BELL SYSTEM PRACTICES
PRINTING SPECIFICATION

CONTENTS PAGE

1. GENERAL

1.01 This section provides printing requirements for all Bell System Practices (BSP). These requirements result in the uniform printing of BSPs and serve as a basis for pricing these BSPs.

1.02 The reasons for reissuing this section are listed below. Revision arrows are used to emphasize the more significant changes.

(a) To delete all references to the alternate sheet size 8-3/8 inches wide by 10-7/8 inches high

(b) To delete green colored paper for Equipment Test List (ETL) supplements (supplements are no longer required)

(c) To add the requirement that paper color other than that specified must be approved by the American Telephone and Telegraph (AT&T) BSP Coordinator

(d) To reword the margin requirements (Part 5)

(e) To add information unique to Task Oriented Practices (TOP)

(f) To change the punched hole dimensions for BSP pages from 9/32-inch diameter to 5/16-inch diameter.

1.03 ▶Recommendations for changes to this section should be submitted as specified in Section 000-010-015, How to Comment on Bell System Practices.◀

1.04 Deviations from this specification should be avoided unless absolutely necessary. Any deviation must be approved by the AT&T BSP Coordinator and the deviation will be specified on the assembly sheet provided to the printer. If the printer cannot comply with the requested deviation, the originating organization identified on the sheet or form must be notified.

2. ASSEMBLY SHEET FOR PRINTER

2.01 The assembly sheet will be submitted with the reproducible material (usually printer's negatives) either to the printer designated by the Indiana Publication Center (IPC) or to IPC. Specified thereon will be all requirements necessary for the assembly of the document.

2.02 A typical assembly sheet is shown in Fig. 1. Information to be entered on this sheet that is of interest to the printer is as follows.

(a) ***Sheet:*** The number of sheet(s) submitted, for example, 1 of 3, 2 of 3, 3 of 3, etc.

(b) ***Company/Dept:*** The company name and department number of the originating organization.

(c) ***Date:*** The date shipped.

(d) ***BSP:*** The 9-digit identification number assigned to the document.

(e) ***Standard Right-Left Pagination—Pages _____ Through _____:*** A check mark here indicates that all pages within the document are standard 8-1/2 by 11 inch sheets and that the pages are to be assembled in numerical sequence without interruption by foldouts, blank pages, or other pages which require written instructions.

▶***Note:*** This block cannot be checked for Task Oriented Practices (TOP).◀

(f) ***Type Page (L-R):*** When the standard pagination discussed in subparagraph (e) is not checked, a check mark under the "L" or "R" column will identify each page as either a left-hand page (bound on right) or a right-hand page (bound on left). ▶All pages, including blank pages, will be accounted for.◀

(g) ***Page No.:*** Each page is assigned a page number. Right-hand pages are odd numbered and left-hand pages are even numbered. Any contrary assignment will be listed on the sheet.

(h) ***Instructions:*** Special instructions will be provided here for the pagination and printing of nonstandard pages. These instructions would cover such items as:

- Foldouts
- Number of foldout folds
- Whether blank units on foldouts are required
- Blank pages
- Approved color printing
- Approved deviations
- ▶Whether facing page interlinked illustrations that must be aligned are included.◀

3. MATERIALS

A. Paper

3.01 ***Grade:*** ▶A 40-pound offset book paper or an approved equivalent will be used for all

BSP pages. A 110-pound index stock or equivalent will be used for the TOP inserts covered in Part 7 of this section.◀ Exceptions will be noted on the assembly sheet.

3.02 ***Color:*** ▶Two◀ colors of paper are standard and are used as follows:

(a) Sections, Appendixes — White

(b) Addenda — Pink

▶Paper colors other than those specified must be approved by the AT&T BSP Coordinator. When approved, the alternate color will be specified on the assembly sheet.◀

B. Ink

3.03 Black ink will be used for the printing of all pages except as noted in paragraph 3.04.

3.04 Colors other than black must be approved by the AT&T BSP Coordinator. When approved, the color will be specified on the assembly sheet (Fig. 1).

