



# **Publications Committee REFERENCE MANUAL**

**Approved by Publications Committee  
20 January 2024**

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## COMMITTEE RESOURCES

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### CONTACTS

Publications Committee Chair: [PubChair@ashrae.net](mailto:PubChair@ashrae.net)  
Publications Committee Vice Chair: [PubVChair@ashrae.net](mailto:PubVChair@ashrae.net)  
Publications Committee Staff Liaison: [SpecialPub@ashrae.net](mailto:SpecialPub@ashrae.net)  
Editor, Special Publications: [cmichaels@ashrae.org](mailto:cmichaels@ashrae.org)  
Editor, *ASHRAE Journal*: [sfoster@ashrae.org](mailto:sfoster@ashrae.org)  
Associate Editor, *ASHRAE Journal*: [tpalefski@ashrae.org](mailto:tpalefski@ashrae.org)

### DOCUMENTS

#### **Orientation Presentation**

The [Publications Committee Orientation Presentation](#) provides a concise overview of the purpose and responsibilities of the Publications Committee.

#### **Minutes**

Minutes from past meetings and conference calls of the Publications Committee are available on [the Publications Committee page of the ASHRAE website](#).

#### **Job Description**

The 2-page [Publications Committee Job Description](#) contains a general overview of the scope and purpose of the committee, the required qualifications of members and their term of service, and members' specific time, money, and task commitments.

#### **Rules of the Board (ROB)**

The 3-page portion of [the Rules of the Board \(ROB\) that apply to Publications Committee](#) provides the committee's scope and purpose, its composition, and the members' qualifications and term of service. It also details the committee's general requirements and strategic planning recommendations.

#### **Manual of Procedures (MOP)**

The 7-page [Publications Committee Manual of Procedures \(MOP\)](#) covers the structure of the committee and its membership makeup, the responsibilities of the staff liaison, and the subcommittees and liaisons that are a part of the committee. It also details the duties of the committee members and the operation of the committee.

### HELP

#### **Basecamp**

ASHRAE committees use Basecamp, an online resource, to manage documents and communications. The staff liaison will add and remove members as they join or roll off the committee each Society year.

The [Publications Committee Basecamp site](#) is organized such that within the Docs & Files folder there are folders for the Publications Committee meetings at each Annual and Winter Conference as well as a

Publications Committee Resources folder that contains all official committee documentation and all of the documents linked from this Reference Manual.

The screenshot shows the ASHRAE Publications Committee Basecamp interface. At the top, there is a navigation bar with links: Home, Pings, Hey!, Activity, My Stuff, and Find. Below this is the title "ASHRAE Publications Committee" and a row of member avatars with initials: AKD, AM, CL, CM, DB, JCK, KT, KC, PAB, TP. A button "Add/remove people" is to the right. The main content area is divided into six panels: 1. Campfire: A chat log showing messages from Hi Kelley, GERARDO ALFONSO, and Adeeba Mehboob. 2. Message Board: A list of announcements including "November Journal survey now live", "October Journal Survey available", "September Journal survey now live", "August 2021 Journal survey now live", "Seeking judges for the 2022 Innovation Awards", and "July Journal Survey now available!". 3. To-dos: A panel with a large green checkmark icon and the text "Make lists of work that needs to get done, assign items, set due dates, and discuss." 4. Schedule: A calendar view showing three events: "Jan 20, 2022 Pub Comm Conf Call - January", "Mar 17, 2022 Pub Comm Conf Call - March", and "May 19, 2022 Pub Comm Conf Call - May". 5. Docs & Files: A grid of document thumbnails for "2022 Winter Conf (Las Vegas)", "2021 Annual Conf (was Phoenix)", "Application Guides Project", "2021 Virtual Winter Conf (was Chicago)", "2020 Virtual Conf (formerly Austin)", and "PTAR Proposals". 6. Automatic Check-ins: A panel with a large blue question mark icon and the text "Create recurring questions so you don't have to pester your team about what's going on." At the bottom of the interface, there is a link: "Change tools: copy, rename, or add tools like Email Forwards".

Help for logging onto Basecamp, searching for files within Basecamp, and other topics is available under “Basecamp” on the [TC Training and Presentations page of the ASHRAE website](#). Also available from this page are a 4-page general overview of Basecamp and a 20-minute introduction video.

## Webex

The Publications Committee uses Webex video conferencing software for its conference calls. This software allows members to participate over the internet using cameras and audio or by calling a phone number to participate over the telephone.

## Travel

Instructions for registering for and booking travel to ASHRAE Annual and Winter Conferences will be emailed to committee members by the staff liaison several months before each conference. The staff liaison will also provide [ASHRAE’s travel policy and other booking guidance](#) before each conference. Questions or concerns with your reservation/booking should be directed to [travel@ashrae.org](mailto:travel@ashrae.org).

## COMMITTEE MEMBER RESPONSIBILITIES

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The “Duties” section of the [Publications Committee Manual of Procedures \(MOP\)](#) lists the responsibilities of committee members. Specific guidance for the following responsibilities, linked for ease of navigation, is provided herein:

[Quorum, Drafting Motions, and Voting](#)  
[Initiating Mentor/Mentee Relationship](#)  
[Scoring ASHRAE Journal Feature Technical Articles](#)  
[Voting on the Journal Paper Award](#)  
[Reviewing Submissions for Proposed New Special Publications](#)  
[Serving as a TAC Section Liaison](#)  
[Reviewing Publication Topic Acceptance Request \(PTAR\) Submissions](#)  
[Serving as Research Administration Committee \(RAC\) Liaison](#)  
[Leading the Planning Subcommittee](#)  
[Generating Management By Objectives \(MBOs\)](#)

### QUORUM, DRAFTING MOTIONS, AND VOTING

#### **Quorum**

Quorum is 1/2 the number of voting members plus 1 (so 7 for Publications Committee); if you do not have quorum present, there can be no voting on motions.

#### **Drafting Motions**

Motions should be complete, concise, and clear, and each motion needs a second. Motions should include all the information needed to convey what the requested action is and provide only the information needed, usually in one sentence, in plain language.

A motion should state completely the action that is being recommended or required (e.g., “I move that Society dues be lowered...”), quantification where possible so that the motion is not open-ended or open for interpretation (e.g., “I move that Society dues be lowered to \$90 per year...”), and include where appropriate the time frame for the execution (e.g., “I move that Society dues be lowered to \$90 per year, effective July 1, 2022.”). In summary, a good motion spells out who, what, when, and how much, and then explains why it is good and timely action.

Motions should also be accompanied by a separate statement (not considered to be part of the official motion) that provides historical background, a progression of events, related incidents, or other general information that would be helpful for the Council and Board of Directors to appropriately debate and decide on the issue. The more thorough the background, the more convincing the arguments, the more complete the research and the more beneficial the request is to the betterment of Society, the more likely the matter will be dealt with favorably.

Motions should also include the estimated fiscal impact that would occur should the motion be approved.

A PowerPoint presentation on drafting motions that was prepared for Chapter use is available [here](#).

## Voting

All motions are discussed and voted on as worded. If members want to change the wording of the motion, an amendment to modify the wording must be proposed. That amendment is debated and voted on, then the discussion of the amended motion resumes.

Members can also vote to **refer** the motion to a different committee or to **table** the motion until it can be discussed and voted on at a later time. Members may also **call the question**—meaning a vote to end the discussion. There must be a second and 2/3 vote to call the question, and if the vote passes then discussion ends, full stop.

A **consent motion** is when a bunch of things are grouped together and voted on as one motion without discussion (e.g., for past meeting minutes). The chair has to first ask if anyone wants to remove anything from the consent motion – if somebody has a conflict or wants to discuss one of the items in the group, that one item is pulled from the consent motion and acted on separately. Once everything has been pulled out that needs to be (or nothing is identified to be pulled out), the consent motion is handled the same way as any other motion.

For all votes, first the motion has to be stated precisely, seconded, and discussed.

