



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

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>
 - Follow the Guidelines for Presenting Proposed Revisions for Ballot and Submittal of Approved Revisions to C&S Publishing.
 - Follow the ASME Codes & Standards Writing Guide 2010.
 - Additional guidance may be available in committee operating procedures or 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 “ASME Codes and Standards Writing Guide 2010” 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 operating procedures or 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

For new standards and revised sections of the standard, follow the “ASME Codes and Standards Writing Guide 2010,” 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).

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 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 Word document using the “Track Changes” tool in MS Word.
 - Mark up a PDF of the standard using the “Comment” features in Adobe Acrobat.
 - Scanned-in, manually hand marked-up pages of the standard are also acceptable.
 - Some committees have specific requirements

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 Word document using the “Track Changes” tool in MS Word.
 - Mark up a PDF of the standard using the “Comment” features in Adobe Acrobat.
 - Scanned-in, manually hand marked-up pages of the standard are also acceptable.
 - 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 the Use of MS Word and PDFs When Submitting Revisions” 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
 - Excel can be used for extended tables
- Graphics
 - The image files for new graphics must be provided.
 - 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
 - CAD: DXF
- 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 Microsoft 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 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 Word file. 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
 - CAD: DXF
- 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 BALLOTS

- 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 documents, 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
 - What is existing text, table or art
 - What is the proposed revision
- Guide to Presenting Proposed Revisions (for Volunteers).

- The most basic requirement for revisions is that they only show the existing material vs. proposed revision.
- You should clearly indicate what is the existing text, table or art and what is the proposed revision to the existing text and table.
- The following slides will show examples of appropriate and inappropriate proposed revisions as described in the “Guide to Presenting Proposed Revisions (for Volunteers)”.

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	24
Yield strength, min., ksi	18
Elongation in 2 in., min., % (ASME 111)	32
NOTE:	
(1) For longitudinal strip tests, a deduction from the listed values of 1.0% for each $\frac{1}{16}$ in. decrease in wall thickness below $\frac{1}{4}$ in. shall be made. The following table gives the corrected values.	
Wall Thickness, in.	Elongation in 2 in., min., %
$\frac{1}{16}$ to $\frac{1}{32}$	26.0
$\frac{1}{8}$ to $\frac{1}{16}$	19.0
$\frac{3}{16}$ to $\frac{1}{8}$	14.0
$\frac{1}{4}$ to $\frac{3}{16}$	13.0
$\frac{5}{16}$ to $\frac{1}{4}$	12.0
$\frac{3}{8}$ to $\frac{5}{16}$	11.0
$\frac{1}{2}$ to $\frac{3}{8}$	10.0
$\frac{5}{8}$ to $\frac{1}{2}$	9.0
1 to $\frac{5}{8}$	8.0
1.5 to 1	7.0
2 to 1.5	6.0

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

$$E = 321 + 10.6$$

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

TABLE 3
SPECIFICATION

Table SA-213

TABLE 4
MAXIMUM ALLOWABLE STRESS VALUES

For Metal Temperature Not Exceeding, °F	Maximum Allowable Stress Values, ksi
20/100	21.1
300	21.1
400	21.1
500	21.1
600	20.9
700	20.7
800	20.4
900	20.3
1000	19.9
1100	19.5
1200	19.2
1300	18.8
1400	17.5
1500	16.3
1600	15.2
1700	14.1
1800	13.1

The allowable stress values are based on the critical criteria of tensile strength as temperature divided by 2.5, when 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.