C. Printer's Negatives

3.05 When printer's negatives are furnished, normally one negative will be furnished for each page to be printed. However, multiple negatives will be furnished for each page which requires multiple color printing, one for each color; registration marks will appear on each negative for alignment in printing. Each negative to be printed in color, other than black, will be identified with the color required.

4. SHEET DIMENSIONS

A. Standard Sheet

4.01 The finished standard sheet size for BSPs is 8-1/2 inches wide by 11 inches high. These dimensions will accommodate a standard page or a turn page.

B. Foldout Sheet

4.02 The finished foldout sheet size can be any one of six widths as indicated in Fig. 2. The width of each foldout will be indicated on the assembly sheet. The height is constant at 11 inches and need not be indicated.

4.03 Foldout sheet sizes with their respective number of folds and the various combinations of folded extensions are illustrated and tabulated in Fig. 2. Only even numbers of folds are permitted to assure that the page number will be visible when the sheet is folded.

5. MARGIN REQUIREMENTS

5.01 Margins are the white space bordering the page after the material is printed on the sheet of paper.

5.02 The maximum allowable printing space (known as the image area) for a standard sheet is 7 inches wide by 10 inches high.

5.03 The printing space (image area) on a foldout sheet is always 10 inches high with the width as required (not to exceed 37 inches without a blank unit or 28-1/2 inches with a blank unit).

A. Standard Page

5.04 The margins for a standard page (Fig. 3) are as follows:

(a) Between the image area and the unbound edge—1/2 inch

(b) Between the image area and the bound edge—1 inch

(c) Between the image area and the top edge—1/2 inch

(d) Between the image area and the bottom edge—1/2 inch.

B. Turn Page (Excluding TOP)

5.05 Margins required for turn pages are the same as those indicated in paragraph 5.04.

C. ▶Turn Page (TOP)

5.06 All TOP data is printed on turn pages. The margins required for TOP turn pages are illustrated in Fig. 4.◀

D. Foldout Page

5.07 ⏵Excluding the bound edge margin, the margins required for foldout pages are the same as those indicated in paragraph 5.04.

5.08 The bound edge margin is never less than 1 inch but can be greater than 1 inch depending upon the width of the data to be printed. See paragraph 5.03.

Note: Foldout pages are not used in TOP.⏴

E. Addendum Page

5.09 Margins required for an addendum page are the same as those indicated in paragraph 5.04.

F. Appendix Page

5.10 Margins required for appendix pages are the same as those indicated in paragraph 5.04 for standard pages and as indicated in paragraphs 5.07 and 5.08 for foldout pages.

6. FINAL ASSEMBLY

A. Page Printing

6.01 All standard pages and turn pages in a section, an addendum, or an appendix shall be printed on both sides of single sheets except where blank sides are indicated on the assembly sheet. Foldout pages are ***always*** right-hand pages with the reverse side blank.

6.02 For sections of three or four pages, it is permissible to use an 11- by 17-inch sheet which is printed on both sides and is folded once. An example of this printing option is shown in Fig. 5.

6.03 Any exceptions to these page printing requirements should be indicated on the assembly sheet. See paragraph 1.04.

B. Punching Holes

6.04 Sections, addenda, and appendixes will be 7-hole punched in accordance with the layout shown in Fig. 6.

⏵***Note:*** Punched hole diameter has been changed from 9/32-inch diameter to 5/16-inch diameter.⏴

C. Collating

6.05 Sections and appendixes consisting of two or more sheets will be collated in the sequence shown on the assembly sheet.

D. Stapling

6.06 Sections and appendixes consisting of two sheets will have only one staple placed above the center hole not more than 3/8 inch from the edge (Fig. 7).

6.07 Sections (excluding TOP) and appendixes of more than two sheets will be stapled between the second and third holes from the top of the page and between the second and third holes from the bottom of the page. The staple will be placed no more than 3/8 inch from the edge. (See Fig. 7).

6.08 ⏵Task Oriented Practices are not stapled since TOP sheets are placed in binders. See Part 7.⏴

E. ⏵Packing and Shipping

6.09 Wrapping, packing, and shipping shall be as specified in the contract or shall be as directed by IPC.⏴

6.10 Each package will be plainly marked with the section, addendum, or appendix number and the number of sections/addenda/appendixes in the package.

