



Standards and Certification Training

Module A – Administrative
A5. Publication of Standards

Module A Course Outline

- A1. Tools and Resources
- A2. Standards and Certification Products
- A3. Membership Maintenance
- A4. Honors and Awards
-  A5. Publication of Standards
- A6. Productive Meetings and Appropriate Ballot Comments

Module A contains six modules. This is Module A5 Publication of Standards

REVISIONS

6/9/23

Changed to reference Updated Writing and Style Guide.
Changed to align with Rev. 19 of ANSI accredited procedures.
Updated to use consistent wording.

4/21/16

Revised entirely. Reformatted, added notes throughout, deleted Pop Quizzes and updated to current acceptable publication submittal and proof review practices.

LEARNING OBJECTIVES

At the end of this module you will know...

- Proper document preparation to avoid untimely delays in publishing documents.
- How to review the proofs of the standards, noting and/or alleviating and reducing the number of discrepancies
- How you can help to produce consistent and uniform standards

At the end of this module you will know...

- Proper document preparation to avoid untimely delays in publishing documents.
- How to review the rough proofs and final proofs of the standards.
- How you can help to produce consistent and uniform standards.

AGENDA

- I. Preparation of Proposals for Committee Ballot
- II. Sample Revisions
- III. Preparation of Submittal of Revisions to C&S Publications
- IV. Distribution and Review of Rough Proofs and Manuscripts
- V. Distribution and Review of Proofs

These are the areas this module will cover.

I. PREPARATION OF PROPOSALS FOR COMMITTEE BALLOT

This section offers guidelines for preparing proposed revisions of standards for committee review and submittal to C&S Publications.

GENERAL GUIDELINES

- Best resources are located online at:

<https://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=N10000000&Action=7609&ChooseTemplate=1187>

Follow the Guidelines for Presenting Proposed Revisions for Ballot and Submittal of Approved Revisions to C&S Publishing.

- Follow the 2023 ASME Codes & Standards Writing Guide and Editorial Style Guide
- Additional guidance may be available in committee guides.

The best resources available to both staff and volunteers to aid in the preparation of new or revised standard manuscripts are located online through the link shown here.

- When presenting proposed revisions for committee action, members should follow the “Guidelines for Presenting Proposed Revisions for Ballot and Submittal of Approved Revisions to C&S Publishing” and “C&S Writing & Style Guide 2023” both of which are posted on the ASME Website.
- It should be noted that certain committees prefer to see the proposed revisions in a consistent format. Guidance may be available in committee guides.

GENERAL GUIDELINES

- ASME C&S WRITING GUIDE - *for new documents or new parts being created for existing documents*
 - Style
 - Sequencing
 - Punctuation
 - Abbreviations
 - Format
 - Title page
 - Foreword
 - Main text, art
 - Special Policies
 - Copywritten material requires permission
 - Refer to Writing Guide and Editorial Style Guide
 - <https://cstools.asme.org/csconnect/FileUpload.cfm?View=yes&ID=53924>

For new standards and revised sections of the standard, follow the “ASME Codes and Standards Writing Guide 2023,” which is posted on the ASME Web site. The writing guide provides an overview to a common writing platform for ASME Codes and Standards publications. The guide is mainly intended for new documents, or new parts being created for existing documents, but it contains a lot of useful information for all committee members and staff.

- **Style** - Adhering to established ASME style ensures that similar information is presented in a similar manner in all books, which contributes to better understanding of the material. Style includes, for example, how things are stated, the order in which information is presented, punctuation, and abbreviations.
- **Format** - The section on format explains the various elements (e.g. title page, foreword, contents, main text, art, etc.) of a code or standard.
- **Special Policies** - The guide also addresses the special policies affecting the writing of ASME standards that are derived from the Procedures for ASME Codes and Standards Development Committees, and the ASME Codes and Standards Policies document (CSP). This includes copyright and copyright clearances. Volunteers shouldn't appropriate text, tables or images for proposals without securing permission. Refer to the C&S Writing and Style Guide and Editorial Guide, section SG2-2.10 Use of Copyrighted Material.

