

**ASHRAE’s Publishing Ethics**

ASHRAE journals and proceedings are peer reviewed. They form the body of knowledge in the fields of heating, ventilation, air conditioning and refrigeration and related arts and sciences. Through its peer review process, ASHRAE attaches to the works it publishes recognition that those works are reliable, authoritative, and unbiased. ASHRAE adheres to strict publishing ethics to maintain that position and to ensure that manuscripts it publishes enhance the prestige and reputation of authors, reviewers and editors, and the institutions and organizations that support them. These ethics form the foundation for ASHRAE’s publishing of its journals and proceedings:

*For Authors*

* Authors must warrant that their manuscripts are original works.
* Authors must warrant that their manuscripts do not contain libelous content nor content that is otherwise unlawful, invades individual privacy, infringes on copyrights, or infringes on proprietary rights, such as trademarks.

*For Editors*

* Depending on the specific journal or proceedings, editorial responsibilities may be assigned to subject matter experts from academia or industry, steering committees, program committees, editorial advisory boards or editorial staff.
* Decisions to accept manuscripts are based on their importance, originality, and relevance to the editorial mission of the respective journal or proceedings.
* Editors are accountable for all editorial content published in their journals or proceedings.
* Editors strive to meet the needs of readers and authors.
* Editors have processes in place to assure the quality and accuracy of the material they publish, including the use of appropriate guidelines and checklists.
* Editors provide guidance to authors on everything that is expected of them including guidelines on the submission of content and the need to respond in a timely fashion to reviews as may be required.
* Editors agree to not reverse decisions to accept submissions unless serious problems are identified with the submission.
* Editors provide guidance to reviewers on everything that is expected of them including the need to handle submitted material in confidence.
* Editors have systems to ensure that reviewers’ identities are protected unless they use an open review system that is declared to authors and reviewers.
* Editors monitor the performance of reviewers and take steps to ensure this is of high standard.
* Editors maintain databases of suitable reviewers that reflect the community for the respective publication, adding new reviewers as needed and updating it on the basis of reviewer performance.
* Editors cease to use reviewers who consistently produce discourteous, poor quality or late reviews.
* Editors provide reviewers’ comments to authors in their entirety unless they contain offensive or libelous remarks
* Editors strive to ensure that peer review at their journal is fair, unbiased and timely.
* Editors have systems to ensure that material submitted to their journal remains confidential while under review.
* Editors have systems in place to detect falsified data (e.g., inappropriately manipulated photographic images or plagiarized text) either for routine use or when suspicions are raised.
* Editors encourage and are willing to consider cogent criticisms of works they publish.
* Editors have systems for managing their own conflicts of interest as well as those of their staff, authors, reviewers and editorial board members.
* Editors give authors of criticized material the opportunity to respond.

*For Reviewers*

* Depending on the specific journal or proceedings, review responsibilities may be assigned to subject matter experts from academia or industry, steering committees, program committees, editorial advisory boards, technical committees, or editorial staff.
* Reviewers recommend manuscript acceptance based on importance of the work, originality, and relevance to the editorial mission of the respective journal or proceedings.
* Reviewers agree to judge manuscripts in an objective and unbiased fashion, based on their value to the academic, research and other communities associated with the respective journal or proceedings.

*For ASHRAE*

* Each journal or proceedings has a stated editorial objective with a review process that is best suited for the research or other community served by the respective publication.
* ASHRAE has processes to ensure that all peer-reviewed journals and proceedings employ reviewers who are suitably qualified, i.e., individuals who are able to judge the work and are free from disqualifying competing interests.
* Reviewers and editors are instructed to select manuscripts based on their fulfillment of the respective publication’s editorial objectives.
* ASHRAE will publish corrections, clarifications, retractions and apologies when needed.
* ASHRAE will take immediate action when violations of copyright are brought to its attention.
* ASHRAE will document instances when it deviates from its manuscript acceptance and review processes.
* Journals and proceedings published by ASHRAE have a declared mechanism for authors to appeal against editorial decisions.
* ASHRAE encourages academic institutions to recognize peer review activities as part of the scholarly process.
* ASHRAE has procedures in place to handle disagreements among editors, reviewers and other persons associated with management of the publication with due process.
* ASHRAE has policies and systems in place to ensure that commercial considerations do not affect editorial decisions (e.g., advertising departments operate independently from editorial departments).