



MINUTES
Publications Committee
11:00 a.m., September 10, 2019
GoToMeeting Conference Call

MEMBERS ATTENDING: Chee Sheng Ow, chair
Vinay Ananthachar
J. Eduardo Donoso
Jack Glass
Norm Maxwell
Adeeba Mehboob
Vikram Murthy
Karen (Kay) Thrasher
Renison (Rennie) Tisdale, Jr.

STAFF ATTENDING: Cindy Michaels, staff liaison, Editor of Special Publications
Jay Scott, Editor of *ASHRAE Journal*

VISITORS ATTENDING: Kelley Cramm, BOD ExO

MOTIONS		
No.	Motion	Vote*
1	To approve the TC Guide for Reviewing Older ASHRAE Publications with the changes discussed on this call.	PASSED via voice vote
2	To approve the revised Publications Committee MOP with the changes discussed on this call.	PASSED via voice vote
3	To approve the publication of the proposed YEA cheat sheet product.	PASSED via voice vote

* Votes for these motions are recorded as yes-no-abstain; CNV = chair not voting.

1. Call to Order

Chee Sheng Ow began the call at 11:14 a.m. and noted that a quorum was present.

2. TC Guide for Reviewing Older ASHRAE Publications

Before this conference call, Publications Committee members had been tasked with reviewing a revised version of the committee’s TC Guide for Reviewing Older ASHRAE Publications so that call time could be spent not on familiarization but on discussion.

During the call, various members stated their approval of the revised version. Adeeba Mehboob queried whether the response options under the first question “Is okay, but needs updating” and “Is technically correct, but needs editing or additional material” were redundant. Committee members agreed to delete the first response option. Mehboob also queried whether the four questions at the top of page 2 should include additional space for TCs to note *which* areas needed improvement if they chose this option. Committee members decided to add the clarifier “In what way?” after the “In need of improvement” response option to all four questions.

After the discussion, it was moved and seconded to vote to approve the TC Guide for Reviewing Older ASHRAE Publications with these changes made **(Attachment A) (MOTION #1)**:

Motion:

To approve the TC Guide for Reviewing Older ASHRAE Publications with the changes discussed on this call.

MOTION #1 PASSED with a voice vote (no no votes, no abstentions, CNV).

[Staff liaison’s note: This guide was proposed as a tool to provide to TC chairs/members when they are asked to review ASHRAE Publications that are more than four years old. Now that the guide has been approved, it will be turned into a fillable PDF and supplied via email to any TCs currently reviewing publications and to all Publications Committee TAC liaisons so that they can share the guide with all the TC chairs they communicate with throughout the year. It will also be turned into an online form so that TCs who so choose can submit their responses online instead of via emailed PDF.]

3. Proposed Revised MOP

Before this conference call, Publications Committee members had been tasked with reviewing the current Publications Committee MOP with changes tracked to reflect updates and alterations based off the proposed PEC restructuring so that call time could be spent not on familiarization but on discussion.

During the call, Adeeba Mehboob pointed out that “CO,” which is used in the text, should be included in the List of Abbreviations. Mehboob also questioned whether “*ASHRAE Transactions* and other conference proceedings” should be included in Publications Committee’s MOP, wondering if these were Conference and Expositions Committee’s (CEC) domain. Cindy Michaels explained that CEC oversees decisions about conferences and the like, but *Transactions* is a publication, which makes it fall under Publications Committee.

Additionally, Mehboob pointed out that in the section on committee responsibilities, some lines about *ASHRAE Journal* articles could be deleted to eliminate an old task that’s no longer necessary and to avoid redundancy. Committee members agreed with these changes.

After the discussion, it was moved and seconded to vote to approve the proposed revised MOP with these changes made (**Attachment B**) (**MOTION #2**):

Motion:

To approve the revised Publications Committee MOP with the changes discussed on this call.

MOTION #2 PASSED with a voice vote (no no votes, no abstentions, CNV).

4. YEA Cheat Sheet

Before this conference call, Publications Committee members had been tasked with reviewing a quick reference guide proposed by and for YEA members (**Attachment C**) so that call time could be spent not on familiarization but on discussion.

During the call, Vikram Murthy stated that he feels this proposed publication enables engineers to do their work quickly and that he is in favor of publishing it. He questioned how much it would cost to produce it and whether it would pay for itself. He also reiterated that, as he stated during the Publications Committee meeting in Kansas City in June, he feels this product also needs to be available in SI and that he is willing to assist with creating an SI version.