For **in-person** votes, if there is a quorum present (7+ people), then a nonfinancial motion passes if the affirmative vote is 50%+1 of the number present and a financial motion passes if the affirmative vote is 2/3 of the number present. Chairs are usually nonvoting unless necessary to break a tie.

**Voice votes** are just yeas and nays and usually noted as “approved” or “denied” without necessarily recording the exact number of votes.

Results of **hand votes** indicate the number of yeas, nays, and abstentions; names are not necessary unless it needs to be pointed out why someone abstained.

If there was no quorum or if a matter needs to be voted on in the absence of an in-person or conference-call meeting, an **electronic letter ballot** may be emailed to all committee members for their responses. In such instances, a nonfinancial motion passes if the affirmative vote is 50%+1 of full membership and a financial motion passes if the affirmative vote is 2/3 of full membership. Chairs are usually nonvoting unless necessary to break a tie.

## INITIATING MENTOR/MENTEE RELATIONSHIP

The current Mentor and Mentee Assignments can be found in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference.

### Mentors' Responsibilities

- Prior to the Annual Conference
  - Preferably at least 30 days prior to the conference, communicate with your assigned Mentee by email and organize an introductory conference call or to meet before the Planning Subcommittee meeting on Saturday morning.
    - Discuss how travel arrangements to conferences are handled.
    - Discuss the typical Annual Conference schedule for Publications Committee members.
    - Discuss the interests and HVAC&R specialties of the Mentee.

- At the Annual Conference
  - Arrive on Friday night so that you may attend the Publications Committee Meeting on Saturday morning and meet your new Mentee in person.
    - Explain how the committee uses [Basecamp](#) as a repository for information.
    - Explain how to access and judge *ASHRAE Journal* technical features every month.
      - Review the Journal Paper Award winners of the previous years and explain why an article was chosen and how it was scored.
      - Explain the judging/scoring rubrics for *ASHRAE Journal* technical features (detailed in the [Scoring ASHRAE Journal Feature Technical Articles](#) section).
    - Discuss the duties expected of the new member if they are assigned to the Planning Subcommittee or the PTAR Subcommittee and if they volunteer to be a TAC Section Liaison.

### **Mentees' Responsibilities**

- Prior to the Annual Conference
  - Discuss with the Mentor your area(s) of specialization and your questions or concerns as a new member of the Publications Committee.
  - Have regular communication with your Mentor regarding your questions/concerns via email or telephone.
- At the Annual Conference
  - Arrive on Friday night so that you may attend the Publications Committee Meeting on Saturday morning and meet your new Mentor in person.
  - Attend the Publications Committee meeting from 8:00 am to 12:00 noon on Saturday.
  - Understand the *ASHRAE Journal* technical feature judging/scoring (rubrics) system (detailed in the [Scoring ASHRAE Journal Feature Technical Articles](#) section).
  - Volunteer to be a TAC Section Liaison. The subject matter covered by the section(s) you choose should preferably match your specialization/liking. Refer to the [Serving as a TAC Section Liaison](#) section for responsibilities and guidance.
- At the Winter Conference
  - Attend the Publications Committee meeting from 8:00 am to 12:00 noon on Saturday.

### **Communication between Mentors and Mentees**

Regular communication via email or otherwise should be made to address any outstanding issues and/or to answer questions the Mentee may have as their tenure on the Publications Committee progresses.

### **Matching Process**

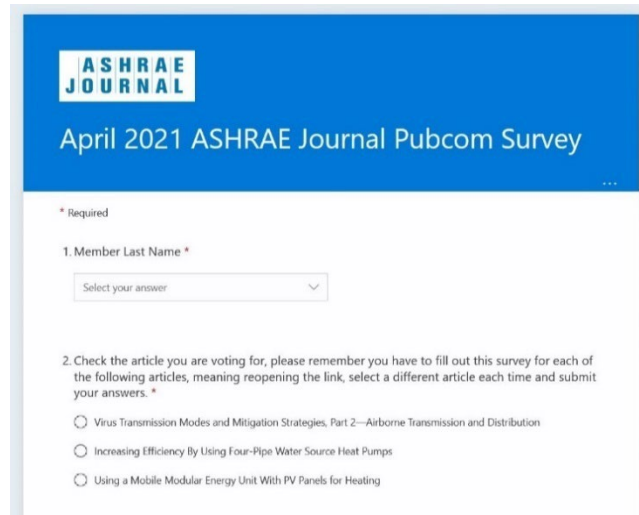
Should any Mentee be uncomfortable with a Mentor or vice versa, please refer to the Publications Committee chair for an opinion.

## **SCORING ASHRAE JOURNAL TECHNICAL FEATURE ARTICLES**

Members can access *ASHRAE Journal* articles for reviewing and scoring technical feature articles via the [ASHRAE Technology Portal](#). (*ASHRAE Journal* articles are free for members. If you cannot access the content at this link, please select the blue SIGN IN button at the top right of the screen and enter the email address and password you use for your ASHRAE account.)

The administration of the monthly *ASHRAE Journal* Survey is handled by *ASHRAE Journal* staff: Tani Palefski, Associate Editor, 678-539-1134, [tpalefski@ashrae.org](mailto:tpalefski@ashrae.org).

Each month, Publications Committee members will be notified (via the [Basecamp Message Board](#)) that the month's *ASHRAE Journal* Survey is available. A link to the online survey will be provided. Clicking the link will take the member directly to the survey. It will look like the below image:

The image shows a screenshot of a web-based survey titled "April 2021 ASHRAE Journal Pubcom Survey". The header is blue with the ASHRAE JOURNAL logo. Below the header, there is a section for "1. Member Last Name \*" with a dropdown menu labeled "Select your answer". Below this, there is a section for "2. Check the article you are voting for, please remember you have to fill out this survey for each of the following articles, meaning reopening the link, select a different article each time and submit your answers. \*". This section contains three radio button options: "Virus Transmission Modes and Mitigation Strategies, Part 2—Airborne Transmission and Distribution", "Increasing Efficiency By Using Four-Pipe Water Source Heat Pumps", and "Using a Mobile Modular Energy Unit With PV Panels for Heating".

The survey is very short and simple (currently 11 questions, including one that simply asks the member's last name).

The survey is to be completed for **EACH TECHNICAL FEATURE ARTICLE** that is published in that month's *ASHRAE Journal*. Question 2 (see below image) asks the member to click a radio button indicating which article the member is voting on/assessing:

2. Check the article you are voting for, please remember you have to fill out this survey for each of the following articles, meaning reopening the link, select a different article each time and submit your answers. \*
- ☐ Virus Transmission Modes and Mitigation Strategies, Part 2—Airborne Transmission and Distribution
  - ☐ Increasing Efficiency By Using Four-Pipe Water Source Heat Pumps
  - ☐ Using a Mobile Modular Energy Unit With PV Panels for Heating

Questions 3 to 9 (see below image) ask members to note how they feel the article meets or doesn't meet certain basic considerations for article quality, such as length, difficulty of reading, appropriateness/completeness of tables/graphs, etc.:



3. The introduction of the article has enough information about the subject to "hook" the reader.

\*

Strongly Disagree   1   2   3   4   5   Strongly Agree

4. The technical content of the article is at the level of the subject matter. \*

Strongly Disagree   1   2   3   4   5   Strongly Agree

The members answer how much they agree or disagree with each statement by indicating (via radio buttons) whether they Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, or Strongly Disagree.

Question 10 states "What did you like and/or dislike about this article? General comments can go here." Members are encouraged to be detailed in their responses.

### Scoring/End of Year Tabulation

The system automatically applies numerical values to each question based on the formula:

- Strongly Agree = 5
- Agree = 4
- Neither Agree nor Disagree = 3
- Disagree = 2
- Strongly Disagree = 1

Each article's final score is the summation of all of its questions' individual scores.

