

Dear EWRI Members,

This file includes information for you to use in initiating and developing non-periodical Publications. Also included is a general description of the process to publish within ASCE Publications and when EWRI members would provide input to that process. This version was produced in August 2005.

This file contains:

1. The “Development, Approval, and Production Process” for most types of publications.
2. Formatting instructions for preparing committee reports, manuals, and standards.
3. Publication forms required for submissions to ASCE/EWRI staff:
  - Marketing Questionnaire (To be completed by the committee/task committee that prepares a Publication, and shall be provided when the document is transmitted to ASCE Publications).
  - ASCE Turnover to Production - The Transmittal Sheet for transmitting a completed Publication from the committee/task committee to EWRI Staff.
  - Cover Suggestion form (optional)
  - Copyright Transfer Agreement Form (if applicable)
4. ASCE and EWRI publication staff contact information

As with all processes not all situations can be addressed, so please feel free to contact the EWRI Administrator or EWRI Director (hereafter referred to as EWRI Staff) if you have questions.

Also, ASCE has established eRooms for committee communications during the process to prepare a Publication.

**EWRI PUBLICATIONS**

**DEVELOPMENT, APPROVAL AND PRODUCTION PROCESS**

**AUGUST 2005 VERSION**

The following is an outline of the steps required for developing non-periodical Publications from EWRI Councils and Committees. For purposes of this process, “Publications” refers to any of the following: manuals, reports, pamphlets, legal and regulatory documents, videos, CD-ROMs, films, books, software, etc. Proceedings and journals are not included in this approval process which will be developed by EWRI/ASCE. Included herein are the steps to initiate, develop, print, and market Publications. In this document EXCOM shall refer to either the Technical EXCOM or Institute Operations EXCOM as appropriate for a particular Publication.

This document and the funding request forms referred to later, are available from the EWRI web site at <http://www.ewrinstitute.org/publications/edinstructions.cfm> and [http://www.ewrinstitute.org/inside/ewrioprhndb\\_toc.cfm](http://www.ewrinstitute.org/inside/ewrioprhndb_toc.cfm) respectively.

The Technical Councils and Committees are primarily responsible for the initiation and development of Publications. The EWRI staff may be a facilitator to assist the Councils and Committees in initiation, development and finalization of Publications. EWRI staff will act as a liaison to coordinate with ASCE Publications staff. The EWRI staff may provide input in evaluating the need for a particular type of Publication or may recommend publications to Councils of any of the two EXCOMS to meet an identified demand. ASCE Publications or another printer, if ASCE does not want to print the Publication, will be responsible for printing and marketing of the Publications.

This summary of Publication procedures was initially prepared by the former EWRI Publications Council, and has been updated by EWRI Staff, to assist committees/task committees that are preparing Publications; however, for specific questions not answered herein, Committee’s considering a Publication are referred to the EWRI Administrator (Autumn Richter), EWRI Director (Brian Parsons), “ASCE Publications and Publications Policies” manual and/or ASCE Publications staff (Suzanne Coladonato or Donna Dickert).

**Types of Publications**

The most common types of Publications are Committee Reports and Manuals of Practice. The descriptions and definitions for these types of Publications are included in “ASCE Publications and Publications Policies”. General procedures for common types of Publications are described in this section and a step-by-step process in the following section.

Committee Reports are special reports prepared by the technical and professional committee/task committee’s of EWRI. The primary advantage of Committee Reports is speed, the report can be developed and printed in about one fourth the time of a Manual.

Manuals of Practice have a higher degree of review and approval prior to publication. Manuals must either be published in an ASCE Journal for reader comments or the parent Council of the committee/task committee shall appoint a “blue ribbon” peer review panel to review the manual. Further the Manual must be technically approved by the parent Council, by the EWRI EXCOM, and lastly by the ASCE Board Publications Committee. Once provided to ASCE Publications staff the manual will have a thorough editorial review prior to publication.

Authored or edited books have three options at the discretion of the author/editor: (1) designate the book to be a Report then follow the procedures described herein; (2) designate the book to be a Manual then follow the procedures described herein; or (3) use ASCE Press to have the book published. The ASCE/EWRI staff are available to provide additional information to the author/editor.

Publications that are not standard types of reports or manuals are encouraged and will be considered on a case-by-case basis. Committee/task committees interested in another type of Publication are requested to contact EWRI staff who will facilitate the development of the proposed Publication. Generally, uncommon Publications can be processed under the procedures for reports or manuals.

Committees determining whether a publication should be a Manual or Report, should consider: (1) reports require much less time to produce and prepare for sale; (2) since manuals require more time and cost they should be expected to sell more than 600 copies; (3) reports, on the other hand, can be as low as 100 copies; and (4) consider how soon a publication will be outdated, publications with a short “shelf life” should be reports whereas many years of usefulness can be considered for manuals.

The EWRI Administrator may be contacted at any time during the process to help facilitate the Publication. The EXCOM can be contacted to advocate for funding from EWRI.

### **Steps to Initiate Development of a Publication**

Step 1 - The idea for a Publication can be formulated from anywhere inside or outside of EWRI. Typically technical Councils and Committees will generate ideas; however, EWRI staff may also suggest a Publication to any Council within EWRI. EWRI staff may be contacted at this early stage to assist in evaluation of the need for a Publication idea.