Providing manuscripts that follow the parameters provided in the guide will provide a more

uniform publishing style for all our codes and standards and will expedite the publishing process.

This presentation will not go through the writing guide in detail, it will focus on the requirements for submittal of the approved revisions to C&S Publications department.

PREPARATION OF PROPOSALS FOR COMMITTEE BALLOT

- For a new standard, create the text in MS Word. For revisions to an existing standard, use the most recent edition of the standard.
- Present revisions using one of the following preferred methods:
 - Mark up a MS Word document using the “Track Changes” tool in MS Word.
 - Mark up a PDF of the standard using the “Comment” features in Adobe Acrobat.
 - Print the affected page, manually mark the changes, and scan the page.
 - Adhere to committee-specific methods, if any.

Proposals for committee ballot should be prepared as follows:

- For a new standard, create the text in word.
- For revisions to an existing standard, start with the most recent version of the standard.
- Present revisions using one of the following preferred methods:
 - Mark up a MS Word document using the “Track Changes” tool in MS Word.
 - Mark up a PDF of the standard using the “Comment” features in Adobe Acrobat.
 - **Print the affected page, manually mark the changes, and scan the page.**
 - Some committees prefer that proposed revisions be presented in a standard format that would be specified in committee operating procedures or guides.

For additional guidance, see

“Guidelines for Presenting Proposed Revisions for Ballot and Submittal of Approved Revisions to C&S Publishing” See the references page at the end of this presentation for the link to that Guide.

PREPARATION OF NEW TABLES, GRAPHICS AND EQUATIONS

- Tables
 - MS Word is the preferred software, utilizing Table feature
 - Excel can be used for extended tables
- Graphics
 - Each illustration must also be supplied as a separate file.
 - Vector (e.g., Illustrator files/line art): EPS (or native AI with all fonts embedded)
 - Raster/Bitmap (e.g., Photoshop/photographs/halftone): TIF/TIFF
 - Visio/Excel
- Equations
 - Clear and unambiguous format, e.g., MathType.

For minor revisions to existing Tables, Graphics and Equations, PDF markups or hand markups of the existing standard are preferred.

When preparing significant revisions or new items, follow these requirements to ensure that the revisions are in a format that will be acceptable to C&S Publishing:

- Use the MS Word table function to create tables and include them in the text near their first mention. Tables should *not* be created by using spaces or tabs. For more complex tables, Excel may be more appropriate (although such Excel files must be supplied separate from the MS Word manuscript). If you have very complex tables, multilevel column headings, or merged-cell structures, it is best to discuss it with your Staff Secretary, provide a sample, and work with your Staff Secretary and C & S Publishing staff to create something usable and that best represents your intent.
- Graphic files for production and publishing must be provided directly from the application in which they were created, not solely embedded in a MS Word file. MS Word-embedded graphics are not acceptable for production, though they are useful for document review and balloting.
 - Each illustration must also be supplied as a separate file.
 - The following are acceptable figure types and file formats.
 - Vector (e.g., Illustrator files/line art): EPS (or native AI with all fonts embedded)
 - Raster/Bitmap (e.g., Photoshop/photographs/halftone): TIF/TIFF
 - Visio/Excel
- Equations must be provided in a clear, unambiguous fashion. It is best to work in an environment in which you are comfortable, e.g., MathType.

For further guidance, review the Guidelines for the Creation of Tables, Graphics and Equations. See the references page at the end of this presentation for the link to that Guide.

USE OF COLOR IN REVISIONS

- Do not rely solely on the use of color text or highlights to indicate proposed revisions.
- Use another noncolor formatting method as well, such as underlining/strike-through, boxing, clouding, or notations such as “add” or “delete.”
- In addition:
 - Avoid the use of colors close in the color spectrum
 - Do not use different fonts or font sizes alone to indicate proposed revisions.
 - Do not use italics and boldface to indicate revisions

While color coding can enhance the readability of **revisions**, it can cause confusion for those who do not have access to color printers and for those with color blindness. Do not rely solely on the use of color text or highlights to indicate proposed revisions. Use another noncolor formatting method as well, such as underlining/strike-through, boxing, clouding, or notations such as “add” or “delete.”