The scores for each article from every voting Publications Committee member are totaled and divided by the number of members who scored the article. For example, if Article A receives 35 total points from Voter 1, 25 points from Voter 2, and 20 points from Voter 3, then Article A receives a total of 80 points, and if Article A was scored by 11 of the 12 voting members, that total of 80 points is divided by 11 to arrive at the article's final point total. The articles' final point totals are used at the end of the calendar year. (See the following [Winter Conference Vote](#) section.)

NOTE: For a series of articles from an author on a subject, it was decided that committee members should continue to read and judge/score each article, then once all the parts have been judged Journal staff will average all the parts' scores to discover the score for the articles as a set.

NOTE: Members should read and score the articles published during the months they are members of the committee; members joining the committee mid-year are not responsible for scoring the articles published the six months of the calendar year before they joined the committee or after they roll off the committee. This is because the members who were on the committee during those months are responsible for reading and scoring the articles published during those months. However, members *are* allowed to read and score the articles published during the months before they joined the committee if they so wish, as the tabulation of the final point total takes into account that different numbers of members may score each article (thus more members scoring an article does not provide an unfair advantage to that article).

## Winter Conference Vote

At the end of the calendar year, total votes from every technical feature article published in *ASHRAE Journal* that calendar year are compared by the Publications Committee chair and *ASHRAE Journal* staff. The three highest-scoring articles are shared with the full Publications Committee in the second week of January as final candidates for the Journal Paper Award. The committee members reread these three articles, then they vote on the winning article at the Publications Committee meeting held during the Winter Conference (see the following section).

## VOTING ON THE JOURNAL PAPER AWARD

One of the permanent duties of the Publications Committee is to pick a recipient of the Journal Paper Award. The final voting for the Journal Paper Award is done in person by Publications Committee members during the Winter Conference. This may be done by secret ballot (e.g., handwritten notes collected during the meeting) or by visual/auditory affirmation (e.g., raising of hands or yea or nay vocalizations).

The name of the winning article and its author(s), who will be presented the award at the following Annual Conference, are provided to the Honors & Awards Committee before the end of the Winter Conference.

## Articles Eligible for the Journal Paper Award

*ASHRAE Journal* articles provide peer-reviewed need-to-know information and thoughtful insight into the wide range of topics that influence building and system design, installation, and operation.

Only peer-reviewed Technical Feature articles are eligible for the Journal Paper Award. This excludes all other content published in *ASHRAE Journal*, such as columns, ASHRAE Technology Award case studies, ASHRAE staff-written articles, etc.

The Publications Committee currently uses an online survey system, Microsoft Forms, to send a review form (via a link to a web-based survey) monthly and to collect the scores, which are maintained in an ASHRAE account on the Microsoft Forms website. This intended to make the process as simple as possible for committee members and to automate the tabulation of scores for each technical feature article that is published in *ASHRAE Journal*. (See the [Scoring ASHRAE Journal Technical Feature Articles](#) section.)

## REVIEWING SUBMISSIONS FOR PROPOSED NEW SPECIAL PUBLICATIONS

There are many ways ASHRAE members may approach generating content for publication by ASHRAE. The [Guide for Publishing with ASHRAE Special Publications](#) details these ways for prospective authors.

For each proposed Special Publication, committee members review the author's completed [Publications Request Form](#), any additional materials provided (such as discussions regarding the need for the document, a draft Table of Contents, sample chapters, etc.), and an analysis of the publication by the Director of Publications and Education via a spreadsheet developed by PEC with Publications Committee's input. All materials to be reviewed will be coordinated and supplied by the staff liaison.

After submission review, the committee may request more information from the authors or may vote to support and proceed with publication of the proposed product.

The decision driver for approving or rejecting proposed Special Publications should always be content and need, not cost. Publications Committee should ascertain the need in industry/society and vote to approve or reject a proposal accordingly. Committee members should not be concerned about how much it will cost to produce any book project it considers. It is the responsibility of the committee to determine whether the publication is worthwhile from a market standpoint, and it is the responsibility of Publications staff to follow through with the direction of the Publications Committee and determine how to best use Society resources to do that. Once the committee has determined there is a need for a publication, staff will minimize cost and maximize margin by determining the most appropriate/marketable presentation of the content and the price of the final publication. Staff labor and production costs are intended to be covered by the publication's sales. Therefore, while the costs of producing the publication versus expected sales/revenue should be part of Publication Committee's considerations, it should never be the deciding factor for Special Publication acceptance or rejection.

Special Publications submissions are considered on a case-by-case basis. ASHRAE strives to maintain a reputation as the "Standard of the Industry" in HVAC&R matters, so committee members should carefully consider whether the proposed publication contributes positively to this reputation, seems technically correct but would benefit from editing or additional material, is "better than nothing," or hurts ASHRAE's reputation as a leader in the field.

Committee members evaluate the suitability of a proposed Special Publication based on the following:

- The need for the publication
  - Does this publication address a topic that is of interest/valuable to those in the HVAC&R industry today?
  - Does the proposal clarify the intended audience for the publication?
- The input of the Director of Publications and Education regarding the justification/feasibility of the publication and whether sales are expected to be low or high
  - Is there commercial value for this publication?
- The need for the publication despite the sales projection
  - If the publication is needed for a small but very consequential set of designers, is it better to subsidize research to inform good design for something important to society than to decline because the book will only sell 25 copies?
- Whether the market is saturated with guidance on the topic
  - Are there existing publications (produced by ASHRAE or others) that cover this topic?
  - If so, are these sources comprehensive and reliable?
  - Is there a lack of existing guidance on this topic?
- The age of the available guidance on the topic
  - How current is this existing guidance on this topic?
  - Is the available information on the topic out of date/considered "old fashioned"?
  - Are there advances in the industry, revised best practices, etc., that are not covered in the available sources?
  - Have new knowledge, understandings, technologies, procedures, resources, computer programs, etc. been developed or put into common practice since the publication of the existing guidance?
  - Have any of the sources cited in the existing guidance been superseded or are no longer considered to be aligned with typical/best practices?
  - Has the terminology about this topic changed or had new terms added since the publication of the existing guidance?

- Are the current requirements from industry-accepted Standards/Codes reflected in the existing guidance?
- Do the figures/diagrams provided in the existing publications show current information or are they out of date?
- Are the values in the tables provided in the existing publications still accurate and relevant?
- Are all the equations and variable nomenclature provided in the existing publications still accurate and relevant?
- The appropriateness of the content for a stand-alone publication versus a Handbook chapter
  - Does the subject merit/necessitate in-depth coverage in a stand-alone publication?
  - Can the majority of the information needed on this topic be learned from an existing ASHRAE Handbook chapter?
  - Should this information be published as a new ASHRAE Handbook chapter rather than as a separate book?
- The scope of the publication
  - Does the scope of the publication seem appropriate for the intended audience?
  - Does the coverage of the topic seem adequate or is it lacking?
  - Does the publication provide state-of-the art guidance to engineers and/or researchers?
  - Does the publication consolidate guidance that is not necessarily provided elsewhere but merely “known” by those in the industry?
  - Does the publication regurgitate information that is already available from other sources?
  - Does the publication offer information about new and/or emerging technologies?
  - Does the proposed organization/arrangement of the content seem appropriate for readers’ understanding of the material?
  - If there is a sample chapter available, is the writing clear and understandable?
  - If there is a sample chapter available, does the author effectively communicate the ideas and concepts?

When reviewing unsolicited material, the committee shall endeavor to maintain confidentiality regarding the material submitted.

## SERVING AS A TAC SECTION LIAISON

The current TAC Section Liaison assignments can be found in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference.

