Module A - Administrative

- A1. Tools and Resources
- A2. Codes and Standards Products
- A3. Membership Maintenance
- A4. Honors and Awards
- A5. Publishing Codes and Standards
### REVISIONS

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<td>9 &amp; Notes</td>
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ASME C&S Training Module A5
A5. Publishing Codes and Standards
OBJECTIVES

This submodule will provide guidelines for:

- proper document preparation to avoid untimely delays in publishing documents
- noting and/or alleviating and reducing the number of discrepancies
- helping to produce consistent and uniform Codes and Standards

Objectives

This submodule will provide you with guidelines intended to

help reduce the time it takes to publish documents
help reduce the number of discrepancies
help produce consistent and uniform codes and standards.
AGENDA

- Preparation of Proposed Revisions
- Sample Revisions
- Preparation and Delivery of Electronic Files
- Distribution and Review Of First Proofs and Manuscripts
- Publishing Guides and Tools

Agenda

These are the areas we will cover.
Part I - Preparation of Proposed Revisions

This section offers guidelines for preparing proposed revisions of codes and standards for presentation for committee review.
General Guidelines

Best resources: When presenting proposed revisions for committee action, members should follow the “Guide to Presenting Proposed Revisions (Volunteers)” which is posted on the ASME Website. There is also a “Guide to Presenting Proposed Revisions (Staff Secretaries)” which contains the same information, plus some additional material helpful to the Staff Secretary. The guide contains a checklist to help ensure that all of the necessary items have been included, such as text, figures and tables.

The slides that follow summarize the checklist items.
General Guidelines (cont’d)

Marking up materials:
Use the most recent version of code or standard including the latest addenda, even for pages that have not changed from the previous edition.
Mark the revisions directly on the pages (i.e., on hard copy).
Make sure all photocopies and materials provided are legible.
If entry/revision is lengthy, include an insert, noting the placement of the insert on the affected page.
Do not write too close to the margin to ensure good copies can be made.
Provide all materials for text, tables, art, etc. The use of electronic files will be discussed later.
General Guidelines (cont’d)

Revised editions vs. addenda:
For revised editions, make a single-sided copy of all pages from the latest publication.
For addenda, make a single-sided copy of affected pages only.
CHECKLIST FOR C&S REVISIONS (Volunteers)

- **Text**
  - Complete
  - Legible
  - Single-sided, manuscript
  - Equations clear and legible
  - All revisions indicated

**Checklist for C&S Revisions - Volunteers’ Responsibility**

- **Text:**
  - Complete
  - Legible
  - Single-sided, manuscript
  - Equations clear and legible
  - All revisions indicated
CHECKLIST FOR C&S REVISIONS
(Volunteers)

- Figures
  - Complete
  - Numbering correct; corresponds to text
  - All callouts clear and legible
  - All revisions indicated

Checklist for C&S Revisions - Volunteers’ Responsibility

Figures:
Complete
Numbering correct; corresponds to text
All callouts clear and legible
All revisions indicated
Checklist for C&S Revisions - Volunteers’ Responsibility

Tables:
Complete
Numbering correct
Numbering corresponds to text
All revisions indicated
Checklist for C&S Revisions - Staff Secretaries’ Responsibility

Some of the items included on the checklist are only applicable for preparation of manuscripts for submittal to Codes and Standards Publishing, e.g., copyright page or committee roster.

Cover material:
Complete designator
Complete title
Revision line
Other publication information, if applicable
Department of Defense (DoD) notice, if needed
All revisions indicated
CHECKLIST FOR C&S REVISIONS
(Staff Secretaries)

• Front matter (as applicable)
  – Copyright page
  – Foreword
  – Preface
  – Introduction
  – Summary of changes
  – Committee roster
  – Committee correspondence page
  – All revisions indicated

Checklist for C&S Revisions - Staff Secretaries’ Responsibility

Front matter (everything before actual text)—as applicable:
Copyright page (subscription information provided by staff engineer)
Foreword
Preface, if applicable
Introduction, if applicable
Summary of changes
Committee roster
Committee correspondence page, if applicable
All revisions indicated
Checklist for C&S Revisions - Staff Secretaries’ Responsibility

Text, tables, figures:
The checklist used by Staff Secretaries for these items is identical to the checklist used by volunteers, as described earlier.

