through our partnership, we will:

- Promote an atmosphere of trust, cooperation, and communication between government agencies and the private sector
- Respond in a unified and consistent manner to identify quality improvement needs and new technologies that impact the products that we provide,
- Provide a forum to promote uniform test standards,
- Provide highly skilled, knowledgeable materials sampling and testing technicians,
- Provide reciprocity opportunities for qualified testing technicians among Accredited Contributing Members.

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 among participating agencies.
- 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 are 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 among participating agencies and allows qualified testing technicians to cross state lines without needing to be requalified by a different program.

The WAQTC Executive Board

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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 in **PowerPoint** files folder or embedded.

WORD Files – DOCUMENT FORMAT

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

General — Contains files common to all modules.

Appendix — Contains cover page for Appendix A and necessary referenced short forms.

Front — Contains all "front" material for the manuals specific to the module (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 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.doc	Manual version of the FOP
29_T152_rev_xx.doc	Review questions
30_T152_pr.doc	Performance exam
40_T152_short_13.doc	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 the 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 and version date] (e.g., Pub. October 20xx (v. 20xx+1)) (except General files)

Main/training FOP Files

Column format is 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 captions
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 PowerPoint presentations will be located in this same file or embedded.

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
PDF of shortform redline for errata FOPs

Other Test Methods (FOP library):

PDF of FOP for test methods not included in the Qualification Modules.

Style Guide and Templates:

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

PART 2: STYLE RULES FOR WAQTC MATERIALS

General guidelines:

- Use numerals for the value of a measurement. Use a hard space between the numeral and measurement unit.
- When quantity and size are expressed together, always use words for the quantity and numerals for the size.
- Use a hard space between the letter and number for standards references, example AASHTO R 90 (hard space between the R and 90)
- Notes are non-mandatory additional information.
- A hard space prevents the number and symbol from becoming separated across lines of text. To insert a hard space in a Word document press Ctrl + Shift + Spacebar
- A hard hyphen prevents a hyphenated term from becoming separated across lines of text, example J-ring (hard hyphen between the J and ring). To insert a hard hyphen in a Word document press Alt+Shift+-.

FOP Format

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

Significance (in student only)

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 R 90:

> This procedure covers sampling of coarse, fine, or a combination of coarse and fine aggregates (CA and FA) in accordance with AASHTO R 90-xx. Sampling from conveyor belts, transport units, roadways, and stockpiles is covered.

Terminology (non-mandatory)

Many of the terms used are defined differently by various agencies or organizations. The definitions of the American Association of State Highway and Transportation Officials (AASHTO) are the ones most commonly used in the WAQTC training materials and this document.

Term in bold followed by an em dash then the definition.

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

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