- About two months before an ASHRAE Conference:
  - After the Publications Committee staff liaison has emailed the current ASHRAE Special Pubs Review List (which can also be found in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference), review the listing for your section to determine which TCs have older publications needing review and therefore which TC Chairs/Vice Chairs and Section Heads you need to contact.
    - Contact each TC Chair and Vice Chair (and copy the TAC Section Head) for any TCs in your section that DO have older publications needing review.
      - [Appendix A](#) includes information regarding contacting TC Chairs, TC Vice Chairs, and Section Heads using ASHRAE email aliases.
      - [Appendix B](#) includes a text template you can use as a starting point for the email (or phone call) to the TC Chair, TC Vice Chair, and/or Section Head.
      - Supply the list of publications assigned to the TC from the ASHRAE Special Pubs Review List and ask if the TC can review these older publications and respond with recommendations

(to make the publication obsolete, to continue selling the publication as is, to update the publication, etc.).

- [Appendix C](#) provides instructions for extracting information from the ASHRAE Special Pubs Review List.
- Include the [TC Form for Reviewing Older ASHRAE Pubs](#) as a PDF or via [www.ashrae.org/TCpubreview](http://www.ashrae.org/TCpubreview). This form can be used by the TC to aid in their reviews of and decisions about the older publications.
- Ask for information on any upcoming publications that the TC is currently working on or any suggestions that they might have for new publications.
- Share the [TC Chairs Handout](#) and request or suggest that they post it the Basecamp site for their TC.
- Share the Special Pubs Published Projects List (which can be found in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference). This document lists the books, standards, guidelines, position documents, white papers, CDs, and DVDs published since the last conference.
- Supply the [Guide for Publishing with ASHRAE Special Pubs](#). This guide provides information on how TCs, individual authors, or groups of authors can pursue publication with ASHRAE Special Publications.
  - If you need help getting a response or getting a TAC-related task completed, forward your email to [askTAC@ashrae.net](mailto:askTAC@ashrae.net) and someone higher up in TAC will assist you.
- Contact the TC Chairs/Vice Chairs (and copy the TAC Section Head) for any TCs in your section that DO NOT have publications listed on the ASHRAE Special Pubs Review List.
  - [Appendix A](#) includes information regarding contacting TC Chairs, TC Vice Chairs, and Section Heads using ASHRAE email aliases.
  - Introduce yourself as a Publications Committee liaison to their section who is available to answer or shepherd any questions the TC may have regarding publishing with ASHRAE.
  - Share the [TC Chairs Handout](#) and request or suggest that they post this handout to the Basecamp site for their TC.
  - Share the Special Pubs Published Projects List (which can be found in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference). This document lists the books, standards, guidelines, position documents, white papers, CDs, and DVDs published since the last conference.
  - Supply the [Guide for Publishing with ASHRAE Special Pubs](#). This guide provides information on how TCs, individual authors, or groups of authors can pursue publication with ASHRAE Special Publications.
- Collect comments from the TC Chairs/Vice Chairs and/or Section Heads about the publications under review and record them on the ASHRAE Special Publications Review List (in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference).
- One month before and one week before the ASHRAE Conference:
  - Contact the TC Chairs/Vice Chairs (and copy the TAC Section Head) for all the TCs in your section that haven't already responded about the older publications needing review to follow up on their progress.
  - Collect their comments about the publications under review on the ASHRAE Special Publications Review List (in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference).
- During the ASHRAE Conference:
  - OPTIONAL: Attend the TC/TG/MTG Chairs' Breakfast held from 6:30 to 8:00 am on Sunday morning.
    - If you attend, locate the table for your section, introduce yourself to the Section Head and TC Chairs, and let them know you are available to answer any questions they might have regarding publishing with ASHRAE.

- Report the responses of the TC Chairs/Vice Chairs and/or Section Heads to the Publications Committee at the Sunday morning meeting.

## **REVIEWING PUBLICATION TOPIC ACCEPTANCE REQUEST (PTAR) SUBMISSIONS**

### **Background**

The Publication Topic Acceptance Request (PTAR) process started because Research Administration Committee (RAC) noticed that they were receiving a number of Research Topic Acceptance Requests (RTARs) whose deliverables were to be books instead of final reports and conference papers, as is typical of other ASHRAE-funded Research Projects (RPs). Therefore, RAC decided to dedicate approximately 10% of RAC funds for publication requests. RAC felt that Publications Committee input would be useful in their decision making. Thus, this joint RAC/Publications Committee PTAR effort was created.

The funds RAC has earmarked for PTARs go to the researchers and authors; they do not cover staff labor or production. For publications resulting from PTARs, staff labor and production costs are intended to be covered by the publication's sales. Therefore, while the funding requested in the PTAR submission should be part of Publication Committee's considerations, it should not be the deciding factor for PTAR acceptance or rejection.

The decision driver should be content and need, not cost. Publications Committee and RAC both should ascertain the need in industry/society and then determine if the effort matches the proposed cost.

### **Evaluation Criteria**

PTAR submissions are considered on a case-by-case basis. ASHRAE strives to maintain a reputation as the "Standard of the Industry" in HVAC&R matters. Committee members should carefully consider whether the proposed publication contributes positively to this reputation, seems technically correct but would benefit from editing or additional material, is "better than nothing," or hurts ASHRAE's reputation as a leader in the field.

Information about each PTAR that should be taken into account during review include the following:

- Whether development of the publication requires effort beyond what can be expected from a typical volunteer effort
  - Does the PTAR make the case that the extent of the work required is more than should be expected from ASHRAE volunteers (as a TC or as individual authors)?
  - Does the PTAR make the case that the project is appropriate for ASHRAE Research funding, as opposed to other publication funding mechanisms?
  - Does the PTAR provide justification for why the funding is necessary for the publication to be completed?
- The need for the publication
  - Does this publication address a topic that is of interest/valuable to those in the HVAC&R industry today?
  - Does the proposal clarify the intended audience for the publication?
- Whether the market is saturated with guidance on the topic
  - Are there existing publications (produced by ASHRAE or others) that cover this topic?
  - If so, are these sources comprehensive and reliable?
  - Is there a lack of existing guidance on this topic?
- The age of the available guidance on the topic
  - How current is this existing guidance on this topic?

- Is the available information on the topic out of date/considered “old fashioned”?
- Are there advances in the industry, revised best practices, etc., that are not covered in the available sources?
- Have new knowledge, understandings, technologies, procedures, resources, computer programs, etc. been developed or put into common practice since the publication of the existing guidance?
- Have any of the sources cited in the existing guidance been superseded or are no longer considered to be aligned with typical/best practices?
- Has the terminology about this topic changed or had new terms added since the publication of the existing guidance?
- Are the current requirements from industry-accepted Standards/Codes reflected in the existing guidance?
- Do the figures/diagrams provided in the existing publications show current information or are they out of date?
- Are the values in the tables provided in the existing publications still accurate and relevant?
- Are all the equations and variable nomenclature provided in the existing publications still accurate and relevant?
- The input of the Director of Publications and Education regarding the justification/feasibility of the publication and whether sales are expected to be low or high
  - Is there commercial value for this publication?
- The market need for the publication despite the sales projection
  - If the publication is needed for a small but very consequential set of designers, is it better to subsidize research to inform good design for something important to society than to decline because the book will only sell 25 copies?
- The appropriateness of the content for a stand-alone publication versus a Handbook chapter
  - Does the subject merit/necessitate in-depth coverage in a stand-alone publication?
  - Can the majority of the information needed on this topic be learned from an existing ASHRAE Handbook chapter?
  - Should this information be published as a new ASHRAE Handbook chapter rather than as a separate book?
- Whether the publication serves to disseminate prior ASHRAE Research or otherwise is related to past or ongoing ASHRAE Research
  - Does the PTAR explain how this publication is related to ASHRAE Research?
  - Does the publication intend to disseminate new research findings on the topic since the last time guidance was published on this topic?
  - If the link to ASHRAE Research seems tenuous, should this project be submitted as a Special Publication instead of a PTAR?
- The publication’s value to ASHRAE
  - Does the publication support energy efficiency or indoor air quality improvement or otherwise promote the goals of ASHRAE?
- The scope of the publication
  - Does the scope of the publication seem appropriate for the intended audience?
  - Does the coverage of the topic seem adequate or is it lacking?
  - Does the publication provide state-of-the art guidance to engineers and/or researchers?
  - Does the publication consolidate guidance that is not necessarily provided elsewhere but merely “known” by those in the industry?
  - Does the publication regurgitate information that is already available from other sources?
  - Does the publication offer information about new and/or emerging technologies?