7. ⏵BINDERS AND INSERTS FOR TOP

A. Binders

7.01 The three standard size loose-leaf binders for TOP data are listed in Table A. These binders will have the following features.

- Hardback with white vinyl cover
- Full-length translucent pockets on backbone, outside front, inside front, and inside back
- Four-rings with D-type ring construction

- Control for opening and closing rings
- One sheet lifter—sized to be consistent with binder.

B. Inserts

7.02 The trim size of the inserts for the three binders is listed in Table A. The printed material is to be centered on the inserts.

7.03 The printed cover is inserted in the plastic pocket on the outside front of the binder. The documentation plan is inserted in the plastic pocket on the inside front of the binder. The backbone is inserted in the plastic pocket on the backbone of the binder.

TABLE A

TOP BINDER INSERTS

BINDER RING DIAMETER (IN INCHES)	TRIM SIZE FOR INSERTS (IN INCHES)		
	COVER	DOCUMENTATION PLAN	BACKBONE
1/2	9-1/4 by 11	9-1/4 by 11	9/16 by 11
1	9-3/4 by 11	9-3/4 by 11	7/8 by 11
1-1/2	10-1/2 by 11	10-1/2 by 11	1-5/8 by 11

ASSEMBLY SHEET

SHEET 1 OF 1

COMPANY/DEPT.	DATE	M
Western Electric 14	7-10-79	

BSP	ISS. NO.	ADD. NO.
000-200-010	3	

☐ STANDARD RIGHT-LEFT PAGINATION-PAGES _____ THROUGH _____

TYPE PAGE L	TYPE PAGE R	PAGE NO.	INSTRUCTIONS	TYPE PAGE L	TYPE PAGE R	PAGE NO.	INSTRUCTIONS
	✓	1					
✓		2					
	✓	3/4	17" Foldout with blank unit - 2 folds				
✓			Blank				
	✓	5					
✓		6					
	✓	7	Three Negatives (Black, Blue, and Ochre)				
✓		8					
	✓	9/10					
✓			Blank				
	✓	11	25-½" Foldout with blank unit - 4 folds				
✓			Blank				
	✓	12	25-½" Foldout with blank unit - 4 folds				
✓			Blank				

Fig. 1—Typical Assembly Sheet Submitted to Printer

2 FOLDS

17"		
A	B	C
8-1/2"	4-1/4"	4-1/4"
22"		
A	B	C
8-1/2"	6-3/4"	6-3/4"

4 FOLDS

25-1/2"				
A	B	C	D	E
8-1/2"	4-1/4"	4-1/4"	4-1/4"	4-1/4"
30"				
A	B	C	D	E
8-1/2"	5-3/8"	5-3/8"	5-3/8"	5-3/8"
34"				
A	B	C	D	E
8-1/2"	6-3/8"	6-3/8"	6-3/8"	6-3/8"

6 FOLDS

38-1/2"						
A	B	C	D	E	F	G
8-1/2"	5"	5"	5"	5"	5"	5"