Back matter:
Appendices identified as mandatory or non-mandatory
Cases contain Foreword, Contents, Text
Interpretations
Index
All revisions indicated
Part II – Sample Revisions

We will look at some samples of correct and incorrect revisions.
Basic Requirement for Revisions

Existing material vs. proposed revision:
You cannot go far wrong if you make it unambiguously clear as to what is existing text, table or art and what is the proposed revision.
Example 1 - Incorrect Revision: Paste-Over

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.
Example 2 – Acceptable Revision

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

This example illustrates a proposal with poorly marked revisions. It is not clear what is old text and what is proposed new text.
Example 4 – Improved Mark-Up

This example shows an improved mark-up of the proposed revision that was shown in Example 3. Here the revisions are clearly indicated.
Example 5 - Best Presentation

The best presentation is this example, where the page from the most recent version of the code is marked and labeled with the word “insert” and an insert page is attached.
Example 6 - Illegible Type

This example shows a page from a proposal that was rejected because of illegible type.

Also note that the copy runs off the top of the page.
Example 7 – Using Word Revision Tracking

This example demonstrates the use of the revision tracking feature of Word to highlight additions to, and deletions of, current text.
Pop Quiz #1

Answer: c
III. PREPARATION AND DELIVERY OF ELECTRONIC FILES

Part III – Preparation and Delivery of Electronic Files
Preparation of Electronic Files

Publishing Environment

No commonly used word processing publishing software currently exists that meets the needs of a publishing environment which produces complex product(s). ASME Publishing uses a high-end publishing system with a level of functionality far superior to any word processing or common publishing software currently on the market. This high-end publishing system enables the Publishing team to have a greater amount of control over the, often, intricate and complex textual elements of which the products are comprised. Some of the other Publishers using this same software: United States Supreme Court, Federation of Animal Science Societies (FASS), Deere & Company, International Air Transport Association, Princeton University Press, not to mention many commercial printers.
Electronic Files

Goals of ASME Publishing:
To ensure production runs in the most efficient and cost-effective manner, working from electronic files whenever possible (avoiding re-keying)
To supply our volunteers with Guides in an effort to ensure smooth transition of manuscript files to published product
In order to make the transition from author files to published books as smooth and painless as possible for everyone involved, we’ve prepared two guides:

References:
“C&S Guide to Preparation of Electronic Manuscripts”
“C&S Guide to Delivery of Digital Files”
Preparation of Electronic Files

Hard copy **must** accompany files:
A hard copy of the most current version of your manuscript must accompany the electronic files. It must be printed on one side of the paper only. The hard copy must match the files on disk.

NOTE: Where there are discrepancies between the hard copy and the electronic file, the hard copy will be the **definitive** version.
**Preparation of Electronic Files: Text**

New Code/Standard – Text/Tables:

There is no single software platform that is used for the purpose of publishing Codes and Standards. MS Word is the preferred software for manuscript submittal due to its popularity.

To facilitate the use of MS Word, ASME Publishing has developed a Microsoft Word template with formatting styles designed to facilitate drafting work and electronic file portability. The template is available on the C&S Website; members are encouraged to use this template wherever practical.

PDF format, without annotation, is another acceptable method for submittal.

Submit your files in their native applications to preserve paragraphing, other necessary line breaks and special characters (such as superscripts and degree symbols) for translation routines. For example, if you composed your manuscript using Microsoft Word, do *not* save it as a text (txt) file. Save it as a Word document.
Preparation of Electronic Files: Text

New Code/Standard (Continued):
Submit your files in their native applications to preserve paragraphing, other necessary line breaks and special characters (such as superscripts and degree symbols) for translation routines. For example, if you composed your manuscript using Microsoft Word, do not save it as a text (txt) file. Save it as a Word document.
PREPARATION OF ELECTRONIC FILES: Text

- New Code/Standard - Formatting
  - One File for each chapter or major subdivision
  - Minimal formatting
    - Single column
    - Wide margins
    - Hard returns to be used only at end of paragraph or heading
    - **NO** automatic bullets or numbering are to be used

**Preparation of Electronic Files: Text**

Formatting:
One file for each chapter and for other major subdivisions of the book, such as Parts.
Keep formatting to a minimum. Do not try to imitate the visual formatting of published standards. Use simple, single-column pages of text with roomy margins on all sides.
Use the automatic word processing wraparound feature and **not hard returns** for line breaks within a paragraph. Use hard returns only at the end of a paragraph or after headings.
Do **not** use automatic bullets or numbering – if implemented, they will be lost in conversion.
Preparation of Electronic Files: Text (cont’d)

Formatting:
Special characters
Superscript & subscripts: When setting superscript and subscript characters, use the software’s built-in features rather than adjusting character spacing and font size.

