

DATE Dec. 5, 1961

SHEET 1 OF 4

TMC SPECIFICATION NO. S 568

COMPILED

CHECKED

TITLE: LETTERING

APPROVED

SCOPE:

The following specification deals with lettering used in the preparation of mechanical drawings.

REFERENCED DOCUMENTS:

"Engineering Drawing" - by French & Vierck
"General Drawing Practice" - by MIL STD - 1A
"American Drafting Standard Manuals" - by A.S.M.E.

General:

Figured dimensions, notes on material and finish, and a descriptive title, shall all be lettered in a style that is perfectly legible, uniform, and capable of rapid execution. The usefulness of a drawing can be ruined by lettering done ignorantly or carelessly, because illegible figures are apt to cause mistakes in the work.

Style:

The style shall be single-stroke upper case, commercial gothic, except when typewritten characters are used. Inclined lettering (Fig. 1) or Vertical lettering (Fig. 2) may be used. Where practical, only one type should appear on a single drawing.

Note: The term "single-stroke," or "one-stroke," does not mean that the entire letter is made without lifting the pencil or pen, but that the width of the stroke of the pencil or pen is the width of the stem of the letter.

Methods of Execution:

The execution of lettering on drawings may be free hand, by means of template, typewriter or lettering machine.

Placement:

Horizontal dimensions and dimensional notes shall be placed on the drawing in such a manner that they are read from the bottom of the sheet. Vertical and angular dimensions shall be placed in such a manner that they may be read from the bottom or right hand side of drawings.

Fractions:

The division sign of a common fraction shall be parallel to the direction in which the dimension reads, except when such fractions are included in typewritten notes, tables, lists, etc., where a diagonal line may be used.

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Size and Spacing:

The size of lettering and line spacing which should be used on a drawing are controlled by the size of the drawing form in relation to the item shown, the scale used, the amount of detail incorporated, whether the drawing will be reduced when reproduced, and on the amount of reduction which will be used. The minimum size of lettering after reduction shall not be less than 3/64 inch. In the absence of factors making larger characters desirable, the sizes of lettering for different purposes should approximate those shown in Figure 1 and Figure 2.

The ability to letter well can be acquired only by continued and careful practice. It can be acquired by anyone who will practice faithfully and intelligently and take the trouble to observe carefully the shapes of the letters, the sequence of strokes in making them and the rules for their composition.

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FIGURE 2

Type 1

ABCDEFGHIJKLMNOP
QRSTUVWXYZ &
123456789 $\frac{1}{2}$ $\frac{3}{4}$ $\frac{5}{8}$

For Titles and Drawing Numbers

Type 2

ABCDEFGHIJKLMNOPQR
STUVWXYZ &
1234567890 $\frac{13}{64}$ $\frac{5}{8}$ $\frac{1}{2}$

To be used for Sub-titles

Type 3

ABCDEFGHIJKLMNOPQRSTUVWXYZ &
1234567890 $\frac{1}{2}$ $\frac{3}{4}$ $\frac{5}{8}$ $\frac{9}{32}$

For Headings and Prominent Notes

Type 4

ABCDEFGHIJKLMNOPQRSTUVWXYZ &

1234567890 $\frac{1}{2}$ $\frac{3}{4}$ $\frac{5}{8}$ $\frac{23}{64}$

For Bills of Material, Dimensions and General Notes

Type 5

Optional type same as Type 4 but using Type 3 for First Letter of Principal Words. May be used for Sub-titles and Notes on the Body of Drawings.

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FIGURE 1

Type 1

*ABCDEFGHIJKLMN OP
QRSTUVWXYZ &
123456789 $\frac{1}{2}$ $\frac{3}{4}$ $\frac{5}{8}$ $\frac{7}{16}$*

To be used for Main Titles and Drawing Numbers

Type 2

*ABCDEFGHIJKLMN OPQR
STUVWXYZ &
1234567890 $\frac{13}{64}$ $\frac{5}{8}$ $\frac{1}{2}$*

To be used for Sub-titles

Type 3

*ABCDEFGHIJKLMN OPQRSTUVWXYZ &
1234567890 $\frac{1}{2}$ $\frac{3}{4}$ $\frac{5}{8}$ $\frac{7}{16}$*

For Headings and Prominent Notes

Type 4

*ABCDEFGHIJKLMN OPQRSTUVWXYZ &
1234567890 $\frac{1}{2}$ $\frac{1}{4}$ $\frac{3}{8}$ $\frac{5}{16}$ $\frac{7}{32}$ $\frac{1}{8}$*

For Bills of Material, Dimensions and General Notes

Type 5

Optional Type same as Type 4 but using Type 3 for First Letter of Principal Words. May be used for Sub-titles and Notes on the Body of Drawings.