Jack Glass pointed out that this originated with YEA, so YEA members must feel the information is important. Cindy Michaels supplied that YEA had originally taken this idea to Professional Development Committee, who would like to use this publication as a component of some of ASHRAE’s courses. Vinay Ananthachar questioned whether the publication would be in print format, online, or an app; Michaels stated that the creators had expressed their desire that it be in print format because PDFs get saved but forgotten and they want this to be a tool on someone’s desktop so they’ll see it and use it. Eduardo Donoso questioned whether the publication could be English on one side and Spanish on the other, and Michaels stated that Publications would likely produce two separate publications if there is a Spanish translation.

Adeeba Mehboob stated that she is not in favor of publishing this product because the information on it is very simple and there are multiple other tools available—some with far more information and some that are simple, even some laminated ones as low as \$7 online. Murthy noted that YEA saw value in it, and Mehboob stated we could direct them to other sources of this information.

Kay Thrasher stated that this product could be viewed as more of a marketing or membership item because it will be ASHRAE branded; Donoso noted that having the ASHRAE logo on the product is good advertising.

Chee Ow stated that his only concern is as vice chair Hugh McMillan had shared with committee members via email before the conference call: who will take ownership of the product for revisions—YEA?—and what happens if they are not willing to maintain the document. Michaels noted that in other similar cases Publications has found other TCs who are willing to review and update the publications. Glass pointed out that this product would give Publications Committee an opening to have yearly conversations with YEA regarding the usefulness of the tool and other needs of YEA members. Glass also stated that for him, encouraging YEA’s effort is a big selling point for supporting the development of this product.

After the discussion, it was moved and seconded to vote to approve the publication of the proposed YEA cheat sheet product (**MOTION #3**):

Motion:

To approve the publication of the proposed YEA cheat sheet product.

MOTION #3 PASSED with a voice vote (1 no vote, no abstentions, CNV).

Editor’s note, 2/8/22: Attachment C has been removed from publicly available minutes file due to potentially sensitive information and is now only available to committee members via Basecamp.

5. Adjournment

Chee Sheng Ow informed committee members that Jack Glass is resigning from the Publications Committee due to family commitments and thanked him for his years of service on the committee.

Ow noted that the next Publications Committee call, on October 8, will be for committee members to discuss the August and September *ASHRAE Journal* articles, and if there was time at the end of the call, the orientation materials Rennie Tisdale has revised as one of the committee MBOs this year.

Ow ended the conference call at 11:46 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cindy Michaels".

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications

TC Form for Reviewing Older ASHRAE Publications

ASHRAE staff needs your expertise! Thank you for taking the time to review this publication. Please complete this form online at www.ashrae.org/xxxxxxx or via PDF submitted to ASHRAE Special Publications at cmichaels@ashrae.org.

Title reviewed: _____ Reviewing TC #: _____

The following checklist is a starting point that TC members can use when asked to review an older ASHRAE publication. The TC may wish to apply additional criteria not listed here.

MANDATORY CONSIDERATIONS

- Does this publication address a topic that is of interest/valuable to those in the HVAC&R industry today?
 Yes No
- Is the information provided in this publication current or out of date?
 Current Out of date
- Are there advances in the industry, revised best practices, etc., that should be included in this publication?
 Yes No *If yes, please list:* _____
- What do you recommend as the next step for this publication?
 Continue to sell as is, in both print and PDF formats
 Continue to sell as is, but only as a PDF (not print)
 Revise/update content and sell new edition
 Remove from sale and do not revise/update
- If you recommend that ASHRAE revise/update and sell a new edition of this publication:
 - Do you feel a revision of this publication would require new research to be conducted?
 Yes No
 - Do you feel the TC is capable of completing the required revision work?
 Yes No *Why?* _____
 - Do you feel the revision could be completed on a volunteer basis or would require funding?
 Volunteer basis Funding required *Why?* _____

ADDITIONAL QUESTIONS FOR SUPPLYING MORE DETAIL

- ASHRAE strives to maintain a reputation as the “Standard of the Industry” in HVAC&R matters. In this context, please choose the below description that most accurately represents your overall evaluation of this publication as one that contributes to this reputation. This publication...
 Couldn't be better in any way.
 Is well done.
 Is technically correct, but needs editing or additional material.
 Is not technically up to date, but is better than nothing.
 Hurts ASHRAE's reputation as a leader in the field.
- Is the technical content of this publication accurate (free of errors)?
 Yes No *If no, please list errors noticed:* _____

- Is there another publication on the market (published by ASHRAE or any other entity) that better covers the information discussed in this publication?
 Yes No *If yes, please supply title:* _____
- Are the reference citations in this publication current or out of date?
 Current Out of date
- Does the author effectively communicate his/her ideas and concepts?
 Yes No
- Which of the following most closely describes the balance between theory and practice in this publication?
 Too much theory, not enough practical application
 Just about right
 Too little theory to support the recommendations
- Please mark the descriptions that most accurately describe each of the following elements of this publication. (Check all that apply)

