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## Table of Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>BOD</td>
<td>Board of Directors (or Board)</td>
</tr>
<tr>
<td>DAL</td>
<td>Director-at-Large</td>
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<tr>
<td>MOP</td>
<td>Manual of Procedures</td>
</tr>
<tr>
<td>ROB</td>
<td>Rules of the Board</td>
</tr>
<tr>
<td>BAR</td>
<td>Board Approved Rules</td>
</tr>
<tr>
<td>BL</td>
<td>Bylaws</td>
</tr>
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<td>EXCOM</td>
<td>Executive Committee (of the BOD)</td>
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<tr>
<td>MBO</td>
<td>Management by Objectives</td>
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<tr>
<td>Annual Meeting</td>
<td>Meeting of the Society, generally in June</td>
</tr>
<tr>
<td>Winter Meeting</td>
<td>Meeting of the Society, generally in January</td>
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<td>TC</td>
<td>Technical Committee</td>
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I. **Scope and Purpose** This manual describes procedures for accomplishing the duties and responsibilities assigned by the Rules of the Board (ROBs) applicable to the Publications Committee. The Scope and Purpose of the Committee shall be:

1. To formulate the editorial policies of ASHRAE periodicals, books, and software products in print and nonprint formats in accordance with the policies of the Board of Directors.

2. To be responsible for the Rules of the Board as follows: *ASHRAE Journal* is to maintain and enhance its leadership role in the communication of HVAC&R information to and from the profession, industry, and related interests through its worldwide readership and editorial content.

*ASHRAE Insights* shall be the primary vehicle for intrasociety communications.

Publications that are not *ASHRAE Handbook, ASHRAE Journal*, and *Insights* shall be referred to as special publications, including nonprint formats.

II. **Committee Organization**

A. **Committee Structure**: The Committee shall comprise a Chair, a Vice Chair, and ten other members appointed by the president-elect. Service on this Committee is intended to be for a 3-year term. Appointments are made, however, each year by the president-elect for the administrative year covered by his/her term as president. CO, BOD Ex-Officio, and Staff Liaison complete the committee. The Committee shall include a Planning Subcommittee.

B. **Direction**: The Chair shall direct all Committee activities. In the absence of, or as directed by the Chair, the Vice Chair shall perform the duties of the Chair.

C. **Committee/Council/Board of Directors Relationships**: The Committee reports to the Publishing and Education Council. The Publications Chair is a member (non-voting) of the Publishing and Education Council, which makes policy determinations not requiring specific action by the BOD. The Publications Chair is the Committee’s reporting channel to the Council and Board of Directors.

The Committee Chair and Vice Chair shall attend the Publishing and Education Council meetings to:

1. Transmit and explain recommendations of the Committee to the Council.
2. Bring recommendations and actions of the Council and BOD to the Committee.

D. **Planning Subcommittee**: A subcommittee may be appointed by the Chair.

E. **International Subcommittee**: A subcommittee may be appointed by the Chair.

F. Functional Subcommittee: The Vice Chair shall be responsible for enhancements and updates of the Committee’s MOP and ROBs and presentation of changes for approval at Publishing and Education Council.

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*See the Reference Manual for specific details concerning Committee structure.*
G. *TAC Liaison:* The Chair shall appoint members of the Publications Committee to be liaison to each section of the Technical Activities Committee.

H. *Liaison to Other Committees:* Members may be appointed by the Chair as liaison to other committees of the Society for the purpose of interchange of information of mutual value.

I. *Journal Review Coordinator:* The Chair will appoint a Journal review coordinator.

J. *Insights Review Coordinator:* The Chair will appoint an Insights review coordinator.

### III. Committee Assignments

A. Duties/Job descriptions for:
- Publications Committee ...................................................... Appendix A
- Planning Subcommittee ...................................................... Appendix B
- MBO Fiscal Budget
- Editorial Calendar
- *ASHRAE Journal/Insights* Reviews .................................... Appendix C
- International Subcommittee ....................................................... Appendix H

### IV. Committee Operations

A. The Committee year ends with the conclusion of its meeting at the Society Annual Meeting. At or before the Annual Meeting, the Chair for the succeeding year shall work with the outgoing Chair to understand the status and performance of Committee objectives, to plan the continuing and new programs for the following year, and to become the keeper of the Committee’s archives.