EXAMPLE 2 – ACCEPTABLE REVISION

CASE (continued)
2199

EXAMPLE 2

CASE OF ASME BOILER AND PRESSURE VESSEL CODE

TABLE 2 MECHANICAL PROPERTY REQUIREMENTS		TABLE 4 MAXIMUM ALLOWABLE STRESS VALUES	
Tensile strength, min., ksi	74	For Metal Temperature	Minimum Allowable Stress Values, ksi
Yield strength, min., ksi	58	Not Exceeding, °F	
Elongation in 2 in., min., % (Based on G)	22		
NOTE: (1) For longitudinal and hoop, a deduction from the basic value of 1.00% for each 1/16 in. decrease in wall thickness below 1/2 in. shall be made. The following table gives the corrected values.		-20 to 100 100 200 300 400 500 600 700 800 900 1000 1100 1200 1300 1400	
Weld Thickness, in. 1/16 to 1/8 1/4 to 3/8 1/2 to 5/8 3/4 to 1 1 1/4 to 1 3/4 2 to 2 1/4 2 1/2 to 3 3 1/2 to 4 4 1/2 to 5 5 1/2 to 6 6 to 8 8 to 12 12 to 18 18 to 24 24 to 36 36 to 48 48 to 60 60 to 72 72 to 84 84 to 96 96 to 108 108 to 120 120 to 144 144 to 180 180 to 240 240 to 300 300 to 360 360 to 480 480 to 600 600 to 720 720 to 840 840 to 960 960 to 1080 1080 to 1200 1200 to 1440 1440 to 1800 1800 to 2400 2400 to 3000 3000 to 3600 3600 to 4800 4800 to 6000 6000 to 7200 7200 to 8400 8400 to 9600 9600 to 10800 10800 to 12000 12000 to 14400 14400 to 18000 18000 to 24000 24000 to 30000 30000 to 36000 36000 to 48000 48000 to 60000 60000 to 72000 72000 to 84000 84000 to 96000 96000 to 108000 108000 to 120000 120000 to 144000 144000 to 180000 180000 to 240000 240000 to 300000 300000 to 360000 360000 to 480000 480000 to 600000 600000 to 720000 720000 to 840000 840000 to 960000 960000 to 1080000 1080000 to 1200000 1200000 to 1440000 1440000 to 1800000 1800000 to 2400000 2400000 to 3000000 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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. It is not clear what is old text and what is proposed new text.

EXAMPLE 4 – IMPROVED MARK-UP

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 be~~ less than $\frac{1}{8}$ in. (3mm), except cylindrical shells shall be not less than $\frac{3}{32}$ in. (2.5 mm) when no portion of the shell is used for heating surface.



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

Table NB-3122-2
Classification of Stress Intensity Factors for Various Typical Cladding Events

Cladding Event	Stress Intensity Factor	Cladding Event	Stress Intensity Factor	Cladding Event	Stress Intensity Factor
Pressure	Uniform pressure	Thermal	Uniform temperature	Membrane bending	Uniform bending
	Pressure differential		Temperature differential		Membrane bending
Thermal	Uniform temperature	Pressure	Uniform pressure	Thermal	Uniform temperature
	Temperature differential		Pressure differential		Temperature differential
Membrane bending	Uniform bending	Membrane bending	Uniform bending	Membrane bending	Uniform bending
	Membrane bending		Membrane bending		Membrane bending



Insert with qualified test on the following page

Proposed Changes:



Cladding (NB-3122)	Any	Pressure	Membrane Bending	Q
		Thermal gradient	Membrane Bending	Q
		Differential Expansion	Membrane Bending	F

The best presentation is this example, where the page from the most recent version of the standard is marked and labeled with the word “insert” and an insert page is attached.

EXAMPLE 6 – ILLEGIBLE TYPE (rejected)



Size and Location Contained in Vessel Nozzle
File welds are allowed for interpretation of requirements in the standard page size and shall be used by which the requirements contained in vessel nozzle as permitted in 108-1117 and shall provide the requirements of 108-1117 and 108-1118.

(d) The fabrication requirements of 108-4245 and the maximum dimensions and configurations requirements of Fig. 108-4245 shall be met when:

- t_{min} - General clearance between connecting pipe
- $t_{min} = 0.043$ in.
- d - outside diameter of Part B and shall be 2 in. max. pipe size
- d_p - diameter of the hole and shall be 2 1/2 in. max.
- d_h - inside diameter of construction of Part A and shall be 2 1/2 in. max.
- $t_{min} = 1/16$ in. or 1/8 in., whichever is less
- $t_{min} = 1/16$ in. or 1/8 in., whichever is less
- $t_{min} = 0.7$ in.
- t_{min} - nominal thickness of connecting pipe
- t_{min} - thickness of Part B
- $t_{min} = 1/4$ in. required minimum thickness of Part B
- $t_{min} = 1/4$ in. depth of reinforcement 2 1/2 in.
- $t_{min} = 1/4$ in. depth of reinforcement 2 1/2 in.
- $t_{min} = 1/4$ in. depth of reinforcement 2 1/2 in.
- $t_{min} = 1/4$ in. depth of reinforcement 2 1/2 in.
- $t_{min} = 1/4$ in. depth of reinforcement 2 1/2 in.

(e) The design of the joint shall be such that stresses will not exceed the limits of 108-1117 and 108-1118, as applicable, of Section II, Part 2.

