

Decagon Devices Inc. In House Style Sheet

1 Writing and Content

App Notes: Feature a specific element of a product, be in functionality, capability, or area of interest.

Operator's Manuals: For all instruments, sensors, and physical products. Operator's Manuals should be penultimate source for information on products. Should not be supplements to other publications, but the primary source of information for customers.

Preferred Section Outline

Section 1: "Introduction," mostly prepackaged. Customer Support, Warranty, Seller's Liability.

Section 2: "About the...," Shipping Contents, specs,

Section 3: Firmware, Menus, functions of device

Section 4: Theory

Section 5: Taking a Reading, info on utilizing the device.

Section 6: Software

Section 7: Maintenance and Troubleshooting

Section 8: Declaration of Conformity

Section 9: Appendices...

Quickstart Guides: Should be primarily illustrations and short cuts for topics. Should not have information that does not appear in the Operator's Manual, should supplement the information in the operator's manual primarily with illustrations and short helpful instructions.

User's Manual: For all software, applications, and virtual products.

2 Words

AquaLab

AquaLab DUO

AquaLink

Autocorrect

COM Port

Data Logger

DataTrac 3

Dew Point capitalized in title, uncapitalized as a measurement.

Drop-down Menu

easy-to-use

ECH₂O

Email

Handheld

head-space

HTML

Internet

Kimwipe

loss-on-drying

Mini Disk Infiltrometer Online

Quick Start Guide

re-: Prefix added to words. DO NOT USE, unless it is really a word.

That vs. which: Use “That” with essential clauses and do not precede with a comma. Use “Which” with nonessential clauses and precede with a comma.

Through not Thru e.g. Follow steps 1 through 8.

Setup noun or adjective when referring to computers and their setup. e.g.

Go to the setup screen. [adjective] This PC setup is rather odd. [noun]

Set-up This is the main noun ‘the set-up.’ e.g. The device set-up is difficult.

Set-up main adjective, referring to things which are not the above ‘computers and their setup.’ e.g. The bank account attracted a 10 set-up fee. The set-up time was extremely short.

Set up, This is the verb “to set up.” e.g. You must set up your computer.

Subchannel

Submenu

Toolbar

URL

USB-to-Serial

Yagi Antenna

3 Document Formatting

Abbreviations: Avoid abbreviating common words such as information (info), page (pg), prerequisite (prereq), number (no) and professor (prof)

in running text. Only abbreviate words if they are used in a format with minimal space, such as in a chart or table. A few common abbreviations:

- *i.e.* is short for id est and means “that is” or “in other words.”
- *e.g.* is short for exempli gratia and means “for example.”
- *etc.* is short for et cetera and should be used at the end of a list of items when two or more items have been omitted.
- *et al.* is short for et alii and should be used at the end of a list of names when two or more people have been omitted.
- *ampersand* (&) Do not use to replace “and” unless it is part of an official title, place or organization name.

Bibliography/Citations: Format all entries in either footnotes or bibliographies in American Geophysical Union format.

e.g.

Gamon, J.A., Peuelas, J., Field, C.B., (1992). A narrow-waveband spectral index that tracks diurnal changes in photosynthetic efficiency. *Remote Sensing of Environment*, 41: 35-44.

Gamon, J. A., Serrano, L., Surfus, J. S., (1997). The photochemical reflectance index: an optical indicator of photosynthetic radiation use efficiency across species, functional types, and nutrient levels. *Oecologia*, 112: 492-501.

Gamon, J. A., Field, C. B., Fredeen, A. L., Thayer, S., (2001). Assessing photosynthetic downregulation in sunflower stands with an optically based model. *Photosynthesis Research*, 67: 113-125.

Garbulsky, M.F., Peuelas, J., Gamon, J., Inoue, Y., Filella, Y. (2011). The photochemical reflectance index (PRI) and the remote sensing of leaf, canopy and ecosystem radiation use efficiencies: A review and meta-analysis. *Remote Sensing of the Environment*, 115: 281-297.

