Author Checklist for ASHRAE Books—Galley Proofs

Please remember that this proof of your book is only for checking the integrity of the content; this is not the time for rewriting, revising, or reorganizing the text. This is for you to check that we have not inadvertently altered your manuscript and for you to catch any mistakes in calculation, data, or graphical representation that you might not have previously noticed. Please check the items below and return your responses and corrections by the given deadline. Thanks!

☐ Please take notice of any pages with author queries (AQs) and be sure to respond to each of those AQs, even if the answer seems obvious to you.

☐ Please note that all equations must be retyped in our pagemaking program and therefore should be checked thoroughly by the author at this proofing stage.

☐ Please check that all figures and tables are placed and labeled correctly and that none are missing. Please also let us know if there are any that you feel are not adequately sized (too small to read the text in the figure or too big for only a minor concept in the book, etc.).

☐ Please make sure copyright permission has been obtained for those figures reproduced from other sources. ASHRAE has information about copyrights and a Permission Request Form that you can use if needed. If any figures are from existing ASHRAE publications, please indicate for each figure which publication it comes from.

☐ Please make sure all references are up to date, with correct dates and website addresses.

☐ Please make sure all of the proper committees/people (i.e., TC, reviewers, sources of funding, etc.) have been acknowledged in the “Acknowledgments” section.

☐ Please make sure that the “About the Author” section is accurate and up to date, if applicable, including your affiliations, PE/PhD/etc. designations, ASHRAE Certifications, etc.

☐ If you have not already done so, please include a brief paragraph summarizing the book. This paragraph will be placed on the back cover and may be used in ASHRAE’s bookstore, publication catalog, and other promotional materials.

☐ If you have not already done so, please fill out and return ASHRAE’s Marketing Questionnaire.

☐ If you have not already done so, please include any colors and cover art ideas that you feel are appropriate for the cover design. (Not required.)

☐ If you have not already done so, please include a list of words that we can use to create an index for the book if an index is desired. (Not required.)