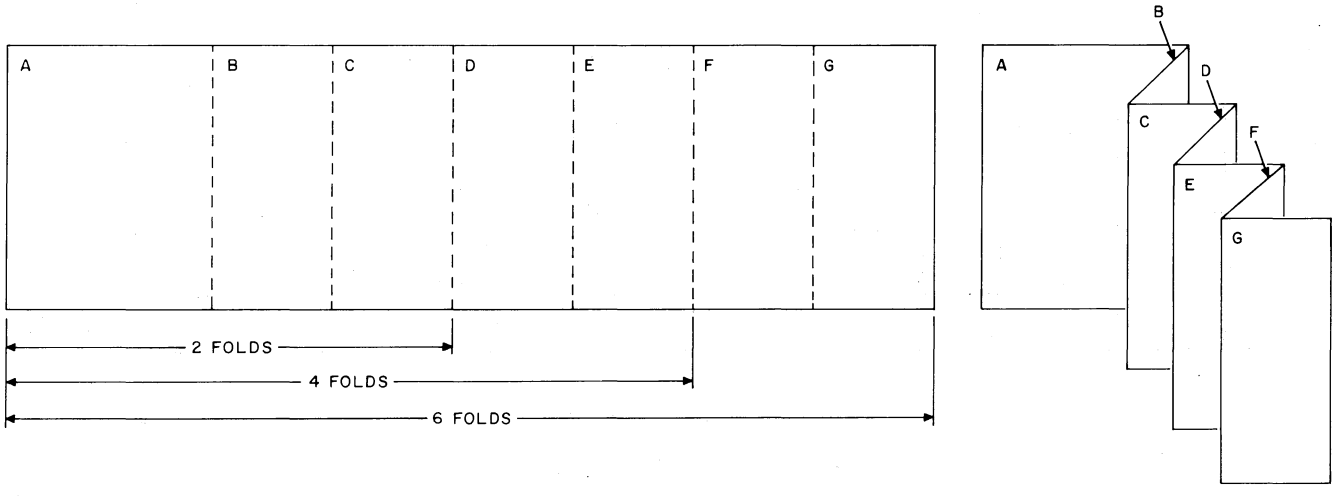

Fig. 2—Standard Folds for Foldout Illustrations

