CHAPTER 5 — LISTS AND TABLES

5.1   LISTS

Vertical lists are often the best way to present multiple items, conditions, options, and exceptions.

As used in the FP, lists generally follow a hierarchal scheme similar to that described in Chapter 2, the exception being the exclusion of a heading title for each list item. Otherwise, list items follow the same font, alignment, spacing, and indentation guidelines as provided in Table 3-1.

Wording

To incorporate vertical lists into a specification:

1. Use a lead-in sentence punctuated with a colon to introduce the list items and to indicate the meaning or purpose of the list. If possible, explicitly identify in the lead-in sentence whether one, more than one, or all of the items apply. For example,

    - To indicate an **OR** situation, use "…one of the following:" when only one item applies.
    - To indicate an **AND/OR** situation, use one of the following:
        o "…one or both of the following:" when one or two items apply in a list of two.
        o "…one or more of the following:" when more than one item can apply individually.
        o "…one or a combination of the following:" when items can be combined.
    - To indicate an **AND** situation, use "…all of the following:" to indicate that all items apply.

2. Ensure that each item in the list fits grammatically with the lead-in sentence.

3. Make list items parallel in phrasing.

Capitalization

Capitalize the first letter of the first word of each list item.

Punctuation

The lead-in phrase introducing a list should be followed by a colon.

In a series consisting of three or more simple items, separate the items with semicolons (;) and place a period at the end of the last item. Following the second to last item in the list, include the word *and* or *or* as appropriate.

Example:

Within 24 hours, furnish inspection reports to the CO that include all of the following:

(a) Summary of the inspection;

(b) Names of personnel making the inspection;

(c) Date and time of inspection;

(d) Observations made; and

(e) Corrective action necessary, action taken, and date and time of action.

If the list items are complete sentences, punctuate each item with a period.

Example:

(b) Tabulated schedule. All of the following apply to the tabulated schedule:

(1) For arrow diagrams, show activity beginning and ending node numbers. For precedence diagrams, list activities and show lead or lag times.

(2) Show activity durations.

(3) Show activity descriptions.

(4) Show early start and finish dates.

(5) Show late start and finish dates.

(6) Show status (critical or not).

(7) Show total float.

5.2   TABLES

Tables are an effective method of summarizing and communicating requirements. General conventions regarding tables are provided below.

Table Numbers and Titles

Each table should have a unique number. Precede the number with the word *Table*. Begin the number with the Standard Specification section number in which the table appears, followed by a dash and the sequential number of the table within the section, starting with the numeral 1. Begin renumbering with each new section.

On the line following the table number, provide a distinct table title that conveys the contents included in the table. Capitalize the first letter of significant words in the title. Do not place a period at the end of the title.

Use bold typeface and center alignment for table numbers and titles. The table number and title should precede the table itself.

Referencing Tables

In text, introduce tables by referring to their number. Introductory phrases such as "the following table" or similar terms are not necessary.

Example:

Provide the minimum compressive strengths shown in Table 213-1.

Table Layout

Center the table, number, and title horizontally on the page. Do not allow tables to exceed the margins of the paper. Note that tables containing sampling and testing requirements (see, for example, Table 204-1) are typically rotated 90 degrees to allow them to fit on a page that has portrait orientation.

Table Notes

Place notes to a table immediately after the table to which they belong. Align notes flush with the table's left edge. Notes are in 10-pt Times Roman font.

General notes apply to the table as a whole. Introduce general notes with the word *Note* set in bold and followed by a colon.

Example:

Table 259-2
Proof Test Load Schedule

Test Load Increment	Hold Time (minutes)
AL (0.05DTL max.)	Until stable
0.25DTL	Until stable
0.50DTL	Until stable
0.75DTL	Until stable
1.00DTL	Until stable
1.25DTL	Until stable
1.50DTL (maximum load)	See below

Note: AL = Alignment load; DTL = Design test load.

Notes on specific parts of the table are introduced by a number, placed within parentheses, that refers to a numeric superscript within parentheses placed in the table.

Example:

Table 213-1
Subgrade Stabilization Strengths

Stabilization Mixture	Test Procedure	Minimum Compressive Strength
Lime/Soil	ASTM D 5102	100 pounds / square inch [1]
Lime/Fly ash/Soil	ASTM C 593	400 pounds / square inch [2]
Cement/Soil	ASTM D 1633	400 pounds / square inch [2]

(1) 28-day cure.

(2) 7-day cure followed by vacuum saturation.