B. Prior to the Annual (Summer) Conference, the Society shall contact new Committee members and invite their attendance and participation as guests at the regular Publications Committee Meeting. The meeting shall include orientation for new members.

C. The chair will assign mentors to new members using guidelines in the Reference Manual.

D. Prior to the Society Annual Meeting, the Committee vice chair or the individual who will be the next year’s chair will prepare objectives for the Committee for the next year and present these objectives to the Committee for review at the Committee meeting held during the Society Annual Conference. The preparer of the objectives has the option of proposing objectives that extend beyond one year as long as the first-year objectives are clear and measurable. The objectives will be included in the Committee’s report to the council at the Annual Conference as an information item, and a copy of the objectives will be sent to the Assistant to the Board of Directors.

E. Motions and resolutions presented to the Council and BOD shall follow the approved guidelines. These guidelines apply to proposed changes and clarifications for ROB, BAR and other Committee approved items requiring Council and/or Board approval. Appendices are part of the MOP and therefore require approval by the reporting body (B-97-97-02-16).

F. This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum, the committee shall submit a report to the council at a time determined by the Board Planning Committee. The report
includes the current status of each activity that supports the fulfillment of the committee’s assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee’s constituents before the Annual Conference.

V. **BOD Ex-Officio (Director-at-Large)** The BOD Ex-Officio is an advisor to the Committee and an advocate for the Committee on the council and the BOD. This individual shall receive agendas and minutes of all Committee meetings and copies of all correspondence from and to the Committee. The BOD Ex-Officio is a voting member of the Publishing and Education Council and carries motions forward to the Publishing and Education Council.

VI. **Staff Liaison** The staff liaison shall carry out the requirements of the ROBs and MOP and shall:

- Attend all meetings of the Committee.
- Advise the Committee of plans and activities affecting the publication and obtain Committee input on planned programs and activities.
- Enlist Committee assistance in obtaining articles, reviewing articles, and maintaining an editorial balance in the content of the material presented in the publication.
- Act as Secretary to the Committee in the preparation and distribution of the minutes.
- Distribute minutes of the past four Committee meetings and the MOP to new Committee members. This shall occur as new appointments are made by the President-Elect.
- Distribute the agenda, reports and other materials to members of the Publications Committee.
- Prepare a monthly *ASHRAE Journal* review form and send the form to members of the Publications Committee and the Publishing and Education Council for their review.
- Prepare editorial calendar materials and distribute to Publications Committee members for feedback and input.

VII. **Procedures** The guidelines for operation and procedures for the Publications Committee are outlined as follows:

- Best Article Review Procedure.................................................Appendix D
- *ASHRAE Journal* Guidelines....................................................Appendix E
- *Insights* Content and Procedures...............................................Appendix F
- Special Publications Procedures...............................................Appendix G
Appendix A
Publications Committee Duties

1. Attend two to four Committee meetings per year. The Publications Committee meets at the Annual and Winter Meetings of the Society. The Committee sometimes schedules a meeting on the same weekend as the Publishing and Education Council spring and/or fall meeting.

2. Read each issue of ASHRAE Journal and Insights thoroughly. The Journal Review Form is to be completed and submitted to the assigned Journal coordinator. The Insights Review Form is to be completed and submitted to the assigned Insights coordinator.


4. Read other publications covering parts of the Journal’s field for comparative purposes and make constructive suggestions.

5. Suggest qualified reviewers to assist the Journal Editor in evaluating or technically editing an article.

6. Perform all tasks assigned by the Chair.

7. Generate topics suitable for ASHRAE Journal and suggest potential authors.

8. Review editorial calendar and provide feedback to the Journal editor.

9. Recommend to the Publishing and Education Council special publication items that should be published and also the method of publication.
Appendix B
Planning Subcommittee Duties

1. Organization: The Planning Subcommittee shall consist of the Chair and Vice Chair of the Publications Committee, the Journal coordinator, the Insights coordinator, and other members who wish to attend. The Vice Chair will preside.