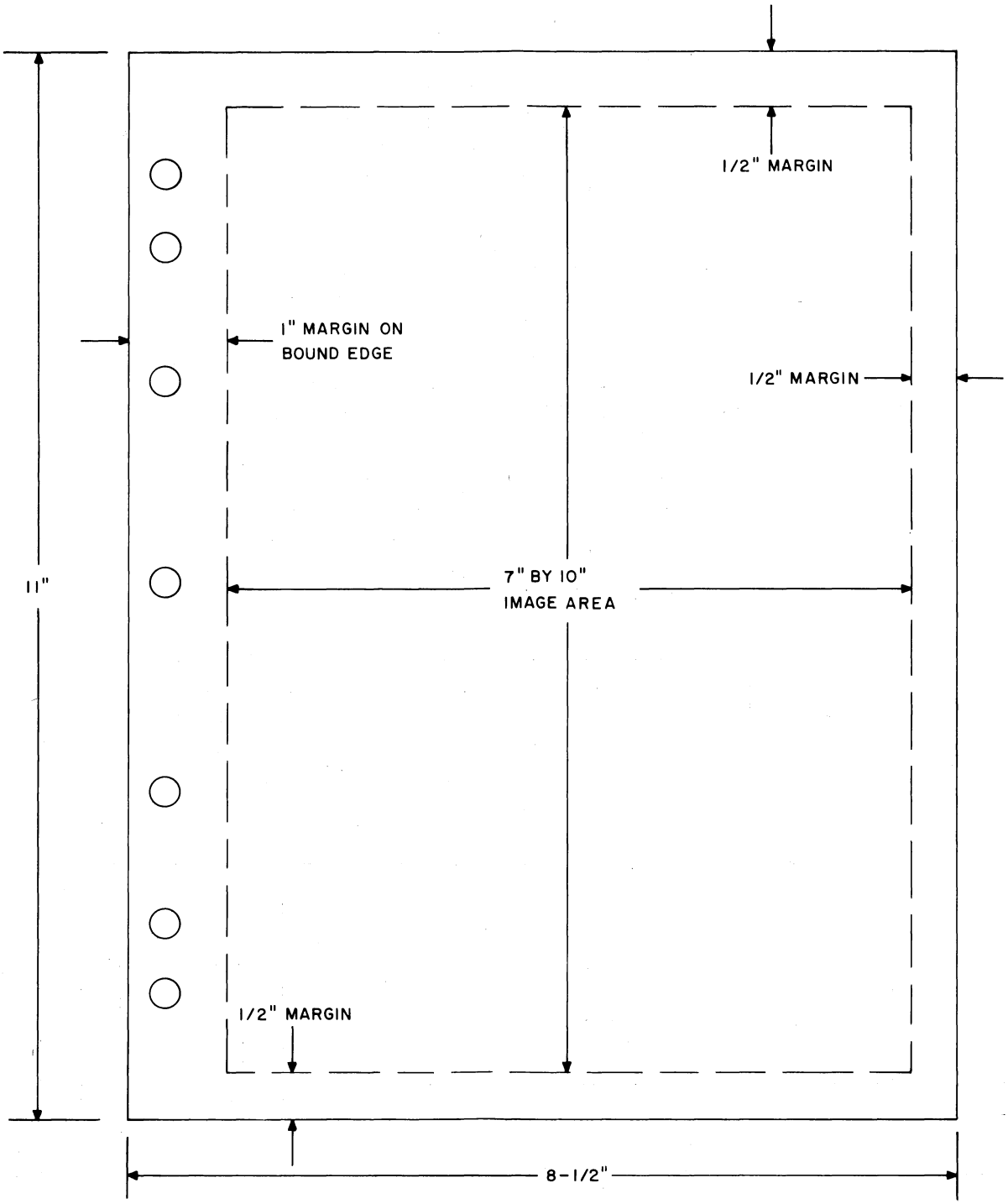

Fig. 3— Standard Page Margin Requirements

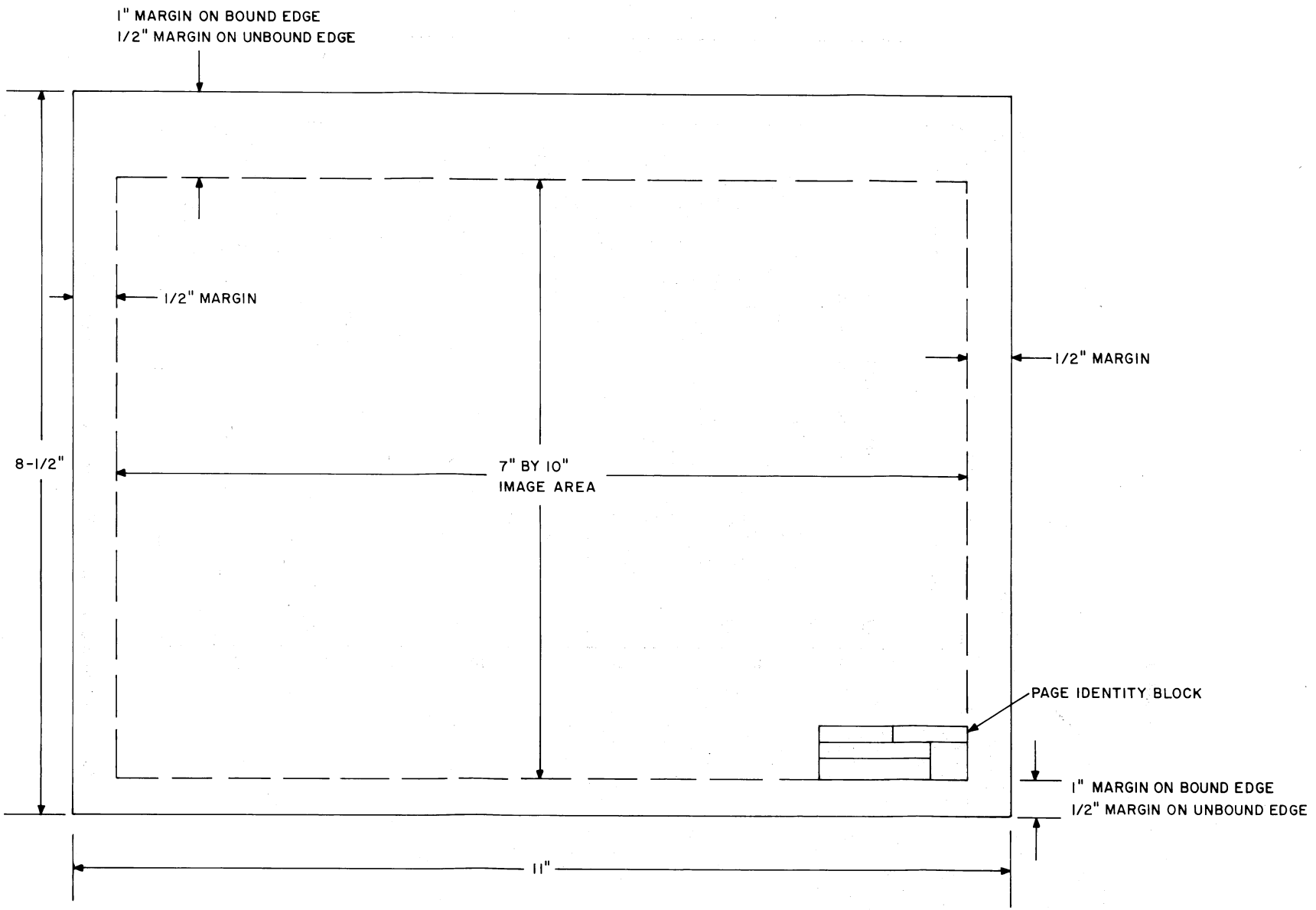