The following should also be taken into consideration:

- When using multiple colors, avoid colors close in the color spectrum, such as blue/light blue, blue/purple, and light grey/medium grey. Instead, opt for colors far apart in the color spectrum (e.g., yellow and dark blue). However, do not use red and green — red/green color blindness is the most common form of the condition.
- Do not use different fonts or font sizes alone to indicate proposed revisions.
- Do not use italics and boldface unless the affected material is intended to be italicized or boldfaced in the published version, such as for glossary terms and table subheadings.

II. SAMPLE REVISIONS

We will look at some samples of correct and incorrect revisions.

BASIC REQUIREMENT FOR REVISIONS

- Revisions must show
 - The location of the change (e.g., paragraph designator)
 - The existing text, table or art
 - The proposed revision
- Guidelines for Presenting Proposed Revisions for Ballot and Submittal of Approved Revisions to C&S Publishing.

- The most basic requirement for revisions is that they only show the existing material vs. proposed revision.
- You should clearly indicate the location of the change (e.g., para. designator); the existing text, table, or figure; and the proposed revision.
- The following slides will show examples of appropriate and inappropriate proposed revisions as described in the “Guidelines for Presenting Proposed Revisions for Ballot and Submittal of Approved Revisions to C&S Publishing”.

EXAMPLE 1 – INCORRECT REVISION: Paste-over

CASE (continued)
2199

EXAMPLE 1

CASES OF ASME BOILER AND PRESSURE VESSEL CODE

TABLE 2
MECHANICAL PROPERTY REQUIREMENTS

Tensile strength, min., ksi	74
Yield strength, min., ksi	58
Elongation in 2 in., min., % (Min. 11)	20

NOTE:
(1) For longitudinal strip tests, a deduction from the basic value of 3.00% for each $\frac{1}{16}$ in. decrease in wall thickness below $\frac{1}{4}$ in. shall be made. The following table gives the computed values.

Wall Thickness, in.	Elongation in 2 in., min., %
$\frac{1}{16}$ 0.3125	20.0
$\frac{1}{16}$ 0.2813	19.0
$\frac{1}{16}$ 0.2500	18.0
$\frac{1}{16}$ 0.2188	17.0
$\frac{1}{16}$ 0.1875	16.0
$\frac{1}{16}$ 0.1563	15.0
$\frac{1}{16}$ 0.1250	14.0
$\frac{1}{16}$ 0.0938	13.0
$\frac{1}{16}$ 0.0625	12.0
0.062 to 0.035, incl.	11.4
0.035 to 0.022, incl.	10.9
0.022 to 0.015, incl.	10.4

GENERAL NOTE: The above table gives the computed minimum elongation values for each $\frac{1}{16}$ in. decrease in wall thickness. Where the wall thickness lies between two values shown above, the minimum elongation value shall be determined by the following equation:

$$E = 322 + 10.6Z$$

where:
 Z = elongation in 2 in., %
 F = actual thickness of specimen, in.

TABLE 3
SPECIFICATION

Title	SA-213
-------	--------

TABLE 4
MAXIMUM ALLOWABLE STRESS VALUES

For Metal Temperature Not Exceeding, °F	Maximum Allowable Stress, ksi
-20/100	21.1
200	21.1
300	21.1
400	21.1
500	21.1
600	20.9
660	20.7
700	20.4
750	20.2
800	19.9
850	19.6
900	19.3
950	17.8
1000	14.3
1050	11.2
1100	8.4
1150	6.8
1200	1.4

The allowable stress values are based on the revised strength of uniaxial strength at temperature divided by 3.3, where applicable.



In this example, the author has revised Table 4 by pasting the revised values (circled in red on slide) over the already existing values, leaving it unclear as to what, if any, changes need to be made. In addition, the author has dropped in an unmarked paragraph (circled in green in slide) under the table.

