



## Guide for Publishing with ASHRAE Special Publications

Revised May 2024

This guide outlines the publication paths for content that is not published in the ASHRAE Handbooks, *ASHRAE Transactions*, standards, guidelines, standards user's manuals, *Science and Technology for the Built Environment*, *ASHRAE Journal*, *Insights*, *eSociety*, or the results of Special Projects,<sup>1</sup> Research Projects,<sup>2</sup> Multidisciplinary Task Groups (MTGs), Presidential Ad Hoc Committees, or Society Task Forces.<sup>3</sup>

ASHRAE encourages publication of products aimed at enhancing system performance, educating users, or providing additional information on a particular subject. Special Publications may be design manuals, application guides, or comprehensive reference sources; may cover a niche facet of the HVAC&R industry; may be brochures or pamphlets; or may be software or online databases, among other types. Special Publications are not written in code-intended language, and the format of the works does not suggest use as a standard.

There are several paths for publication with ASHRAE Special Publications:

- An individual or group of individuals may author a publication with TC oversight.
- A Technical Committee (TC) or TC subcommittee may author a publication in a volunteer capacity.
- A TC may submit a Publication Topic Acceptance Request (PTAR) to Research Administration Committee (RAC) to be awarded funding for their work on the project or to pay a contractor to complete the work.

In all but the PTAR path, those proposing the publication must complete and submit a [Publications Request Form](#) to identify the cognizant TC and to describe the topic, the need and intended audience for the product, the projected scope of the work, and the projected timeline for completing the writing, illustrations, code-writing, or whatever other work is necessary for the product. This online form is automatically submitted to the editor of ASHRAE Special Publications, who discusses the proposal with the Director of Publications and Education and then shares staff thoughts with the Publications Committee for their evaluation of the proposal.

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<sup>1</sup> Special Projects are committees formed by the Special Projects Subcommittee of Technology Council and focus on projects that cannot be accomplished effectively or in a timely manner on a volunteer basis and often require compensation, expense reimbursement, or outside funding for committee members; authors are typically assigned membership to SP committees by the SP Subcommittee.

<sup>2</sup> Research Projects are authoring groups that have been awarded RP funding after submitting a proposal to the Research Administration Committee; authors are typically involved from the initial submission to RAC and participate in the research being funded to inform the content of the book.

<sup>3</sup> MTGs, Presidential Ad Hoc Committees, and Task Forces are temporary committees established by the Technical Activities Committee (TAC) or other ASHRAE leadership to coordinate and focus the activities of various TCs, standing committees, and/or outside groups; members are assigned to MTG committees by the leader of the participating committees/groups.



In the PTAR path, a TC identifies a need for a product and submits a PTAR to RAC that describes the need and the intended audience for the product, why the effort cannot be completed through a volunteer effort, and why the product will be of value to ASHRAE. RAC assigns a PTAR number and forwards the PTAR to the editor of Special Publications, who discusses the proposal with the Director of Publications and Education and then shares staff thoughts with the Publications Committee for their evaluation of the PTAR.

In all publication paths, proposals are evaluated on a case-by-case basis. Publications Committee considers the suitability of proposed projects based on the scope of the project, the industry need for material on the topic, the value of the proposed product to ASHRAE members, the size of the expected audience, and the potential to recover publishing costs through sales of the product. After discussion, the committee votes to support or reject development of the product. When reviewing unsolicited material, the committee agrees to maintain confidentiality regarding the material submitted. Proposals should be submitted at least 60 days before an ASHRAE Conference to be considered by the Publications Committee at that conference.

In all but the PTAR path, authors of accepted proposals will be informed by the editor of Special Publications that their project has been accepted and will be supplied information and tools useful for proceeding with development. For proposals that are rejected, Publications Committee supplies reasons for the rejection to the submitting authors. In the PTAR path, the Publications Committee makes a recommendation to accept or reject the proposed product to RAC; RAC then evaluates the proposals that the Publications Committee recommends funding and, if RAC agrees with the recommendation to proceed, RAC awards funding to the TC and sends a letter stating such to the authors.

In all but the PTAR path, an authoring contract must be signed with ASHRAE's Director of Publications and Education. The authors may publish in a volunteer capacity, for royalties, for a percentage of sales, or otherwise, as negotiated by the authors and the Director of Publications and Education. In the PTAR path, a research agreement that delineates the amount of funding from RAC must be signed with ASHRAE's Executive Vice President, Jeff Littleton.

In all but the PTAR path, the specifics of TC oversight, review, and acceptance are determined by the individual TCs—some may request regular check-ins with committee members who will supply feedback for the authors to address (incorporate or provide reasons for not including), and some may only desire to see the final version of the product. In the PTAR path, the TC awarded the funding forms a subcommittee to produce the product or to select the contractor who will produce the product, manages the project and the contractor if applicable, and provides feedback to the authors or contractor during project development.

In all paths, with approval to proceed, a signed contract, and TC oversight procedures in place, the authors/contractors conduct the necessary research, write the text, create graphics or obtain permission to reproduce graphics from other sources, develop code or interactive tools if applicable, and complete whatever other work is required for the project. There are authoring tools available for use at <https://www.ashrae.org/technical-resources/authoring-tools>—especially important is the [Interactive Authors' Manual for Books and Papers](#), which provides information on citing sources, obtaining permissions, and generating figures and tables.



In all paths, the TC or its subcommittee must review the final draft and vote to approve the final version before staff preparation for publication begins. Following the cognizant TC's approval vote, official record of that vote (in the format of committee minutes or an email from the TC chair), the final version of the product, and other related materials are submitted to [the editor of Special Publications](#)—for projects that result in books, see the section of this document titled [Submitting Manuscripts to ASHRAE Special Publications](#) for the specifics of what is required upon manuscript submission.

Once Special Publications has received the TC's approval and all the required materials for the project, the corresponding author will be supplied a tentative publication schedule and put in contact with a Special Publications editor. The editor will edit the text for grammar, punctuation, clarity, and consistency with ASHRAE policies; format the manuscript as applicable; and lay out manuscript pages with the figures and tables incorporated as applicable using the page layout software Adobe FrameMaker. When editing/layout is complete, the editor will send a PDF to the authors for proofreading and replying to editor queries. Changes should be minor at this stage, and authors are expected to have timely correspondence with the editor.

Once all queries are answered and the authors' changes have been incorporated, the product is published and offered for sale in ASHRAE's bookstore in print, PDF, and/or online formats. Each author will receive a complimentary print or PDF copy of the published product.

## Submitting Manuscripts to ASHRAE Special Publications

The following materials should be submitted to ASHRAE Special Publications if the product to be published is a book (contact Cindy Michaels; [cmichaels@ashrae.org](mailto:cmichaels@ashrae.org)):

- Contact information for the corresponding 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 and/or TCs, as applicable.
- All contributing authors' 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 staff editors 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 the 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**; staff 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 file (ideally TIF or EPS, but JPB and BMP files are also accepted) 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 the author has already received permission in another format, this form is not required. *[Note that to save the permission request form with the information filled in, instead of choosing “save” choose “print” and change the 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 Director of Publications and Education.
  - Cover artwork/color suggestions. Please understand that final cover design is at the discretion of the Director of Publications and Education.
  - A filled-out [Marketing Questionnaire](#) that staff can use for promoting the book.