(f) A fatigue strength reducing factor of one (1) shall be used in the design of the joint.

(g) The finished vessel shall be examined by a magnetic particle or liquid penetrant method in accordance with 108-1117.

(h) Seal closure assemblies may be made with file welds or partial penetration welds provided the conditions stated in 108-1117 are met.

EXAMPLE 6
108-1117
108-1118
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EXAMPLE 7 – USING WORD REVISION TRACKING AND CALLOUTS

completeness place using letters and numbers at least 5/16 in. (3 mm) high.

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

(3) The required data are indicated by stamping, **etching, or engraving** marking with letters at least 1/8 in. (3 mm) high on a suitable acceptance at least 3 in. x 4 in. (77 mm x 102 mm) size and permanently attaching the acceptance to the casing to assure acceptance place by mechanical means or by an adhesive system meeting the requirements of Appendix J.

(4) The Certification Mark may be preprietary to a acceptance. The acceptance may be attached to the boiler after the final fabrication and acceptance sequence but before the hydrostatic test, provided the procedure for removal of **marking** marking is described in the manufacturer's accepted quality control system. **The Certification Mark and acceptance - serial number shall be stamped on acceptance but the other data may be stamped etched on an engraved diameter.**

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

Figure HG-438.2
Steam and Water Boiler: Form of **Marking** Marking on Completed Boilers or their Nameplates (Not Applicable for Boilers Constructed Primarily of Cast Iron)

Certified by _____

(Name of Manufacturer)
MANP: Steam _____

Maximum Water Temp _____ boiler
Heating surface _____ water wall
Heating surface _____ extended
*Net DR, pressure (psi) _____
Maximum relief valve capacity _____
Manufacturer's serial no. _____
Year built _____

GENERAL NOTE: Acceptable alternatives to any of the stamp marking may be used.

NOTES:

(1) For steam only boilers, MANP Water and Minimum Water Temperature markings are optional.

(2) Kilowatt power input for electric boilers.

(3) List each type of surface separately. May be omitted if type heating surface is not present.

(4) Operating capacity for extended heating surface (see HG-438.1).

(5) May be omitted when year built is prefix to serial number (see HG-538.1).

Figure HG-438.3
Boiler Suitable for Water Only: Form of **Marking** Marking on Completed Boilers or their Nameplates (Not Applicable for Boilers Constructed Primarily of Cast Iron)

Certified by _____

(Name of Manufacturer)
MANP: Water _____

Maximum Water Temp _____ boiler
Heating surface _____ water wall
Heating surface _____ extended
*Net DR, pressure (psi) _____
Maximum relief valve capacity _____
Manufacturer's serial no. _____
Year built _____

GENERAL NOTE: Acceptable alternatives to any of the stamp marking may be used.

NOTES:

(1) Kilowatt power input for electric boilers.

(2) List each type of surface separately. May be omitted if type heating surface is not present.

(3) Operating capacity for extended heating surface (see HG-438.1).

(4) May be omitted when year built is prefix to serial number (see HG-538.1).

Word revision tracking is acceptable. This example demonstrates the use of the revision tracking feature of 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 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 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 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
 - Copyright page
 - Foreword, Preface, Introduction
 - Committee rosters
 - Committee correspondence page
 - 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:

- Copyright page
- Foreword
- Preface
- Introduction
- Committee roster
- Committee correspondence page
- 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.

PREPARATION OF MANUSCRIPT

- Hard copy must accompany electronic files
 - Printed on one side
 - All pages from the latest edition included
 - Must match electronic files

NOTE: Where discrepancies exist between hard copy and the electronic file, the electronic file is definitive.

- A hard copy of the most current version of your manuscript must accompany the electronic files.
- The hard copy should be single sided and all pages from the latest edition included.
- The hard copy must match the electronic files.

NOTE: Where there are discrepancies between the hard copy and the electronic file, the electronic file will be the definitive version.

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 produced 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 were incorporated.
- Boiler and Piping Code manuscripts: Staff Secretary also checks approved proposals and errata

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 members cannot meet deadline, another committee member 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 members cannot meet deadline, another committee member 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.
- Electronic files should be submitted in accordance with the Guide to Preparation of Electronic Manuscripts.
- 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
 - Guidelines for the Use of MS Word and PDFs When Submitting Revisions
 - Guidelines for the Creation of Tables, Graphics and Equations
- 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>

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.