EXAMPLE 2 – ACCEPTABLE REVISION

CASE (continued)
2199

EXAMPLE 2

CASE OF AMERICAN AND FOREIGN VESSEL CODE

TABLE 2
MECHANICAL PROPERTY REQUIREMENTS

Tensile strength, min., ksi	ksi
Yield strength, min., ksi	66
Extension in 2 in., min., % (Char E11)	22

NOTE:
1. For fabrication using joints, a deviation from the listed values of ± 50% for each $T_{0.2}$ or decrease or yield strength below $T_{0.2}$ is allowed for design. The following table gives the computed values.

Yield Strength, ksi	Extension in 2 in., min., %
$T_{0.2}$ 33.75	20.0
$T_{0.2}$ 33.00	19.0
$T_{0.2}$ 32.25	18.0
$T_{0.2}$ 31.50	17.0
$T_{0.2}$ 30.75	16.0
$T_{0.2}$ 30.00	15.0
$T_{0.2}$ 29.25	14.0
$T_{0.2}$ 28.50	13.0
$T_{0.2}$ 27.75	12.0
$T_{0.2}$ 27.00	11.0
$T_{0.2}$ 26.25	10.0
$T_{0.2}$ 25.50	9.0
$T_{0.2}$ 24.75	8.0
$T_{0.2}$ 24.00	7.0

GENERAL NOTE: The stress values are the minimum required values for design. The stress values are based on the tensile strength of the material. The stress values are based on the tensile strength of the material. The stress values are based on the tensile strength of the material.

$S = 271 + 15.0$

if in increments of 2.5, %
if in increments of 0.5, %

TABLE 3
SPECIFICATION

None

TABLE 4
MAXIMUM ALLOWABLE STRESS VALUES

For Metal Temperature Not Exceeding, °F	Maximum Allowable Stress Values, ksi
400 or lower	22.0
400	21.5
400	21.0
400	20.5
400	20.0
400	19.5
400	19.0
400	18.5
400	18.0
400	17.5
400	17.0
400	16.5
400	16.0
400	15.5
400	15.0
400	14.5
400	14.0
400	13.5
400	13.0
400	12.5
400	12.0
400	11.5
400	11.0
400	10.5
400	10.0
400	9.5
400	9.0
400	8.5
400	8.0
400	7.5
400	7.0
400	6.5
400	6.0
400	5.5
400	5.0
400	4.5
400	4.0
400	3.5
400	3.0
400	2.5
400	2.0
400	1.5
400	1.0
400	0.5
400	0.0

Handwritten annotations in red and black ink:

- Red arrow pointing to the 'Yield strength, min., ksi' row in Table 2.
- Red arrow pointing to the 'Extension in 2 in., min., %' row in Table 2.
- Red arrow pointing to the 'None' row in Table 3.
- Red arrow pointing to the 'Maximum Allowable Stress Values, ksi' column in Table 4.
- Handwritten note: "All other tables remain unchanged."
- Handwritten note: "Insert new values"
- Handwritten note: "part new General Note"
- Handwritten note: "GENERAL NOTE: The allowable stress values are based on the tensile strength of tensile strength at temperature divided by 3.5, where applicable."

This example shows an acceptable version of the proposed revision from Example 1. Here the author has clearly indicated changes to the table.

EXAMPLE 3 – POORLY MARKED REVISION

CURRENT TEXT

HLW-302 MINIMUM THICKNESSES

The minimum thickness of sheet or plate material used for heads or shells in any lined or unlined water heater vessel shall not be less than $\frac{1}{8}$ in. (3mm).

PROPOSED TEXT

HLW-302 MINIMUM THICKNESSES

The minimum thickness of sheet or plate material used for heads or shells in any lined or unlined water heater vessel shall be not less than $\frac{1}{8}$ in. (3mm), except cylindrical shells shall not be less than $\frac{1}{32}$ in. (2.5 mm) when no portion of the shell is used for heating surface.