Fig. 4—TOP Page Margin Requirements

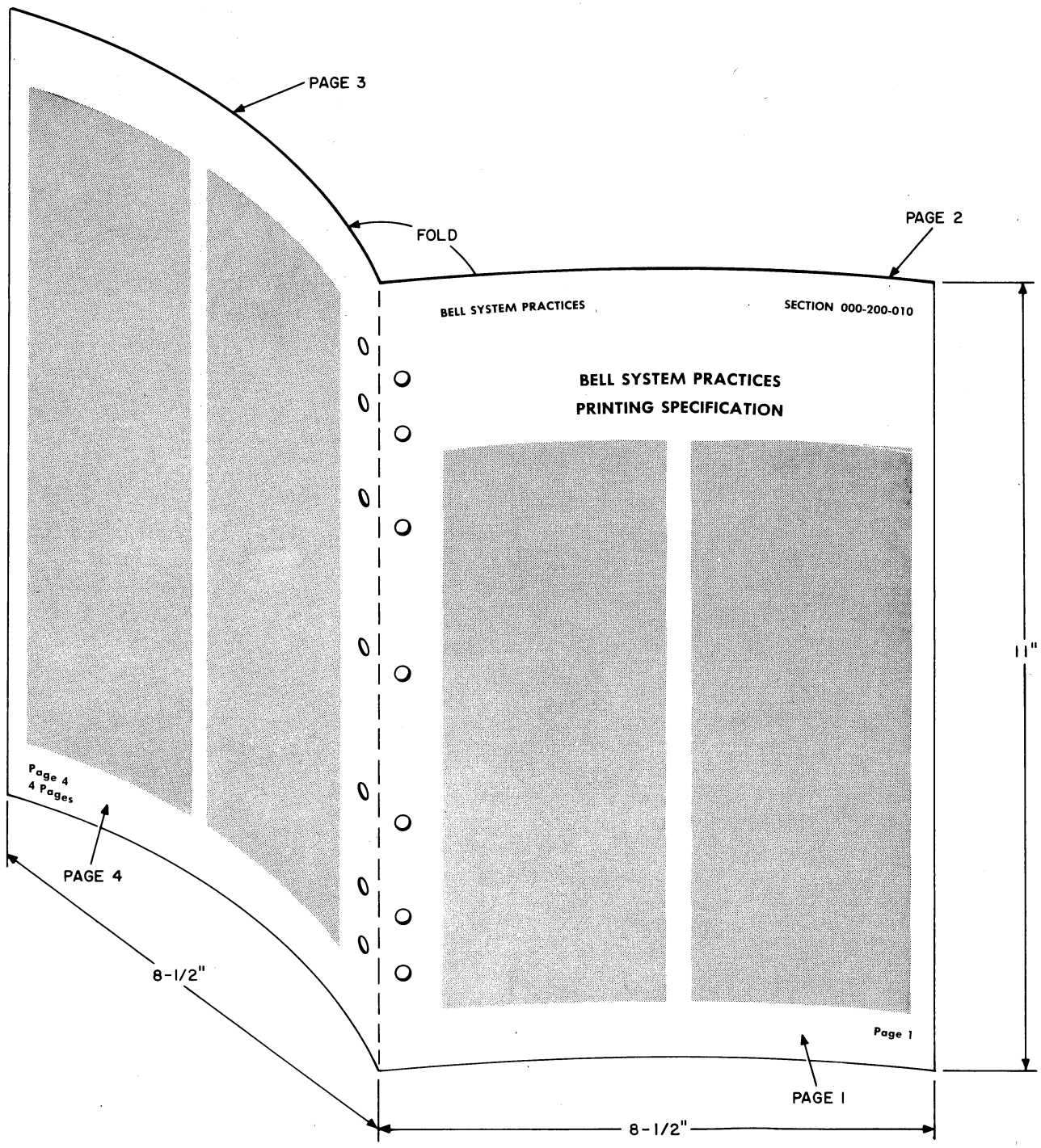