- Does the proposed organization/arrangement of the content seem appropriate for readers' understanding of the material?
- If there is a sample chapter available, is the writing clear and understandable?
- If there is a sample chapter available, does the author effectively communicate the ideas and concepts?

When evaluating PTAR proposals, the committee shall endeavor to maintain confidentiality regarding the material submitted.

## Process

The Publications Committee PTAR Subcommittee consists of a subcommittee chair (who also serves as the Publications Committee liaison to RAC) plus 4 standing subcommittee members. The subcommittee will also include as a consultant the Publications Committee TAC Section Liaison for the TC from which the PTAR originates, if that person is not already a member of the PTAR subcommittee.

The process for PTAR review and voting is as follows:

- PTAR Subcommittee members access PTAR submissions and the relevant forms via the [PTAR Proposals section of Basecamp](#).
- The PTAR Subcommittee chair establishes a deadline for review. The deadline should allow enough time to assemble scores prior to the November and April conference calls.
  - Winter Conference deadline is November 1.
  - Annual Conference deadline is April 1.
- Each subcommittee member reviews the PTAR submission and fills out the [PTAR Evaluation Form](#), answering each section with yes or no.
- The PTAR Subcommittee chair assembles all score sheets and develops a master evaluation form using the [PTAR Evaluation Form](#).
  - Each section of the master evaluation form is marked yes or no based on the majority vote of the PTAR Subcommittee. If a tie vote results, that section is marked as a no vote.
- The PTAR Subcommittee discusses the PTAR via conference call and as a group votes to Accept or Reject the proposal.
  - The master evaluation form and the individual evaluation forms with comments are forwarded to the full Publications Committee for a short discussion during the November or April conference call.
  - Full committee votes are: Accept as is, Accept with comments (needs revision), or Reject (motion wording is that it is "passed to accept" or "passed to reject," etc.).
    - A 2/3 super majority is required to "pass to accept."
    - A simple majority is required to "pass to reject."
    - Any other voting outcome is considered "Accept with comments (needs revision)."
  - The PTAR Subcommittee chair forwards the master evaluation form and the voting results to the [RAC chair](#) and [RAC vice chair](#) immediately. If a PTAR is accepted with comments, those comments are submitted with the voting results to RAC for RAC to consider during their review.
- Should there be more accepted PTARs than RAC has available funds, the Publications Committee Chair, Vice Chair, PTAR Subcommittee Chair, staff liaison, and Director of Publications and Education shall prioritize the proposals.
- Publications Committee may assign the Publications Committee TAC Section Liaison as a liaison to each TC's Proposal Evaluation Subcommittee and the RAC Project Monitoring Subcommittee



overseeing the selection of the contractor and the work done by the contractor that is developing the publication.

## **SERVING AS RESEARCH ADMINISTRATION COMMITTEE (RAC) LIAISON**

The RAC liaison also serves as chair of the PTAR Subcommittee. As such, the RAC liaison is the main point of contact between Publications Committee and Research Administration Committee (RAC). The RAC liaison is invited to attend the RAC meeting at every ASHRAE Conference and should feel free to email the [RAC chair](#) and [RAC vice chair](#) at any time.

The liaison's responsibilities include relaying PTAR-related questions and votes to and from RAC and initiating contact with RAC before or at each ASHRAE conference to relay any issues/concerns to and from RAC.

## **LEADING THE PLANNING SUBCOMMITTEE**

The Publications Committee vice chair leads meetings or conference calls when the Publications Committee chair is unavailable and leads all Planning Subcommittee meetings. The Planning Subcommittee oversees all changes to the committee's ROB, MOP, and Reference Manual.

## **GENERATING MANAGEMENT BY OBJECTIVES (MBOS)**

Prior to the Annual Conference, the Publication Committee vice chair prepares objectives (MBOs) for the committee for the next year using [the MBO format recommended by the current chair of Publishing and Education Council](#). The vice chair has the option of proposing objectives that extend beyond one year as long as the first-year objectives are clear and measurable.

Guidance includes the following:

- List objectives, not action items or ongoing committee activities such as updating the committee's MOP.
- State objectives in clear, concise, measurable language. If necessary, cite subtasks and interim steps as a means of measuring objective completion.
- Cite both the completion date for the overall objective as well as individual subtasks.
- State fiscal impact in dollars, man-hours, or man-trips. State whether the program has been approved by the council and whether its cost has been included in the budget.
- Include other information that would clarify the intent of the objective.
- State the primary responsible individual, subcommittee, or body.

The chair presents their MBOs to the committee for review during the Annual Conference. The MBOs will be included in the committee's report to the Products Committee at the Annual Conference as an information item.

The chair reviews the status of these MBOs during the Winter Conference. A status report including completion dates, if applicable, will be included in the committee's report to the Products Committee at the Winter Conference as an information item.



## ASHRAE JOURNAL INFORMATION

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### GENERAL

This information is intended to broaden the understanding of new Publications Committee members so that they may immediately and effectively contribute (within the committee areas of responsibility) to the best possible *ASHRAE Journal*.

*ASHRAE Journal* is printed and mailed to all members monthly. In addition, articles are available in the [ASHRAE Technology Portal](#) and [as a digital book](#) to all members.

### Editorial Calendar

An editorial calendar is distributed to the committee at the Annual Conference. The calendar includes a schedule of themes planned for the *ASHRAE Journal* for the coming calendar year. The editorial calendar is to be used during liaison meetings as an aid in finding papers/presentations that may be considered for inclusion in the *ASHRAE Journal*.

### Instructions to Authors

The *ASHRAE Journal* editorial department maintains [a set of instructions](#) for members, liaisons, and others to distribute for guiding prospective authors in the preparation of an article.

### Article Review Procedure

The *ASHRAE Journal* editorial department maintains a description of the committee's [Editorial Screening and Peer Review](#) procedures used in evaluating an article being considered for publication in the *ASHRAE Journal*.

### Journal Departments

The Journal editor establishes and includes departments such as industry news, meetings, products, ASHRAE news, etc., as benefits the communications role of an industry publication.

### Technical Feature Article Pages

The principal means of building and maintaining reader interest, reader loyalty, and the perception of the *ASHRAE Journal* by advertisers, technical feature articles are the heart of the magazine and are a major determinant in member and advertiser perception of the value of the magazine.

## COMMITTEE RESPONSIBILITIES

**Publications Committee** is responsible for those pages of *ASHRAE Journal* within the Editor's area of responsibility. They set broad editorial policy and goals. The Editor is responsible for detailed operating plans that implement the broad policy and goals. The Editor is responsible for the business of selecting articles and departments. The Editor may elect to solicit committee help about the long-range editorial calendar, selection of authors for selected long-lead articles, and serving as an editorial board to judge articles for reader interest. The Publications Committee is not responsible for the advertising pages of *ASHRAE Journal*. The Advertising Sales Subcommittee of the Publishing and Education Council (PEC) is responsible for all aspects of advertising in *ASHRAE Journal*. The Publications Committee chair is a nonvoting member of the Publishing and Education Council.

**Publishing and Education Council (PEC)** is responsible for all publishing, including the *ASHRAE Journal*. The PEC sets the budget, the financial goals, the editorial/advertising ratio, and the advertising policies and rates of *ASHRAE Journal*. The Publications Committee is responsible to the PEC for the overall success of *ASHRAE Journal*. As such, the Publications Committee should require the Director of Publications and Education to present long- and short-range plans and MBOs for *ASHRAE Journal*. The Publications Committee should offer suggestions and negotiate changes with the director. If the committee feels strongly about changes to the advertising ratio, graphics, arrangement of articles within *ASHRAE Journal*, advertising sales or any other issue, then the committee should make recommendations to the PEC.