Use the symbol font for Greek characters whenever possible. Please note the characters on the hard-copy printout by highlighting, so that publishing staff can properly prepare them for conversion; they will not convert without special attention.

Equations
The most important thing with equations is to provide a clear, readable visual image on hard copy. This can be done by drawing, or keying, or referencing a clear copy of a graphic, whatever is easiest for you and provides the clearest, most accurate image. Equations do not convert well and will be rekeyed.

Tables – the preferable method is to use the Word Software to create a table. An alternative method is to use only one tab in between each entry in columnar material keyed in text. Note that your columnar material will not line up in the manuscript unless you have formatted tabs for this function, but it will line up once it is formatted in the publishing application.

If you are using the ASME Publishing template, you will find a style for tabular material that both provides clear visual information for drafting and eases conversion and translation.
**Preparation of Electronic Files: Text**

Revised code/standards:
In cases where an existing standard is being revised, it is crucial that ASME Publishing be provided with a clear markup of changed areas on the most current printed issue of the code or standard. Revised text must originate from latest print product. Can use MS Word file using “Revision” tool or PDF file using Adobe Acrobat “Annotation” tool.

Note that it will be at the discretion of ASME Publishing to determine how the revisions will be integrated into the Master electronic documents. This is determined based on a combination of factors such as amount of revisions, size of a specific revision, complexity of initial setup, etc.
Preparation of Electronic Files: Art

Acceptable File types
We prefer that images be transmitted in their native application format, for example: Adobe Illustrator (.EPS) for line art {Note: General instructions for conversion of AutoCAD files are supplied in the “C&S Guide to Preparation of Electronic Manuscripts”}
.TIF files for half-tone images.

Unacceptable file types:
The following file types are specifically not acceptable, because they do not produce quality images for print publications. These figures will be recreated.
Paintbrush (.PCX)
JPEG (.JPG)
Quickdraw (PICT)
.BMP
.WMF
.CGM
**Preparation of Electronic Files: Art**

File preparation for artwork:
In the interest of quality and accuracy, ASME will use author-supplied electronic art for figures wherever possible.
Each individual figure or graphic must be supplied as a separate, stand-alone file; do not embed graphic within the manuscript file.
Filenames should correspond to the numbering of the graphics in the body of the text document.
Submit artwork in native application; do not convert.
Make sure to provide hard-copy documentation about what applications were used to create the images.
All image files should be clearly named and labeled as to file format and content.
Delivery of Electronic Materials

Virus scanning:
ASME Publishing staff recommend that all media be scanned for viruses before submission.

Label media or, in the case of ftp transfer or e-mail, provide information pertaining to operating system, software/version, count and compression used (I.e. Win98, Word 2000, disk 2 of 5, Winzip).

Compression:
Transmission of electronic files is quicker and more reliable if the files are first compressed. ASME can accept archived and compressed files processed using the following compression programs: PK-Zip (WinZip), StuffIt!, and Z (Unix compress). No other compression schemes are supported.
**Delivery of Electronic Materials (cont.)**

Methods of transfer:
If you have an ftp (file transfer protocol) site where you can post files for retrieval, it is possible for ASME staff to retrieve your files over the Internet. Provide username and password, filenames and exact location for retrieval of data.

Manuscript files may be transmitted via e-mail if the total size of all attached files does not exceed 2 megabytes. Authors providing manuscripts via e-mail need to be available for consultation should problems occur. Discuss these possibilities with your committee secretary if you think you'd like to try e-mail submittal.