Fig. 5—Printing of Four BSP Pages on an Oversize Sheet

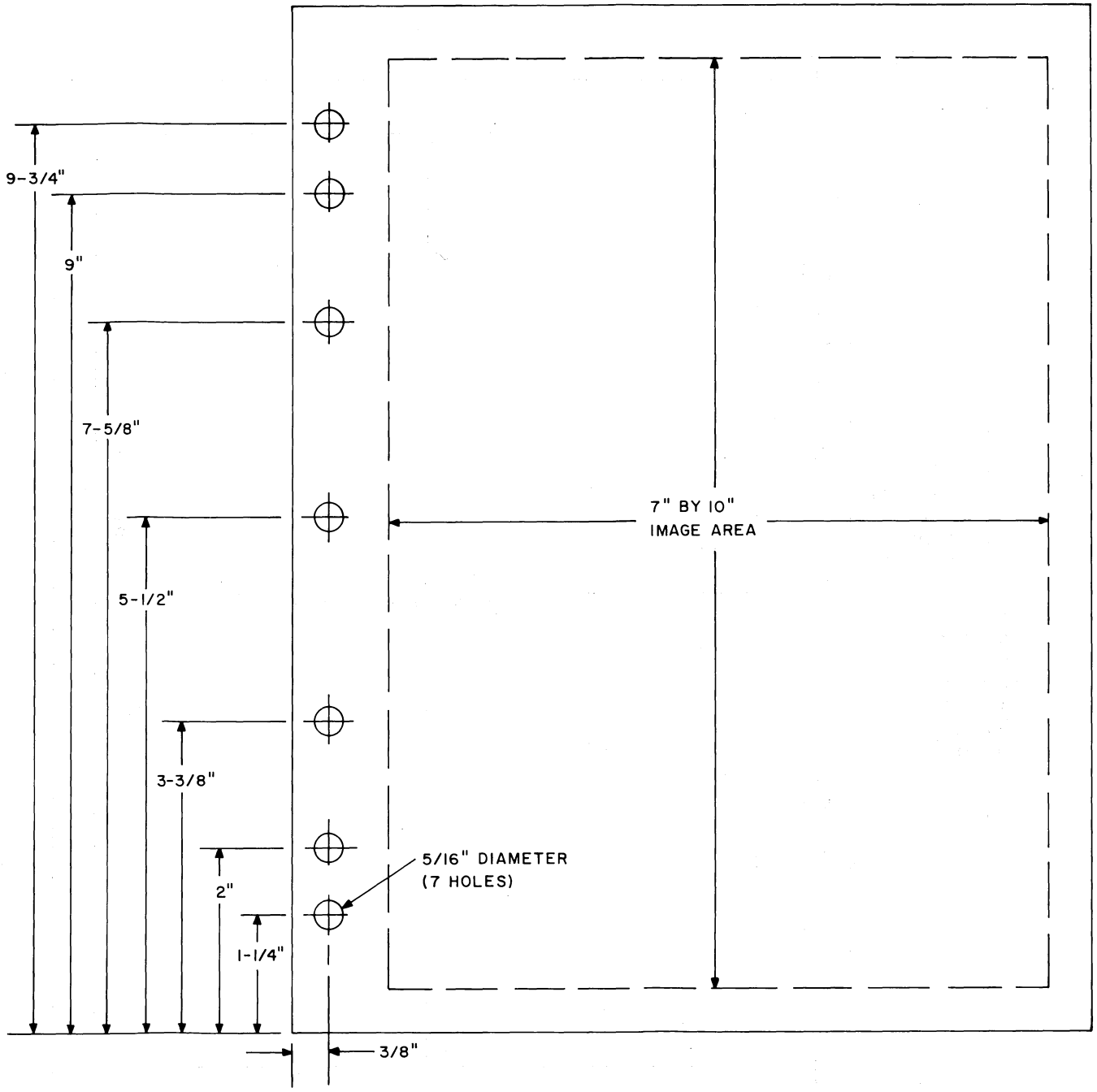