2. Purpose: The Planning Subcommittee shall meet prior to each meeting for the purpose of reviewing a list of objectives that will be reported with recommendations to the full Committee; for reviewing and reporting on the editorial features calendar; and for establishing the proposed budget for the Committee’s expenses.
Appendix C
ASHRAE Journal/Insights Reviews

ASHRAE Journal Review:

Each member of the Publications Committee and Publishing and Education Council will be sent a review form for the current month’s Journal. The Committee chair shall assign a person to collect Journal review forms.

Insights Review:

At least annually, each member of the Publications Committee will be sent a review form for an issue of Insights. The Committee chair shall assign a person to collect Insights review forms.
Appendix D
Best Article Review Procedure

One week prior to the Winter Meeting, the Journal Review coordinator will provide the Committee the three to six top-scoring articles along with the Best Article recommendation. The Committee Chair will also bring three sets to the Winter Meeting. The Publications Committee, using this information and its members’ judgment, shall select and nominate to the Honors and Awards Committee a candidate for the Journal Best Paper Award. The Journal articles considered and nominated shall be within a calendar year (January through December) and shall relate to the arts and sciences represented by ASHRAE.

Timetable for Nomination: The Publications Committee shall rate the articles throughout the year through the monthly review process conducted by the Publications Committee and the Publishing and Education Council. It will be the responsibility of the Publications Committee Chair to report the nomination to the Honors and Awards Committee staff liaison before the end of the Winter Meeting. Presentation of the award will occur at the following Annual Meeting.
Appendix E

ASHRAE Journal Guidelines

A. Feature Articles:

1. Sources of feature articles include but are not restricted to:
   - Technical papers from any past meeting.
   - Symposia papers from any past meeting.
   - Seminar presentations from any past meeting.
   - Forum discussions, but only with the permission of each participant quoted or paraphrased.
   - Papers from ASHRAE-sponsored or cosponsored conferences.
   - Information or articles developed around current and past Society level and regional level Technology Awards.
   - Extracts from Professional Development Seminar presentations.
   - Chapter meeting and/or chapter seminar presentations.
   - Extracts or papers and publications of ASHRAE.
   - International affiliates.
   - Feature articles from other magazines that reach only a small percentage of ASHRAE Journal readers.
   - Past articles from ASHRAE Journal, publications of predecessor societies or magazines no longer in publication.

2. Prior to publishing any articles in the Journal, the editor must have the author’s written permission to publish or in the case of reprinted articles, a written release of copyright.

3. The editor shall select a balanced spectrum of feature articles for each issue considering the background, specialization and interests of the readers. The minimum is to have at least one feature article in every other issue for at least 90% of ASHRAE Journal subscribers.

4. Papers may be published in condensed or original form at the discretion of the editor. All papers shall be edited as required to optimize their readership and value to the ASHRAE Journal subscriber.

5. Manuscripts, when reviewed and approved for publication, will be published in the length and coverage agreed upon by the editor and author.

6. Abstracts or condensations of technical papers or manuscripts shall first be requested of the author, but may be prepared by the Journal staff or a suitable authority. The author’s written approval is required prior to publication.

B. Authors:

Standard practice is that authors:

a. Submit articles in conformance with the specifications in “Instructions to Authors” available from the ASHRAE Journal staff.

b. Have their article peer reviewed.
c. May be identified by name, title, company affiliation and a brief business/education biography.

d. Conform to ASHRAE Journal’s policy relating to commercialism in both text and illustrations.

e. Submit original material and be required to sign the ASHRAE agreement for exclusive Permission to Publish prior to peer review.

C. Readership:

Readership breakdowns are a valuable instrument for the Editor and Committee for targeting feature articles that provide value to the Journal readers.
Appendix F
Insights Contents and Procedures

A. The monthly newspaper, Insights, shall publish available news of ASHRAE officers, staff, and the general membership, meeting programs, educational programs, standards, actions and publications available from and through the Society. Emphasis in each issue shall be placed on news from the chapters and regions, research & technology, and individual members.