The Fiscal Subcommittee of the PEC oversees *ASHRAE Journal* advertising pages, including the sales program, recommendations, advertising policy development, and advertising rates.

### Staff Organization

The Publishing Director is the **ASHRAE Director of Publications and Education**. The director is ultimately responsible for all aspects of the magazine: editorial quality, readership, delivery and financial performance.

The **Advertising Sales Manager** is an ASHRAE employee responsible for coordinating advertising sales. Actual advertising sales are handled by independent sales representatives who normally represent *ASHRAE Journal* and several other magazines. The Advertising Sales Manager reports to the Publishing Director.

The **Production Manager** reports directly to the Publishing Director and is responsible for printing the magazine and managing production costs and production schedules.

The [ASHRAE Journal Editor](#) and **Journal staff** are ASHRAE employees responsible for technical feature article pages and department pages. The Editor reports to the Publishing Director. The [organizational chart of the Publications and Education staff](#) details the department's structure and Journal staff.

## ASHRAE JOURNAL INSTRUCTIONS TO AUTHORS

*ASHRAE Journal* seeks and publishes application-oriented articles of interest to the membership. Here are some basic rules and procedures for the submission of an article.

### Authors

Articles are welcome from ASHRAE members and nonmembers.

### Submitted Materials

Only unpublished articles will be accepted for review. Articles that have been published on social media or a website are not considered unpublished.

### Commercialism

ASHRAE policy prohibits the use of proprietary names in the text or illustrations of *ASHRAE Journal* technical feature articles. This includes trade names, logos, university sponsors, consulting firms, manufacturers, vendors, contracting agencies, or identification of other commercial interests. Generic terms should be used. The following items are permitted: about the author(s) is on the first page of an article that features information about the author(s), including company affiliation, title and background. Pictures of products are permitted if the trade name or manufacturer's logo or slogan is not visible.

Articles describing research on a specific manufacturer's product may include the producer's name and model number in the text if the inclusion aids comprehension and readership. An example is if a particular mineral wool insulation is compared with fiberglass bats for shakedown characteristics in the walls of a mobile home. Remember, however, a well-written, well-illustrated, commercial-free article brings more credit to a commercial interest than similar articles containing blatant commercialism. Articles sometimes include proprietary or patented aspects. Patents should be referenced to make evident the limitations on use.

If an author feels that the message cannot be clearly communicated using the above guidelines, the author should provide specific examples to *ASHRAE Journal* editorial staff and request an exception or guidance.

### Confidentiality

*ASHRAE Journal* uses a double-blind review system. The author's name and any references that might reveal the author's identity are removed before sending the article for review. In the same regard, authors are not aware of the identities of the reviewers since the same process is followed with the reviews. Authors should not forward the papers to others during the peer review process.

### Submitting an Article

We encourage authors to submit abstracts before sending full articles. Abstracts and articles should be uploaded to [ScholarOne](#).

Guidelines for articles include:

- **Length:** Articles cannot exceed 3,500 words.
- **Graphics:** We encourage graphics and publish as many as eight with the article. Graphics should be included as attachments. Do not embed graphics in text. More details available at [ScholarOne](#).
- **References:** References must be listed at the end of the manuscript numbered in the order in which they appear, with superscripted numbers in the corresponding places in the text. A maximum of 15 references may be used.
- **About the Author:** Authors should provide a brief description that includes their name, title, company, and important ASHRAE affiliations.
- **Statement of Importance (optional):** Authors may provide a one-paragraph explanation of the significance of their article. This is not to be an abstract, summary or conclusion. Instead, this should describe how the information presented is important to the HVAC&R industry.
- **Units of Measurement:** *ASHRAE Journal* policy calls for authors to incorporate dual units of measurement into manuscripts, preferably with inch-pound (I-P) units first, followed by international system (SI) units in parentheses. Authors shall round off the alternate system of units so that they imply the same accuracy as is implied with the primary units. (See the [SI Guide for HVAC&R](#)). If practical, charts, tables or illustrations should be submitted with dual units.
- **Release of Manuscript:** The author(s) of papers may not disseminate the manuscript or information contained therein prior to publication.

### Editorial Screening and Peer Review

*ASHRAE Journal* is a peer review magazine. This means articles submitted to *ASHRAE Journal* are juried by member engineers with expertise in the subject area of the article. The author's name is not revealed to the reviewers, nor are the reviewers' names revealed to the author.

The purpose of these reviews is to maintain a high level of technical content and to evaluate the article for its topical interest.

The review process consists of three phases:

- A preliminary review of the article by *ASHRAE Journal* staff to determine if the article meets the mechanical and other requirements specified in the [Instructions to Authors](#).
- A review by a committee chair to ensure that the article's topic is in the scope of that committee.
- Typically, three (or sometimes more) peer reviewers review the article and give feedback to the author.

## Confidentiality

If published, the manuscript will be copyrighted by ASHRAE, so the manuscript's contents are not to be used by the reviewers without the express written permission of ASHRAE. If the article is not accepted for publication, the privilege of copyright remains with the author. Reviewers may not forward the article to others or discuss the paper while it is undergoing review.

## Procedures

1. If *ASHRAE Journal* staff finds the article does not meet the specifications, the manuscript is returned to the author with appropriate comments. The author may correct any omissions and resubmit the manuscript.
2. Articles meeting the mechanical requirements are normally acknowledged within five working days of receipt. *ASHRAE Journal* staff help determine suitable reviewers who have expertise in the subject area, often with the aid of the technical committee chair.
3. Each reviewer can access a complete copy of the article (including charts, tables, figures and photos) with the author's name and affiliation deleted. The reviewers are asked to read the article and evaluate it using the criteria previously stated. Reviewers are asked to return the manuscript with their review comments within two weeks of receipt.
4. Reviewers should choose from the following next steps for the paper:
  - a. Minor Revisions
  - b. Major Revisions
  - c. Revise with second review required
  - d. Decline (please describe your specific reasons for declining)
5. In all cases, the author is treated to a commentary of each reviewer—without revealing names. Upon acceptance of the article, the author is asked to send reproduction-quality illustrations and a brief business and educational biography.
  - a. On articles requiring revision, the author is asked to make the deletions and/or revisions suggested by the reviewers and to return the edited and corrected manuscript with the above materials.
  - b. Rejected articles including detailed comments by reviewers are returned to the author.
6. Preparation for publication includes changing the article title if necessary, to indicate the content in suitable magazine-style headings. The editorial department specifies typefaces and prepares the final layout.
7. After publication, the author is sent complementary copies of the *ASHRAE Journal* issue in which the article appears. *ASHRAE Journal* retains the article's copyright, unless the author has stated prior to publication that the author will retain the copyright.

## SPECIAL PUBLICATIONS INFORMATION

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### DEFINITION OF ASHRAE SPECIAL PUBLICATIONS

ASHRAE Special Publications are all technical publications in print or electronic format except for the Handbook series; standards, guidelines, and user's manuals; the research journal; *ASHRAE Journal* and other magazines; and newsletters. Special Publications include 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.

### SPECIAL PUBLICATIONS DEPARTMENT AND STAFF RESPONSIBILITIES

The staff of the Special Publications department manages, edits, and lays out the non-series and series books listed above as well as standards, guidelines, user's manuals, Technical Papers presented at Annual or Winter Conferences, *ASHRAE Transactions*, Society position documents, and Self-Directed Learning (SDL) texts.

Special Publications staff also manages the preparation and publication of translations of the above publications, Conference Papers and Extended Abstracts presented at Annual or Winter Conferences, and Conference Papers presented at Specialty Conferences, as well as that of non-print products such as charts and other tools, seminar recordings posted online after the Annual and Winter Conferences, software, databases, apps, and other online resources, such as ASHRAE Terminology and the 90.1 Portal.