This example illustrates a proposal with poorly marked revisions. Although the current and proposed texts are clearly labeled and the affected paragraph identified, the markup does not clearly show how the proposed text differs from the current text.

EXAMPLE 4 – IMPROVED MARKUP

CURRENT TEXT

HLW-302 MINIMUM THICKNESSES

The minimum thickness of sheet or plate material used for heads or shells in any lined or unlined water heater vessel shall not be less than $1/8$ in. (3mm).

PROPOSED TEXT

HLW-302 MINIMUM THICKNESSES

The minimum thickness of sheet or plate material used for heads or shells in any lined or unlined water heater vessel shall be not ~~be~~ less than $1/8$ in. (3mm), ~~except~~ cylindrical shells shall be not less than $3/32$ in. (2.5 mm) when no portion of the shell is used for heating surface.



This example shows an improved markup of the proposed revision that was shown in Example 3. Here **Track Changes** clearly indicate the revisions.

EXAMPLE 5 – BEST PRESENTATION

The image shows a technical document with two tables. The left table is a large table with many rows and columns. A red arrow points to a specific row. A red box highlights a portion of the table with the text "Original table submitted for the following change". The right table is titled "Proposed Changes:" and has the following structure:

Cladding	Any	Pressure thermal gradient	Membrane Bending	Q
(NB-3122)				Q
		Differential expansion	Membrane Bending	F
				F

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ASME S&C Training Module A5, Publication of Standards

ASME
LEADING THE INDUSTRY

This example shows a revision created from a page extracted from the most recent edition of the Code Section. The author has used the Adobe Comment tools to indicate that a table row should be revised per the proposed changes on the following page. The following page, created in MS Word, uses Track Changes to show the revisions to the row. Note that in this case, the author has saved the MS Word portion of the record as a PDF, which is acceptable.

EXAMPLE 7 – USING WORD REVISION TRACKING AND CALLOUTS

conspicuous place using letters and numerals at least 5/16 in. (8 mm) high.

(2) An opening with a removable cover is provided on the jacket or other form of casing so that, when removed, the marking stamping on the boiler proper can be viewed.

(3) The required data are duplicated by stamping, etching or permanent marking with letters at least 1/8 in. (3 mm) high on a nonferrous nameplate at least 3 in. x 4 in. (75 mm x 100 mm) size and permanently attaching the nameplate to the casing in some conspicuous place by mechanical means or by an adhesive system meeting the requirements of Appendix 3.

(d) The Certification Mark may be prescribed to a nameplate. The nameplate may be attached to the boiler after the final fabrication and examination sequence but before the hydrostatic test, provided the procedure for sequence of marking stamping is described in the manufacturer's accepted quality control system. The Certification Mark and manufacturer's serial number shall be stamped on nameplates but the other data may be stamped, etched, cast, or impressed thereon.

(e) The Certification Mark shall not be used by an organization to which it was not issued.

Figure HG-630.2
Steam and Water Boilers Form of Marking Stampings on Completed Boilers or their Nameplates (Not Applicable for Boilers Constructed Primarily of Cast Iron)

Certified by	
	(Name of Manufacturer) _____
	*MAWP, Steam _____
	*MAWP, Water _____
	Maximum Water Temp. _____
	Heating surface _____ boiler
	Heating surface _____ water wall
	Heating surface _____ extended
	*See HG generating cap _____
	Minimum relief valve capacity _____
	Manufacturer's serial no. _____
	*Year built _____

GENERAL NOTE: Acceptable abbreviations to any of the stamp wording may be used.

NOTES:

- (1) For steam only boilers, MAWP Water and Maximum Water Temperature markings are optional.
- (2) Equivalent power input for electric boilers.
- (3) List each type of surface separately. May be omitted if type heating surface is not present.
- (4) Generating capacity for extended heating surface [see HG-630.2].
- (5) May be omitted when year built is prefix to serial number (see HG-530.1).