Garrity, S.R., Vierling, L.A., Bickford, K., (2010). A simple filtered photodiode instrument for continuous measurement of narrowband NDVI and PRI over vegetated canopies. *Agricultural & Forest Meteorology*, 150: 489-496.

Garrity, S. R., Eitel, J. U. H., Vierling, L. A., (2011). Disentangling the relationships between plant pigments and the photochemical reflectance index reveals a new approach for remote estimation of carotenoid content. *Remote Sensing of Environment*, 115: 628-635.

Hilker, T., Coops, N. C., Hall, F. G., Black, T. A., Wulder, M. A., Nesic, Z., Krishnan, P., (2008). Separating physiologically and directionally induced changes in PRI using BRDF models. *Remote Sensing of Environment*, 112: 2777-2788.

Buttons: Capitalize unique buttons, place in quotation marks on the first reference only. Common buttons, like Enter, Save, New, Export, have no quotations.

Capitalization: Capitalize buttons, tabs, and labels, no all caps.

Contact Information: Phone Numbers: ###-###-#### PTT products should direct customers to 509-332-5600/support@aqualab.com and AG products should be 509-332-5601 and support@decagon.com.

Cover(Pages): The front cover of all manuals should be formatted as follows. First center all items, begin with the name of the sensor, then any subtitles, follow with an illustration of the sensor, the words “Operators Manual,” the manual version, and the Decagon logo. Use LaTeX template for cover creation.

Figures, Tables, Graphs: Refer to all figures in text specifically by number; not with the figure below or above, the following figures, etc. No in text reference, no figure. Place captions on top of Tables and below figures. Single spaces between all tables and figures. In text parenthetical reference citations should look apper with only Section and Number. i.e. (Section 2)

File Names: Refer to file types as PDF, DOC, BMP, etc.

Headers and Footers: Duplexed, LaTeX standard format

Lists: Bulleted lists should have no periods, must emphasize nouns, not sentences. Numbered lists may have periods, e.g. for instructions.

Notes and Cautions: All notes should be in italics, with one space both on top and bottom. Cautions should be all bold.

Product Names and “The” Do not use The at the beginning of the sentence when referring to a product. (i.e. The Truedry, The Em50), but use the for all in sentence

Screen Shots:

- **Firmware Screen Shots:** Screen shots are the only figures that do not require captions, however you must refer to them by name, not location. “The Measurement screen”, not “the screen below.”
- **Software Screen Shots:** Require label, otherwise format as any other figure.

Structure (Chapters and Subsections): Do not only assign one sub-level to a topic, e.g. Do not use 2.2.1 with no 2.2.2. LaTeX will determine the spacing between sections. Refer to groups of chapters or subgroups within the chapter as the “section,” do not refer to the standard chapters as sections.

Structure (Chapters, First): Contains contact information, manual description, warranty information, and the standard Seller’s Liability snippet.

Specifications: Use underlines only for broad categories in the product specifications. Specs always in list form, with no bullets or numbering. Do not underline anything else but specifications, all other items should be in bold.

Units of Measure: Space between units and number, no period after space abbreviation. Decimals must match up in ranges. e.g. .1-4.0 in, 1-4 ft, or .01 -4.00 mi. Change all mm lengths to cm.

Wind Direction vs Temperature: Wind Direction denoted with degrees as word, Temp denoted with circle symbol.

Endashes: To be avoided, but useful when necessary for spacing issues. Preference is to spell out word to, i.e. 0 to 50.

Dimensions: Format dimensions with multiplication sign and not x, i.e. 5 x 9 x 10 bad, 5 × 6 × 9 good.