Special Publications staff consists of the following full-time positions:

- **Editor**—Manages all of the above projects as well as the following staff members. Also serves as liaison to the Publications Committee.
- **Associate Editor**—Handles book and non-print projects, translations, ASHRAE Terminology, and the upkeep of internal departmental documentation.
- **Assistant Editor**—Handles book and non-print projects and translations. Is also responsible for Technical Papers, Conference Papers, and Extended Abstracts presented at Annual and Winter Conferences and for *ASHRAE Transactions*.
- **Senior Editorial Coordinator**—Handles tasks related to record-keeping and reports, reseller communication, citation and abstracting services, the Library of Congress, and many others. Also communicates with authors of Technical Papers, Conference Papers, and Extended Abstracts regarding the completeness of their manuscript submissions.

[This flowchart of how a publication proceeds through Special Publications staff](#) shows the many steps undertaken for each Special Publication project.

### DOCUMENTS AND INFORMATION RELATED TO SPECIAL PUBLICATIONS

Publications Committee members should feel free to share the links to these documents and forms with any ASHRAE member who is interested or could benefit from this information.

- [Free Resources](#) from ASHRAE
- [Guide for Publishing with ASHRAE Special Publications](#)

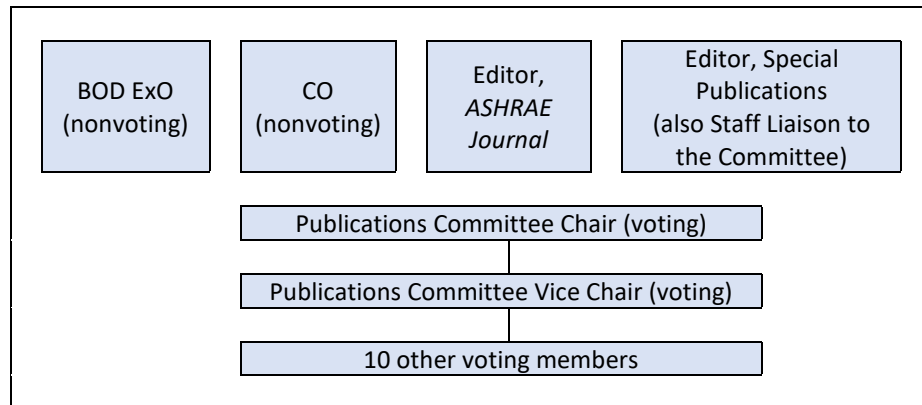
- [Publications Request Form](#), which is what authors or TCs fill out to propose a Special Publication to the Publications Committee
- Form for [Proposing a New App](#)
- [Authoring Tools](#), which include numerous links to useful tools for authors of various types of ASHRAE publications as well as a link to ASHRAE's Publishing Ethics
- [Authors' Manual](#), supplied to authors of papers and book projects; provides useful information about the files that need to be turned over to staff, generating high-quality figures, obtaining permissions to reproduce others' work, and citing sources, as well as other topics
- [Submitting Manuscripts to Special Publications](#), which is a one-page summary given to authors once their manuscript has been approved by the project's cognizant TC and they are ready to submit files for staff editing, layout, and production
- [Authoring Portal](#), used by authoring groups to manage new or revised publication projects; access for projects can be set up by contacting the [Editor of Special Publications](#)
- [ASHRAE Commercialism Policy and Guidelines](#), which details the section of the Rules of the Board (ROB) regarding use of commercial wording, images, logos, etc. in presentations for ASHRAE conferences and other ASHRAE publications
- [Units Policy from the ROB](#)
- [SI Guide for HVAC&R](#)
- [ASHRAE Terminology](#), which is a comprehensive online glossary of more than 3700 terms and definitions related to the HVAC&R field
- [ASHRAE Library search](#), which enables users to browse ASHRAE's rich collection of books and rare books on HVAC&R-related topics
- [ASHRAE Technology Portal](#), which offers members free access to *ASHRAE Journal* and Research Project Final Reports and offers members and nonmembers subscription access to *ASHRAE Transactions* papers and conference seminars, as well as other ASHRAE offerings
- [Publication Updates and Errata](#)
- [Comment on Publications](#), which customers may use to provide feedback or recommend changes to existing ASHRAE Special Publications
- [Papers and Programs for ASHRAE Winter and Annual Conferences](#), which provides information and links useful for authors of Technical Papers, Conference Papers, and Extended Abstracts submitted for presentation at ASHRAE Conferences



## ORGANIZATIONAL CHARTS

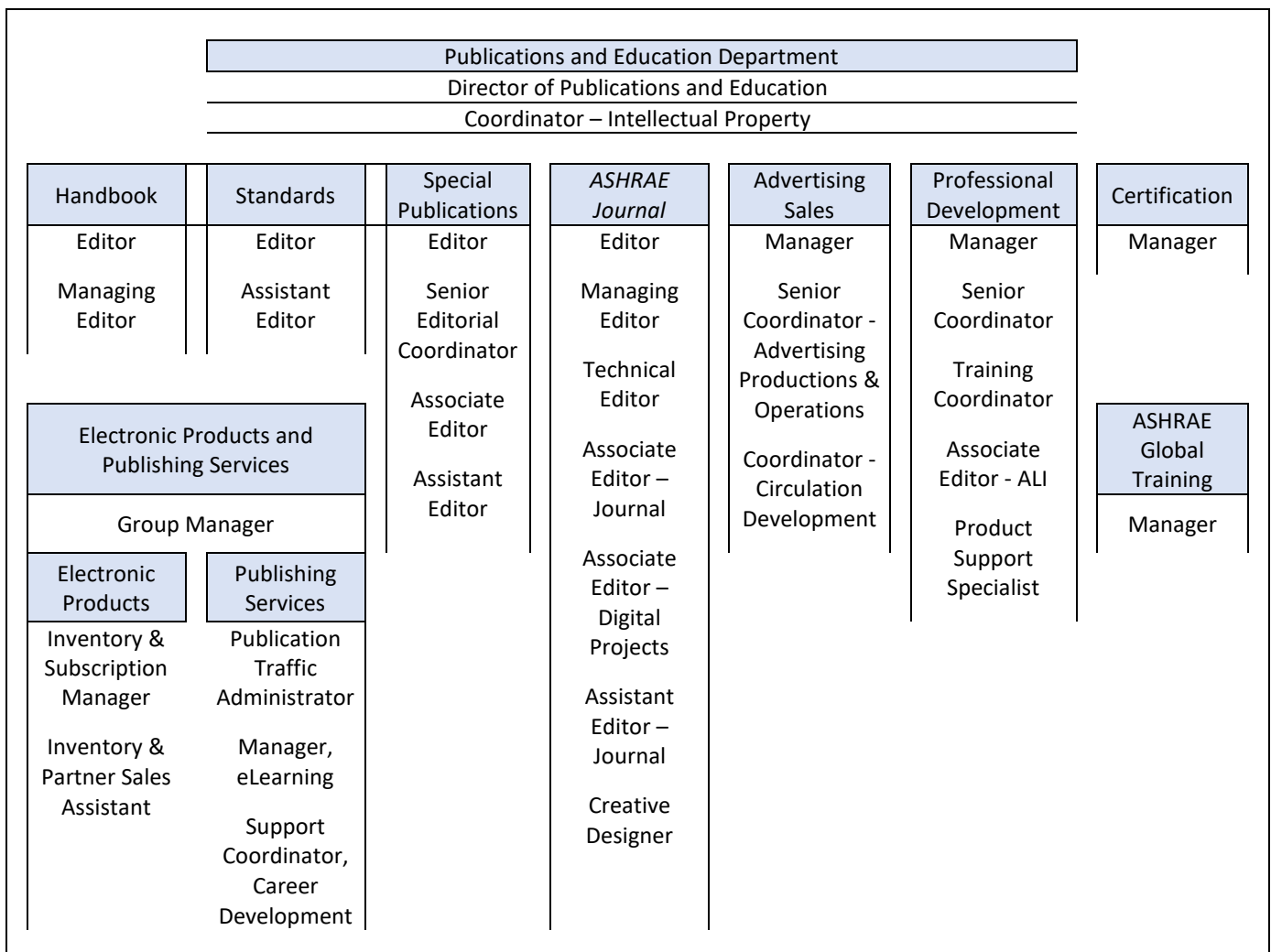
### PUBLICATIONS COMMITTEE

The current Publications Committee organizational chart is included below:



