

API Subcommittee 17 Publications Guidelines for the Development and Maintenance

1. It is intended that published documents prepared by API Subcommittee 17 be of high quality and reflect the collective input of industry suppliers, manufacturers, service companies, consultants and operators who are impacted by the document. API Subcommittee 17 is obligated to ensure that documents are developed and maintained under processes described in API S1, *Policy and Procedures Guide*.
2. API SC17 documents must conform to the guidelines provided in two API documents: *“Procedures for Standards Development”* and *“API Document Format and Style Manual”*.
3. The various types of API documents are defined in Section 6 of *“API S1, Policy and Procedures Guide.”* SC17 prefers the generation of Specifications (Spec) and Recommended Practices (RP) for SC17 documents. Task Groups should elect to generate a Standard, Technical Report, or other alternate form of API document only when the content of that document cannot be effectively represented as either a Spec or an RP.
4. Task Groups should avoid compiling documents that are excessively large as they make it difficult for readers to use the document and subsequently make it more difficult to revise the document. It is preferred that large volumes of information be selectively divided or grouped into topics that could result in smaller documents that are more individually focused and ultimately easier to update and maintain.
5. Task Groups should be particularly mindful of the proper use of the words “Shall” (which conveys a requirement), “Should” (which conveys a recommendation or a preference), and “May” (which conveys permission or acceptability) in statements within the document.
6. Statements in a document should be concise, with the intent clearly stated.
7. Task Groups should avoid multiple topics and associated requirements within a given paragraph as a specific intent may not be easily identifiable to readers
8. It is preferred that the text of a particular document be generated, discussed, and agreed upon within the Task Group consisting of members that include [when possible] suppliers, manufacturers, service companies, operators, and other interested industry parties. Document content should not be generated exclusively by use of a hired (contract), 3rd party consultant.
9. It is recognized that the quality of the document is enhanced as a result of the discussion and debate that occur between the subject matter experts that make up the Task Group. Consultants and technical writers should be used primarily to proofread, organize and refine the technical content that has been generated by the Task Group members.