Figures/graphics

- Clear and understandable
- Adequate for the average user
- Hard to read/see
- Unnecessary/obsolete
- In need of improvement
In what way? _____

Tables

- Clear and understandable
- Adequate for the average user
- Hard to read
- Too voluminous
- Unnecessary/obsolete
- In need of improvement
In what way? _____

Equations/formulas

- Clear and understandable
- Adequate for the average user
- Hard to read/see
- Too complicated for the average user
- Unnecessary/obsolete
- In need of improvement
In what way? _____

Examples/problems/sidebars (if any)

- Useful/helpful
- Clear and understandable
- Appropriately interfaced with the text
- Too complicated for the average user
- Unnecessary/obsolete
- In need of improvement
In what way? _____

If there are additional characteristics that affected your opinion of this publication, please tell us about them:

Approved by Publications Committee ~~2017~~2019-0109-2910
Approved by Publishing and Education Council ~~2017-01-31~~xxxxxx



Publications Committee

MANUAL OF PROCEDURES

September 10, 2019

~~January 31, 2017~~

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Table of Abbreviations

Annual Conference	Meeting of the Society, generally in June
BOD	Board of Directors (or Board)
CO	Coordinating Officer
MBO	Management by Objectives
DAL	Director-at-Large
MOP	Manual of Procedures
ROB	Rules of the Board
TC	Technical Committee
BAR	Board Approved Rules
BL	Bylaws
EXCOM	Executive Committee (of the BOD)
MBO	Management by Objectives
Annual Meeting	Meeting of the Society, generally in June
Winter Conference Meeting	Meeting of the Society, generally in January
TC	Technical Committee

STRUCTURE

~~The **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.~~

~~I. _____ **Committee Organization**~~

~~A. _____ *Committee Structure*^{*}: The Committee shall comprise a chairChair, a vice chairVice Chair, and ten other voting 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. Service on this committee is for a three-year term. A- CO, a BOD Ex-Officio, the *ASHRAE Journal* editor, and the Special Publications editor and Staff Liaison complete the committee; one of these editors serves as the staff liaison for 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 Products Committee of 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 chairCommittee Chair and vice chairVice Chair shall attend the Publishing and Education Council meetings to:

- ~~1. 1-~~ Transmit and explain recommendations of the committeeCommittee to the councilCouncil.
- ~~2. 2-~~ Bring recommendations and actions of the councilCouncil and BOD to the committee.

^{*}See the Reference Manual for specific details concerning Committee structure.

The BOD Ex-Officio is an advisor to the committee and an advocate for the committee on the Products Committee, on the Publishing and Education Council, and with the BOD. This individual shall receive agendas and minutes of all committee meetings and copies of all correspondence from and to the committee. -

The staff liaison shall carry out the requirements of the ROB and MOP and shall do the following

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

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

F. _____:

- Attend all meetings of the committee.
- Advise the committee of plans and activities affecting 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 committee.
- Prepare a monthly ASHRAE Journal review form and send the form to members of the committee for them to rate each volume's technical articles.

SUBCOMMITTEES and LIAISONS

A Planning Subcommittee shall be appointed by the chair. This subcommittee shall consist of the chair and vice chair, the ASHRAE Journal editor, the Special Publications editor, the staff liaison, and other committee members who wish to attend. The vice chair will preside. The Planning Subcommittee shall meet prior to each meeting for the purposes of reviewing a list of objectives that will be reported with recommendations to the full committee.

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

G. _____ TAC Liaison: The chairChair shall appoint a member of the Publications Committee to be liaison with Research Administration Committee (RAC).

The chair shall appoint members of the Publications Committee to be liaisonsliaison to each section of the Technical Activities Committee (TAC).- TAC Section Liaisons shall contact the TC chairs in their assigned TAC section to communicate about upcoming Special Publications and/or the relevance of older Special Publications on the market. TAC Section liaisons shall also attend the TC/TG/MTG Chair's Breakfast meetings at the Annual and Winter Conferences to communicate with TC chairs and convey information to or from the chairs and Publications Committee.

On an ad hoc basis, the chair may appoint committee members to be liaisonsH.— 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.

DUTIES

The Publications Committee identifies the technical information needs of the HVAC&R industry not met through the ASHRAE Handbook series, ASHRAE's research journal, standards, guidelines, or user's manuals and oversees editorial policies and delivery of products to the marketplace. This includes the editorial policies of ASHRAE's magazines (such as *ASHRAE Journal* and *High Performing Buildings*), ASHRAE's electronic newsletters, *ASHRAE Transactions* and other conference proceedings, and ASHRAE Special Publications, which are technical publications in print format, such as non-series books (including books resulting from ASHRAE Research Projects and Special Projects), books in the Advanced Energy Design Guide series and the ASHRAE Datacom Series, charts, and tools, as well as all technical publications in machine-readable format, such as audio and visual presentations, software, databases, apps, and online resources.