Figure HG-630.3
Boilers Suitable for Water Only Form of Marking Stampings on Completed Boilers or their Nameplates (Not Applicable for Boilers Constructed Primarily of Cast Iron)

Certified by	
	(Name of Manufacturer) _____
	MAWP, Water _____
	Maximum Water Temp. _____
	Heating surface _____ boiler
	Heating surface _____ water wall
	Heating surface _____ extended
	*See HG generating cap _____
	Minimum relief valve capacity _____
	Manufacturer's serial no. _____
	*Year built _____

GENERAL NOTE: Acceptable abbreviations to any of the stamp wording may be used.

NOTES:

- (1) Equivalent power input for electric boilers.
- (2) List each type of surface separately. May be omitted if type heating surface is not present.
- (3) Generating capacity for extended heating surface [see HG-630.2].
- (4) May be omitted when year built is prefix to serial number (see HG-530.1).

MS Word revision tracking is acceptable. This example demonstrates the use of the revision tracking feature of MS Word to highlight additions to, and deletions of current text.

III. Preparation of Manuscript for Submittal to C&S Publishing

Once the committee has approved the revisions and they are ready to go to C&S Publishing, the revised manuscript and electronic files must be prepared.

PREPARATION OF MANUSCRIPT

- For a new standard, a MS Word manuscript should be submitted.
- For a revised standard, a marked-up PDF of the previous edition with word attachments (for extensive revisions) is the preferred method to submit revisions.
- Hand marked-up pages of the standard are also acceptable.
 - Make sure the markups are clear and legible in all scanned or photocopied documents.
 - Mark revisions directly on the pages.
 - Do not write too close to margin.

- When submitting a new standard manuscript for submittal to C&S Publishing, it is preferred that a MS Word manuscript be submitted.
- When submitting a revised standard manuscript for submittal to C&S Publishing, a marked-up PDF of the previous edition with MS Word attachments (for extensive revisions) is the preferred method to submit revisions. Hand marked-up pages of the standard are also acceptable.
 - Make sure the markups are clear and legible in all scanned or photocopied documents.
 - Mark revisions directly on the pages.
 - Do not write too close to margin.

PREPARATION OF MANUSCRIPT

Staff Secretary Review

- Cover Material
 - Designator and Title
 - Other publication information, if applicable
- Front Matter
 - Foreword, Preface, Introduction
 - Committee rosters
 - Summary of changes
- Back Matter
 - Designators for Appendices; mandatory or nonmandatory

In addition to preparing the body of the document for submittal to C&S publication, the Staff Secretary responsibilities also include:

Review of cover material, for example:

- Complete designator
- Complete title
- Other publication information, if applicable

Review of front matter, for example:

- Foreword
- Preface
- Introduction
- Committee roster
- Summary of changes

Review of back matter such as appendix designations for both mandatory or nonmandatory sections.

Staff is responsible for identifying portions of the standard that have not gone through the full consensus process as not being a part of the American National Standard. Refer to ANSI Essential Requirements, para. 4.4.

Portions of a published document that were not approved through the ANS consensus

process shall not contain requirements necessary for conformance with the approved American National Standard (ANS) and shall be (1) clearly identified at the beginning and end of each such portion of the document, or (2) such information shall be overprinted on the cover page. These portions of the document shall be marked with the following, or similar, explanatory language:

“The information contained in this (portion of a document) is not part of this American National Standard (ANS) and has not been processed in accordance with ANSI’s requirements for an ANS. As such, this (portion of a document) may contain material that has not been subjected to public review or a consensus process. In addition, it does not contain requirements necessary for conformance to the standard.”

PREPARATION OF ELECTRONIC FILES

- Acceptable Software for Initial Manuscript Submittal
 - MS Word and PDF format are preferred software for text and table
 - Excel for extended tables
 - The image files for new graphics must be provided

- MS Word and PDF are the preferred software for manuscript submittal due to their popularity.
- Excel is preferred for extended tables.
- The image files for new graphics must be provided. Artwork should be submitted in original electronic format as noted in the requirements outlined in Section I of this module.