B. The staff and Committee are to establish and maintain close liaison with departments and Committees of the Society in order to effectively serve the membership with information of value and interest.

C. A survey shall be distributed by the Insights editor to the Publications Committee for review of Insights. The results shall be collected by the Insights coordinator and brought to the full Committee.
Appendix G
Special Publications Procedures

A. Special publications are technical publications other than ASHRAE Handbook and periodicals. They are grouped into the following categories:

1. *Winter/Annual Meeting Products*: Preprints of technical and symposium papers presented at Society Winter and Annual Meetings; Winter/Annual Meeting CD, which contains the papers from the current meeting and discussion from the previous meeting; and *ASHRAE Transactions*, a book that is the official proceedings of Society Winter and Annual Meetings.

2. *Nonseries Books*: Books that are complete in themselves, which are products of ASHRAE research, governmental research, ASHRAE Committee projects, expansion of Handbook materials and conference proceedings.

3. *Nonprint Products*: Primarily CDs and some software.


B. The Publications Committee action on each of the special publications is as follows:

1. *Winter/Annual Meeting Products*: Publication is governed by ASHRAE Program Committee and Rules of the Board.

2. *Nonseries Books*: Publications Committee reviews data, then either approves, rejects, or defers recommendation to the Publishing and Education Council.

3. *Nonprint Products*: Publications Committee reviews data, then either approves, rejects, or defers Publications Committee recommendation to the Publishing and Education Council.

4. *Standards*: No action required by Publications Committee; governed by Standards Committee and Rules of the Board.

C. Special Publications:

1. *Review of proposed topics*. Publications Committee evaluates the suitability of proposed topics based on the value of a proposed publication to the membership, the size of the expected audience, and the potential to recover publishing costs through sales of the publication. Topics for special publications may originate from ASHRAE research projects, from unsolicited proposals, or by referrals from Publishing and Education Council.
a. *Topics originating from ASHRAE research projects.* Publications Committee identifies proposed research projects that have special publications as deliverables through liaison with Research Administration Committee, Technical Activities Committee, and the technical committees.

b. When reviewing unsolicited material, the Committee shall endeavor to maintain confidentiality regarding the material submitted, if requested.

c. For a proposal to be considered, the Committee shall require submission of a completed online Publication Ideas form.

2. For each accepted special publication topic, Publishing Committee identifies a cognizant committee to oversee production of the technical content.

a. For publications originating from ASHRAE research projects, the technical committee responsible for managing the research project also manages the technical content.

b. For publication topics that are clearly within the scope of a single technical committee or standing committee, Publishing Committee requests that committee to appoint a project monitoring committee.

c. If the publication topic is of too broad a scope for a single technical committee, Publishing Committee refers it to the Technical Activities Committee for appointment of a project monitoring committee.

3. Following review and approval of the final technical content by the cognizant committee, publications staff edits and formats the manuscript for publication. Publication proceeds only after recommendation by the project monitoring committee and approval by the Publications Committee and Publishing and Education Council.

D. The Publications Committee shall ensure that all special publications are current and timely by the following actions:

1. Maintain a list of all nonseries special publications with date of latest revision or publication.

2. For each nonseries publication, following four years of availability, the editor of special publications shall correspond with the cognizant technical committee or the Technical Activities Committee to determine whether the publication is still current and valid or whether it should be revised or updated.

3. If revision or update is required, Publishing Committee identifies the source of funding for the update.
Appendix H

International Subcommittee

1. Organization: The International Subcommittee shall consist of three (3) members from the Publications Committee.

2. Purpose: The International Subcommittee shall meet prior to the full committee meeting for the purpose of reviewing a list of objectives that will be reported with recommendations to the full committee. The subcommittee’s activities will include reviewing and reporting on the committee’s near- and long-term goals, publication activities and content, status, consumer acceptance and/or problems, technical values, market activities, and constraints.