We accept delivery on 3½-inch high-density (not double-density) disks, 100-mb zip disks, and cd-rom.
Part IV – Distribution and Review of First Proofs and Manuscripts

Let us now take a look at the process for distributing and reviewing first proofs and manuscripts. The purpose of this process is to ensure committee-voted actions are accurately incorporated into published ASME documents.
Staff Secretary Review

Manuscript review:
The appropriate Staff Secretary shall review the manuscript from the editor to consider any suggested editorial corrections and/or questions by the editor.
For Boiler Code and Piping Code manuscripts, the appropriate staff secretary shall also review the manuscript to make sure all appropriate approved proposals and errata have been accurately incorporated (since the editor prepares the manuscript).

NOTE: The Continuous Improvement Committee has created two guidelines for distribution and review of first proofs and manuscripts, both of which are available on the ASME Website.
Distribution to Committee Members

Committee member review:
If deemed necessary to supplement ASME Staff review of proofs to ensure thorough and timely review, a committee member can request, via his or her Committee Chair, to receive manuscripts and proofs. If a Committee member were to review the manuscripts and proofs, it usually would be the Chair of the writing group. To try and maintain the ASME schedule, it is strongly recommended that only one or two Committee members or a small editorial group be used for the review. Proofs shall be reviewed by the appropriate Staff Secretary, preferably prior to being submitted to a committee member(s) or concurrently.
TIMETABLE FOR RETURN OF PROOFS

• Timing issues:
  – Important to keep to timetable for return of proofs
  – Timetable established by ASME staff
  – One or two weeks (max. three)
  – If committee member cannot meet deadline, another committee member may be assigned

Timetable for Return of Proofs

Timing issues:
A definite timetable for the return shall be established by the ASME staff when the proofs are sent (one to two weeks is suggested).
Additional time can be added, but a limit of an additional week is strongly recommended.
If the committee member cannot adhere to the timetable, the Staff Secretary may suggest assigning an additional committee member for a portion of the work.
Purpose of Committee Member Review

Understanding the purpose of the committee review:
When transmitting a requested manuscript and/or proofs, the Staff Secretary shall note in the transmittal letter the timetable and include the following statement.

“The purpose of this committee member review is to ensure that ASME has properly produced what was approved by the committee during the vote, and to ensure that the technical details have been accurately included in the proofs. This is not the appropriate time for suggesting editorial or especially technical changes. Any changes of this type should be referred back to the committee for future consideration.”
Other Guidelines

**Cover letter** - When appropriate, the Staff Secretary shall note in the cover letter information concerning the preparation of the proofs (e.g., whether the electronic files, tables, or figures submitted were used, whether the new edition was re-typeset, etc.)

**Committee members’ role** - Committee members should focus on the changes when reviewing a new edition or addendum. Do not review for editorial styling or attempt to revise the document in its entirety. A document's changes must be voted on and approved by consensus. Such additional alterations to a document are time-consuming and unnecessary.

**Follow-up** - The Staff Secretary shall follow up with the committee member on the due date if correspondence concerning the proofs has not been received by that date. If the Staff Secretary has a continual problem with a committee member not returning the proofs on the due date, he or she shall notify the Committee Chairman and they shall decide appropriate action. Please keep in mind that many delays to timely publication are often incurred during the page proofing stage, due to the tardy return of page proofs.

**Coordination with the assigned editor** - The Staff Secretary shall inform the assigned editor if he/she does not expect to return the proofs on the requested date. An expected date when the proofs will be returned shall be provided to the editor.
Part V – Publishing Guides and Tools

Let’s look at some of the tools available to volunteers and staff.
Publishing Guides and Tools

Various guides and tools have been developed by ASME Publishing and the ASME Continuous Improvement Committee which are intended to improve the entire publishing process.
ASME C&S Writing Guide 2000

“The ASME Codes & Standards Writing Guide 2000” 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.

By providing manuscripts that follow the parameters provided in the guide, and by not requesting special exceptions (to the style or organization of a document) unique to one committee's preferences, committee members and technical staff help maintain a high editorial standard that gives users confidence in the informational integrity of ASME's publications. Use of a more uniform publishing style for all our codes and standards will expedite the publishing process.

**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, especially for our international users. Among other editorial concerns, 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 codes and standards, all derived from the “ASME Manual for Codes and Standards Development,” the ASME Codes and Standards Policies document (CSP), and the policy adopted by the ASME Board on Metrication.
Summary

These are the areas we have covered.
References

These guides can all be accessed by going to the url listed on the slide, or by going to the Codes and Standards web page at http://www.asme.org/codes/about and selecting “Policies, Procedures and Guides.”