IV. DISTRIBUTION AND REVIEW OF MANUSCRIPTS, ROUGH PROOFS AND FINAL PROOFS

Let us now take a look at the process for distributing and reviewing manuscripts, rough proofs and final proofs. The edited manuscript is a copy of the manuscript submitted to ASME Publishing on which the editor has marked editorial and stylistic changes. The rough proofs are the preliminary page proofs of the standard/code that incorporate the editor's revisions. The purpose of this review is to ensure committee-voted actions are accurately incorporated into published ASME documents.

EDITED MANUSCRIPT AND ROUGH PROOF REVIEW

- Staff Secretary and appropriate committee members
 - review the editorial corrections/queries proposed in the edited manuscript.
 - review rough proofs to ensure that committee approved technical and editorial changes and errata were incorporated.
- The purpose of this review is to ensure that ASME has properly reproduced the items approved by the committee and to ensure that the technical details have been accurately included in the proofs.

The edited manuscript is a copy of the manuscript submitted to ASME Publishing on which the editor has marked editorial and stylistic changes. The rough proofs are the preliminary page proofs of the standard/code that incorporate the editor's revisions.

- Staff Secretary and appropriate committee members (The appropriate committee member is usually the Chair of the writing group and/or members assigned by the committee Chair).
 - Review the editorial corrections/queries proposed in the edited manuscript.
 - Review the rough proofs to ensure that committee approved technical and editorial changes, and errata were incorporated.

Note: The rough proof review stage is the last point in the production process where additional technical changes that have been approved through the committee's consensus process, if any, can be introduced in the standard.

The "Guideline for Review of Rough Proofs and Manuscripts" contains further information. See the references page at the end of this presentation for the link to that Guide.

TIMETABLE FOR RETURN OF PROOFS

- Timing issues:
 - Timetable is established by ASME Staff Secretary and Editors
 - Important to keep to timetable for return of proofs
 - One or two weeks (max. three)
 - If committee member(s) cannot meet deadline, another committee member(s) will be assigned

- A definite deadline for the return of manuscript and proofs shall be established by the Staff Secretary and editorial staff when the proofs are sent to the committee members for review.
- It is important to keep to timetable for return of proofs
- Typical review time is one or two weeks (max. three)
- If committee member(s) cannot meet deadline, another committee member(s) will be assigned

FINAL PROOF REVIEW

- The Staff Secretary shall review final proof to ensure that changes requested have been incorporated accurately into the proofs.
- No additional editorial or technical changes should be made to the proofs at this stage.

- The Staff Secretary shall review final proofs to ensure that changes requested have been incorporated accurately into the proofs.
- No additional editorial or technical changes can be made to the proofs at this stage.
- Any changes of this type should be referred back to the Committee for future consideration.

MODULE SUMMARY

- Ensure that the proposed revisions for ballot are prepared and presented in a clear and consistent manner. This will help ensure that the committees understand the proposed revisions and that the editors are able to accurately interpret and incorporate the approved revisions into the standard.
- A limited number of committee members may review the proofs to ensure that the proposed revisions have been incorporated accurately.

In summary,

- Use of the ASME Guidance documents will help to produce consistent and uniform standards. This will help to avoid untimely delays in publishing documents.
- A limited number of committee members may review the proofs, the purpose of this review is to ensure that the proposed revisions have been incorporated accurately.

REFERENCES

- Guidelines for Presenting Proposed Revisions for Ballot and Submittal of Approved Revisions to C&S Publishing
- Guide to Developmental Review of New or Substantially Changed Standards
- ASME C&S Writing Guide
- Guideline for Review of Rough Proofs and Manuscripts
- <https://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=L01200000&Action=7609&ChooseTemplate=1187>

The various guides and tools that have been discussed during this presentation are located online through the committee page, on the left hand side by clicking on ASME C&S Policies Procedures and Guidelines or through this link noted here. These guides have been developed by ASME Staff and are intended to improve the entire publishing process.