Fig. 6—Punched Hole Dimensions and Locations

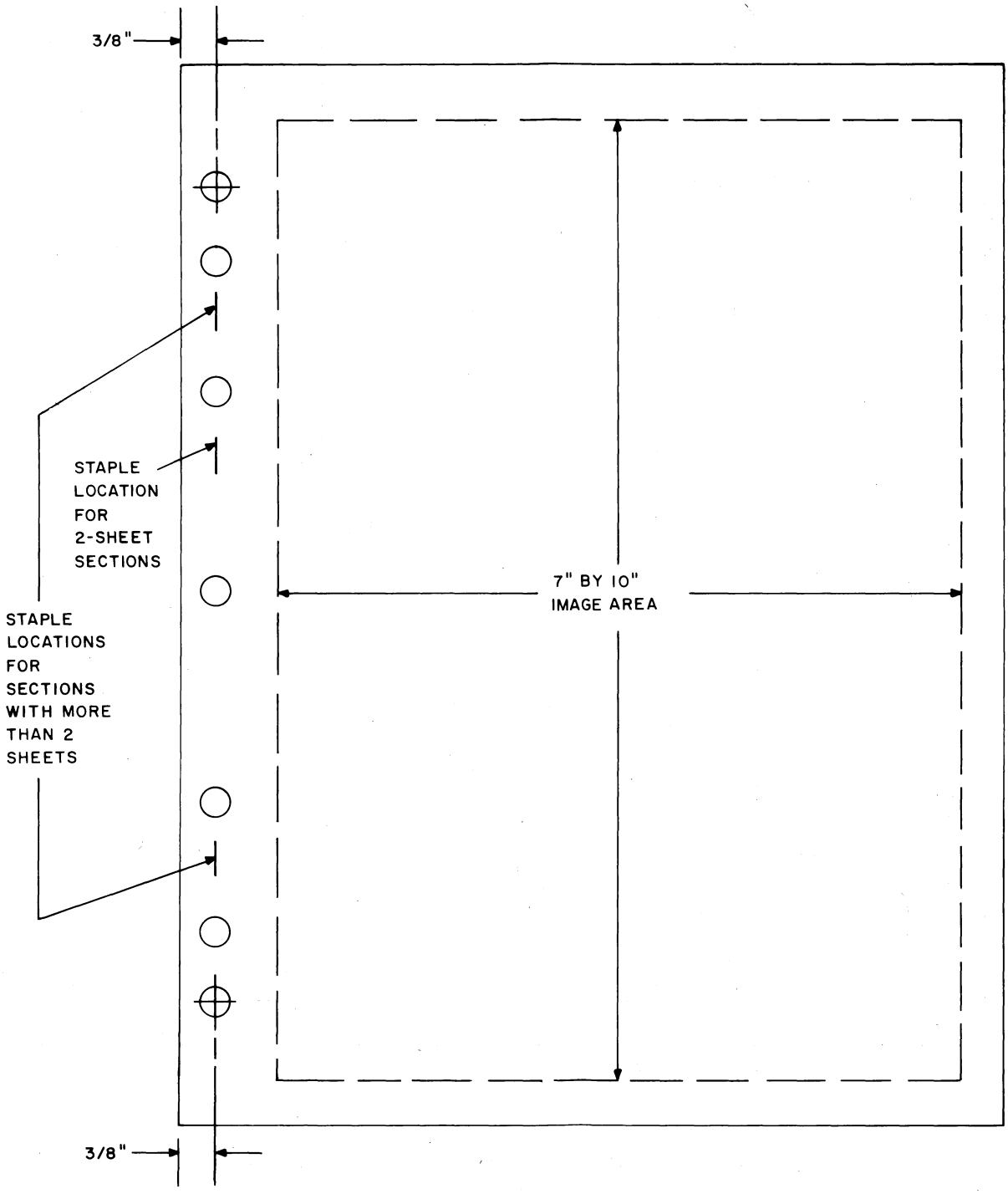

Fig. 7—Staple Locations