4 Editing

Goals:

- Neatness
- Clarity/Precision
- Consistency
- Zero Defects

Editing Checklist

1. Check for present tense, active voice, and correct use of possessive nouns.
2. Remove unnecessary words, contractions, and dangling modifiers.
3. Avoid excessive lists, text emphasis, or confusing formatting
4. Use gender-neutral wording.
5. Define acronyms and abbreviations only at first mention.
6. Check for subject/verb agreement.
7. Use abbreviations and other terminology consistently.
8. Checked misspelled words (do not rely solely on a spell checker).
9. Checked for correct use of punctuation.
10. Refer to figures, tables, and appendices by their names, not location. e.g., say figure 1, not the figure below, etc. Make sure that all figures are as close as possible to in text references. Emphasize figures in text, avoid excessively long captions.

11. Bulleted and numbered lists have parallel construction and consistent punctuation.
12. Heading levels follow sequentially. If you want to create a subsection, you must have at least two sections that fall under it. For example, do not create heading 1.1.1 without a heading 1.1.2. If information for only one subsection exists, it should all appear under the main heading, 1.1.
13. Pagination is correct (for example, if sections are numbered 1-x, 2-x, etc., each section starts on page x-1).
14. Glossary identifies all key terms.
15. Updated and validated Table of Contents and Index entries.
16. Title page lists the title, authors, volume number, date according to standard format.
17. Attached sign-off sheet with comments and date that revisions are due.

5 Specification Units

Tab. 1: Measurement Units

Measurement Type	Measurement Name	Units
Water Content	Dielectric Permittivity	ϵ_a
	Volumetric Water Content	m^3/m^3
	Percent Volumetric Water Content	%
	Volumetric Water Content	IPF
	Volumetric Water Content	(cm/m)
Plant Available Water	Plant Available Water	%
Water Potential	Water Potential	kPa
	Water Potential	Bar
	Suction	pF
Relative Humidity	Relative Humidity	H_r or RH
	% Relative Humidity	%
	Water Activity	a_w or A_w
	Vapor Pressure	kPa

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Table 1 – continued from previous page

Measurement Type	Measurement Name	Units
Heat	Heat	Joule, BTU, or cal
	Heat Flux Density	W/m ²
	Thermal Conductivity	W/m ^{°K}
	Thermal Resistivity	m ^{°K} /W
	Specific Heat	J/kg ^{°K}
	Diffusivity	mm ² /s
	Diffusivity	m ² /s
Temperature	Celsius Temperature	°C
	Fahrenheit Temperature	°F
Drainage	Drainage	mm
	Drainage	in
	Cumulative	mm
	Cumulative	in
Precipitation	Precip	mm
	Precip	in
Bulk EC	Electrical Conductivity	dS/m
	Electrical Conductivity	mS/cm
	Electrical Conductivity	μS/cm
Pore Water EC	Pore Water	dS/m
	EPore Water	mS/cm
	Pore Water	μS/cm
Volume	Liters	L
	Cubic Meters	m ³
	Gallons (US)	US Gallons
	Cubic Feet	ft ³
	Milliliters	mL
Wind Speed	Wind	m/s
	Wind	km/h
	Wind	mph
Wind Gusts	Gusts	m/s
	Gusts	km/h
	Gusts	mph
Leaf Wetness	Minutes Wet (450 thresh)	min
	Minutes Wet (460 thresh)	min
Water Level	Water Level	cm
	Water Level	in

Continued on next page

Table 1 – continued from previous page

Measurement Type	Measurement Name	Units
<u>Misc. Measurements</u>		
Millivolts	Millivolts	mV
Solar Radiation	Solar Radiation	W/m ²
PAR/PPFD	Photosynthetic Photon Flux Density	μmol/m ² s
Switch	Minutes Switch On	min
Pulse	Pulse Count	Pulses
Direction	Wind Direction	°
Counts	Counts	counts
ET ₀	Reference Evapotranspiration	mm
GDD	Growing Degree Day	GDD
DLI	Daily Light Integral	mol/m ² d
VPD	Vapor Pressure Deficit	kPa
Chill Hours	Chill Hours	Chill Hours
VWC Delta	VWC Delta	m ³ /m ³
Groundwater Depth	Groundwater Depth	mm
Battery	% Battery	%
RSSI	Radio Signal Strength	RSSI