### PUBLICATIONS AND EDUCATION DEPARTMENT (STAFF)

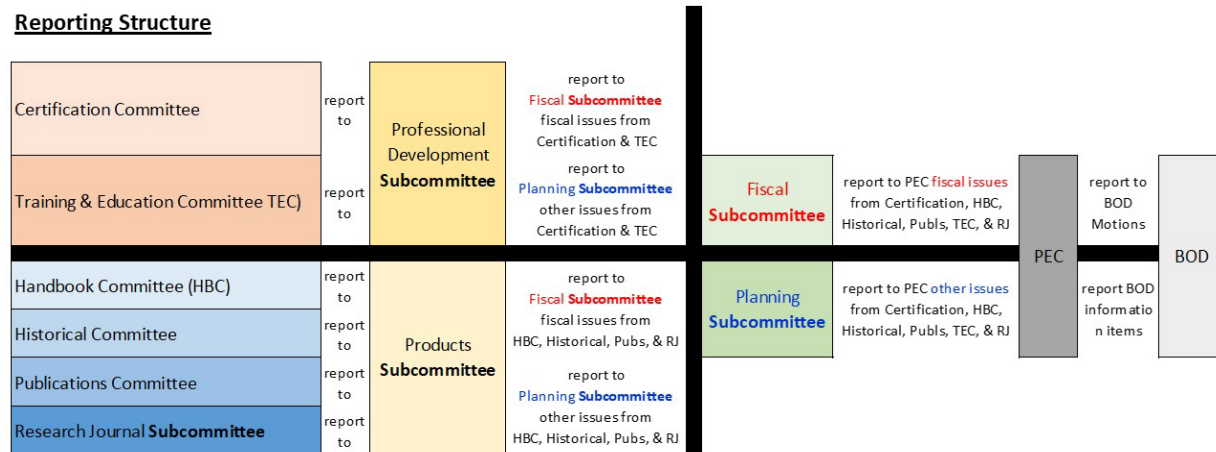
The current Publications and Education Department (staff) organizational chart is included below:



## PUBLISHING AND EDUCATION COUNCIL

The current Publishing and Education Council (PEC) organizational chart and reporting structure are included below:

### Reporting Structure



## ASHRAE SOCIETY

The current Society organizational chart is linked from [the Leadership page of the ASHRAE website](#), as are the names of the current directors, council members, committee members, and staff.

## **APPENDIX A—EMAILING CHAIRS, VICE CHAIRS, AND SECTION HEADS**

For those TCs that have older publications needing review (as listed in the ASHRAE Special Pubs Review List, which can be found in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference), there are columns on that spreadsheet including the email aliases for the TAC Section Head, TC Chair, and TC Vice Chair for each publication listed.

To contact a TC Chair and TC Vice Chair (and copy the TAC Section Head) of a TC that does not have any older publications needing review, use the following rules of thumb for their ASHRAE email aliases:

- TC Chair: **tcxxxx@ashrae.net**, where xxxx stands for the TC number, with zeros to make it four digits (e.g., for TC 7.1 use “tc0701”)
- TC Vice Chair: **TCxxxx.VCH@ashrae.net**, where xxxx stands for the TC number, with zeros to make it four digits (e.g., for TC 7.1 use “tc0701”)
- Section Head: **shX@ashrae.net** or **shXX@ashrae.net**, where X and XX stand for the section number (1, 2, 7 and 10, 11, etc.)

**Note that the extensions are ashrae.net not ashrae.org.**

Emails to these aliases go to the people currently assigned to these positions. A full list of email aliases for all committees can be found on the [ASHRAE Technical Committees webpage](#) under the heading “Procedures, Forms & Information for TCs/TGs/MTGs and TRGs.”

If you need help getting a response or getting a TAC-related task completed, forward your email to [askTAC@ashrae.net](mailto:askTAC@ashrae.net) and someone higher up in TAC will assist you.

## APPENDIX B—STARTING POINT FOR TC EMAIL OR PHONE CALL

Files and resources for TAC Section Liaisons to use:

- TC email aliases (see [Appendix A](#))
- [TC Chairs Handout](#)
- ASHRAE Special Pubs Review List (found in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference; also see [Appendix C](#))
- Recent list of new publications (found in the [Docs & Files section of Basecamp](#) in the folder for the upcoming or recently passed conference)

Of the below draft email text, use the paragraphs in **black** for every TC, also include the paragraphs in **green** if the TC has older publications to review, and change any text in **red** to be accurate for each TC you're contacting.

Hello, Chair of TC **xxx**.

My name is **xxxxxx**. I'm a member of the ASHRAE Publications Committee and I am writing to you as your liaison.

Please see the following list of ASHRAE publications associated with your TC:

ASHRAE Special Publication	Year Publ.	Committee or Project
<b>Xxxx</b>	<b>xxxx</b>	<b>xxxx</b>
<b>Xxxx</b>	<b>xxxx</b>	<b>xxxx</b>

These publications are more than **XX** years old, and ASHRAE must rely on the expertise of your committee to inform decisions about whether these publications contain up-to-date, relevant information in their current state, need to be revised for publication of a subsequent edition, or need to be withdrawn from bookstore sales.

Can your committee please review these publications and report your recommendations to me before the upcoming ASHRAE Conference in **xxxxx**? The online TC Form for Reviewing Older ASHRAE Pubs, which TC members can use to aid in their reviews of and decisions about these older publications and to submit their recommendations to Publishing staff, is available at the bottom of [www.ashrae.org/technical-resources/authoring-tools/books](http://www.ashrae.org/technical-resources/authoring-tools/books). If you would like to review this form together, please let me know.

I want to share some updates from Publications Committee as well as provide some information about submitting articles and other materials that your TC may be interested in. I hope you can take a moment during your meeting to discuss and share these with your committee.

How can your Publications Committee liaison can help your TC?

- Keep your TC current with content published by ASHRAE (books, position documents, white papers, etc.) since the last conference (**see the attached list**)
- Share opportunities to contribute (**see the attached handout**)

- Provide authoring tools for publishing with ASHRAE, available at [www.ashrae.org/technical-resources/authoring-tools](http://www.ashrae.org/technical-resources/authoring-tools)
- Share information with Publications Committee or Publications staff regarding publications your TC is currently working on or provide suggestions for potential publications
- Convey TC members' suggestions top staff for publications, articles, and podcasts in the areas Publications Committee oversees (see the attached handout)

We are especially eager to hear any suggestions for topics members would like to see covered in the *ASHRAE Journal*, and all members are encouraged to submit articles for publication in *ASHRAE Journal*.

As your liaison we can walk through these topics together, and I will be happy to provide more information. The attached documents are for your review. Please share and discuss with your committee and share on your committee's Basecamp.

Thank you and I look forward to your response.

## APPENDIX C—EXTRACTING INFORMATION FROM THE ASHRAE SPECIAL PUBS REVIEW LIST

The most up-to-date ASHRAE Special Pubs Review List can be found in the [Docs & Files section of Basecamp](#) in the folder for the upcoming conference.

Once you have downloaded the file, scroll to the listing for the section you have been assigned.

Highlight the columns labeled “ASHRAE Special Publication,” “Year Publ.,” and “Committee or Project”:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
		ASHRAE Special Publication	Year Publ.	Committee or Project				From	Response	Status/Comments					
1	Code	Psychrometric Analysis CD, Professional Edition, Version 7	2012	TC 01.01						Replaced by app? Need new tool?					
2	94915									Staff: Our notes say Mitchell					

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