

# Spec Book Writers' Guidelines

**Style Guide:** Use MnDOT's [Specification Writers' Style Guide](#).

**Repetition:** Don't repeat what is stated elsewhere in the Spec Book.

## Website Links:

### External sites:

Do not insert links or website addresses to external (non-MnDOT) websites. The owner may change the web address.

### Internal MnDOT sites:

If at all possible, do not show or link to a specific web addresses. Others may change the address, resulting in a broken link.

Instead, provide a general reference, such as the following:

“For MnDOT's Approved Product List for XXXX, see MnDOT's Approved/Qualified Products website”

**Tech Memos:** Do not reference or link to Tech Memos. Tech Memos are typically guidance for MnDOT personnel and not for Contractors.

**FHWA:** Coordinate revisions with your FHWA liaison.

**Industry:** Coordinate with your area's industry for their review as needed. There will be no industry review of the whole Spec Book before publication.

## Specs Affecting Other Units:

If you are revising a spec that affects another unit/office:

Notify the affected unit/office of the revision, and give them enough time to review and comment before submitting the spec.