~~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

Duties/Job descriptions for:

Publications Committee	Appendix A
Planning Subcommittee	Appendix B

The responsibilities of the individual committee members are as follows:

- Attend two to four committee meetings per year. The Publications Committee meets at the Annual and Winter Conferences of the Society.
- Provide suggestions, comments, or feedback on ASHRAE's magazines and ASHRAE's electronic newsletters.
 - Read other publications touching on the fields covered by ASHRAE's magazines for comparative purposes and for making constructive suggestions.
 - Generate topics suitable for ASHRAE's magazines and suggest potential authors.
 - Suggest qualified reviewers to assist the *ASHRAE Journal* editor in evaluating or technically editing articles.
- Nominate a candidate for the Journal Paper Award each Society year.
 - Each month committee members will be sent a review form for the current month's *ASHRAE Journal* technical features; committee members are to complete this form to rate the *ASHRAE Journal* technical features and submit it to the *ASHRAE Journal* editor.
 - One week prior to the Winter Conference, the *ASHRAE Journal* editor will provide the committee electronic access to the three to six top-scoring technical features as rated by the committee members on the monthly review form. The committee, using this information and its members' judgment, shall select and nominate a candidate for the Journal Paper Award.
 - The technical features considered and nominated shall have been published within a calendar year (January through December) preceding the Winter Conference.

- o It is the responsibility of the *ASHRAE Journal* editor to report the nomination to the Honors and Awards Committee staff liaison before the end of the Winter Conference. Presentation of the award will occur at the following Annual Conference.
- Recommend to the Products Committee of the Publishing and Education Council those Special Publications that the committee feels should be published and their methods of publication.
 - o Committee members evaluate the suitability of proposed Special Publications 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.
 - o For a proposal to be considered, the committee shall require submission of a completed online Publication Request Form. The form will be submitted electronically to the Special Publications editor, who will coordinate a staff analysis of the publication and submit recommendations to the Publications Committee.
 - o The committee reviews the recommendations and provides supporting data on the fiscal impact to the Products Committee, which will approve, reject, or defer the proposed publication. In the case it is approved, it will move to Publishing and Education Council for final approval for publication.
 - o When reviewing unsolicited material, the committee shall endeavor to maintain confidentiality regarding the material submitted, if requested.
 - o Following review and approval of the final technical content by the project’s cognizant TC or Project Monitoring Subcommittee (PMS), Special Publications staff will edit and format the manuscript for publication.
- Ensure that all Special Publications are current and timely.
 - o The staff liaison will maintain a list of Special Publications that have publication dates of the first printing or latest revision four or more years old.
 - o The Special Publications editor or the committee liaison assigned to the specific TAC section of the cognizant TC for each publication shall correspond with the chair of the cognizant TC or the TAC section head to determine whether the publication is still current and valid, whether it should be revised or updated, or whether the topic is no longer of interest to HVAC&R engineers and should therefore be made obsolete.

OPERATION

_____ 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 Conference Meeting, the committee chairChair for the succeeding year shall work with the outgoing chairChair to understand the status and performance of committeeCommittee objectives, to plan the continuing and new programs for the following year, and to become the keeper of the committee’sCommittee’s archives.~~

~~B. — Prior to the Annual (Summer) Conference, the staff liaison Society shall contact new committee Committee members and invite their attendance and participation as guests at the regular Publications Committee Meeting. New member orientation will be conducted via conference call or email within the first 30 days of the new member's appointment. 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 Conference Meeting, the committee Committee vice chair or the individual who will be the next year's chair will prepare objectives (MBOs) for the committee Committee for the next year and present these objectives to the committee Committee for review at the committee 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 Committee's report to the Products Committee 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 Products Committee with the potential to be forwarded to Publishing and Education Council and the BOD shall follow the approved guidelines. These guidelines apply to proposed changes and clarifications for ROB, BAR and other committee Committee-approved items requiring council Council and/or BOD 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 Society's strategic plan on a continuous basis. As a minimum, the committee shall submit a report to the Products Council at a time determined by the Board Planning Committee annually that. 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 Products Committee 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~~

~~One week prior to the Winter The staff liaison shall carry out the requirements of the ROB 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.~~
3. ~~Recommend Best *ASHRAE Journal* feature articles for awards.~~
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.

A. 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.~~

~~B. 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.~~
- ~~4. *Standards*: ASHRAE standards.~~

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.~~

~~e. 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.~~

~~e. 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.~~