

Submitting Manuscripts to ASHRAE Special Publications

Once the manuscript is accepted for publication by the cognizant committee, the following materials should be submitted to ASHRAE Special Publications (contact Cindy Michaels; cmichaels@ashrae.org):

- Contact information for the author, including mailing and email address and phone number, as well as the author's preferred method of contact.
- The numbers of any associated research project, special project, and/or technical committee, as applicable.
- All author names, in the desired order, with (as applicable) ASHRAE membership grade, academic degrees at the doctoral level, and professional certification for each author.
- An electronic copy (via email, file sharing website, or mailed CD) of the complete manuscript in a single- or double-spaced single-column format in Microsoft Word (PDFs and LaTeX files not accepted). **For information about figure, table, equation, reference, and text formatting, use the [ASHRAE Interactive Author's Manual](#).**
 - The text must be in dual units, with the units used in calculating the work first and the other units following.
 - Number, supply captions for, and refer to all figures in the text. Figures must provide values in both I-P and SI units. Insert copies of figures into the Word file AND submit them as separate image files (see later bullet).
 - Number, supply titles for, and refer to all tables in the text. Tables must be editable Word or Excel tables and NOT submitted as uneditable images (TIF, JPG, GIF, BMP). Tables must provide values in both I-P and SI units.
 - Although we will format headings for the published book, please use consistent heading formats for clarity.
 - The complete manuscript should include the following parts, all labeled clearly in the file names:
 - An "About the Authors" paragraph that includes authors' names as they wish them to be included on the cover (in preferred order), ASHRAE membership grades, academic degrees at the doctoral level, professional certifications, professional backgrounds/experience, and ASHRAE activities/participation.
 - Foreword (**optional**; usually written by someone other than the author)
 - Preface (**optional**; the author's approximately 500-word statement about the work, including reasons for undertaking it, the method of research, the book's origins and goals and intended audience, etc.)
 - Acknowledgments (**optional but recommended**; may acknowledge special assistance, including sources of financial aid, as well as the help of ASHRAE technical committees, individuals, or other groups)
 - Introduction (**optional but recommended**; an overview of the book; the definition of the problem should be set in the appropriate framework for the solution that will follow in the main body of the text)
 - Chapters (with short, descriptive titles; material should be presented in a logical order that is easy to follow, keeping the prospective audience in mind)
 - Appendices (**optional**; may include supporting data, sample calculations, examples, etc.)
 - Glossary of terms and their definitions (**optional**)
 - Reference list of citations for all sources cited in the text
 - List of words that will be compiled to create an index (**optional**; we will set the page numbers)
- Electronic copies (via email, file sharing website, or mailed CD) of all figures, clearly labeled for both I-P and SI versions. Each figure should be provided as a separate TIF or EPS file saved at high resolution (600 dpi for line art; 300 dpi for photographs). Graphics embedded in Word or PowerPoint are not acceptable.
- Electronic or printed copies of signed permissions for reproducing material from other sources. The [permission request form](#) can be used to request permission; if you have already received permission in another format, you do NOT have to use this form. *[Note that to save the permission request form with the information filled in, instead of choosing "save" choose "print" and change your destination printer to the option "save as PDF."]*
- Supplemental materials to be included online (via email, file sharing website, or mailed CD).
- The proposed title. Please understand that the official publication title is at the discretion of the Publisher.
- Cover artwork/color suggestions. Please understand that final cover design is at the discretion of the Publisher.
- A filled-out [Marketing Questionnaire](#) that staff can use for promoting the book.

Once the materials have been submitted, the corresponding author will be supplied a tentative publication schedule and put in contact with a Special Publications editor. The editor will edit the book for grammar, punctuation, clarity, and consistency with ASHRAE policies; format the text; and lay out the pages with the figures and tables incorporated.

When editing/layout is complete, the editor will send a PDF for proofreading and replying to queries. Please note that changes should be minor at this stage and the author is expected to have timely correspondence with the editor.

Once the queries are answered and the author's changes are incorporated, the book is published and offered for sale in ASHRAE's bookstore as both the physical, printed book and a PDF available for download. Each author will receive a complimentary copy of the published book.