Step 2 – If the idea has merit and a group is interested in pursuing the Publication, the group should utilize an existing committee or form a new committee. Once the committee is selected, development of the Publication can proceed with no further approvals unless funding is required. Funding can be requested by submitting a request for funding using the Meeting and/or Non-meeting request forms. Both forms may be found on the EWRI Website in Appendix C of the Operations Handbook ([http://www.ewrinstitute.org/inside/ewrioprhndb\\_toc.cfm](http://www.ewrinstitute.org/inside/ewrioprhndb_toc.cfm)). Notification to the parent Council is suggested.

In addition to information required for other purposes, the Funding Request shall include the type of Publication anticipated (e.g. report or manual, this can be changed during the development process), the subject of the Publication, the development schedule, the contact person, the method of making decisions within the general requirements of the type of Publication (e.g. committee voting, consensus, etc.) The EXCOM and the parent Council shall receive a copy of the Funding request from the EWRI Administrator.

(Note: Committee/task committee’s developing a Publication are requested to determine the method of decision making at the beginning of the process rather than the middle so that conflicts over finalizing the Publication involve content of the Publication and not the decision making procedure. There are commonly disagreements over the final product so do not be confident that “your” group won’t have this problem.)

Step 3 – If funding is requested, approval of the Funding Request is needed from the EWRI Administrator or Governing Board. Note that funding can be requested at any time in the Publication development process and funds can be requested for a wide variety of needs, including but definitely not limited to: meetings, editing, illustrations, word processing, etc.

Step 4 – The committee/task committee will produce the Publication. During the preparation of the Publication, the EWRI Administrator shall contact the chair of the committee/task committee every six months

(approximately January for the council weekend and July) to update the status of the Publication and if the committee needs some type of support.

### **Steps to Finalize and Publish Reports**

Step A-Reports – The committee/task committee shall approve the Publication using a method determined by the committee/task committee (the method is hopefully determined at the beginning for the process as suggested in Step 2 above). Once approved by the committee/task committee the publication is transmitted to the parent Council.

Step B-Reports –The parent Council shall approve the Report through a process determined by that Council, which may include a peer review (see description below), review by the Council members, accept committee/task committee recommendation, or any other process.

Step C-Reports - After the Report has received parent Council approval, the final manuscript is submitted to the EWRI Administrator.

The submittal shall include the following information: (1) a description of the approval process; (2) a statement of approval by the parent Council; (3) a designated “corresponding editor”; (4) a completed “Marketing Questionnaire”; (5) a completed “ASCE Turnover to production”; (6) a signed and dated Copyright Transfer Agreement Form; (7) a signed and dated "Permission Verification Form"; (8) a list of **up to 10 people** to receive complimentary copies of the Publication(the list should only include persons who helped prepare the Publication); (9) (optional) general suggestions for the cover page; (10) any other information that is pertinent to procession Publication. All forms can be found on the following website: <http://www.ewrinstitute.org/publications/edinstructions.cfm>.

The designation of a Corresponding Editor for a Publication is crucial. ASCE Publications has found that the most successful publications are when there is significant involvement by the Corresponding Editor who has contact with people who helped prepare the Publication.

Manuscript– The manuscript for reports shall be provided by the committee/task committee in a camera ready hard copy and electronic file. Formatting requirements are attached and can be obtained from the Director of Production, ASCE Publications. Report manuscripts are NOT edited or changed unless there is a significant question by Production staff.

Step D-Reports - Once the manuscript is received by EWRI Adminstrator she will assure that all process requirements have been performed. The EWRI Administrator notifies the Corresponding Editor that the manuscript has been processed to the next step.

Step E-Reports – The Report is sent to ASCE Publications to be printed and marketed. ASCE Publications staff shall coordinate directly with the Corresponding Editor regarding questions and comments.

### **Steps to Finalize and Publish Manuals**

Step A-Manuals – The committee/task committee shall approve the Publication using a method determined by the committee/task committee (the method is hopefully determined at the beginning for the process). Once approved by the committee/task committee the publication is transmitted to the parent Council.

Step B-Manuals - Once the document has been finalized by the committee/task committee, the draft must be included in an ASCE Journal for review or reviewed by at least three peer reviewers. The peer reviewers shall be independent from the committee/task committee preparing the Publication and must contain a balance of interests to ensure ample consideration is given to appropriate subject matter. The peer reviewers shall be

selected by the parent Council of the task committee; however, the committee/task committee may provide nominations for the peer reviewers. The peer reviewers shall prepare written comments and submit them to the committee/task committee who shall resolve differences. If there is disagreement on inclusion of comments, the Council shall arbitrate the differences and if an agreement cannot be reached the Council shall make the final decision. The parent Council must approve the Publication before moving to the next step.

The parent Council's primary role is to check that procedures have been followed and not review technical content, if a blue ribbon panel has reviewed the document.

**Step C-Manuals** - After the Manual has received parent Council approval, the final manuscript is submitted to the EWRI Administrator with an informational copy to the parent EXCOM of the parent Council.

The submittal shall include the following information: (1) a description of the approval process; (2) a statement of approval by the parent Council; (3) a designated "corresponding editor"; (4) a completed "Marketing Questionnaire"; (5) a completed "ASCE Turnover to production"; (6) a signed and dated Copyright Transfer Agreement Form; (7) a signed and dated "Permission Verification Form"; (8) a list of **up to 10 people** to receive complimentary copies of the Publication (the list should only include persons who helped prepare the Publication); (9) (optional) general suggestions for the cover page; (10) any other information that is pertinent to procession Publication. All forms can be found on the following website: <http://www.ewrinstitute.org/publications/edinstructions.cfm>.

The designation of a Corresponding Editor for a Publication is crucial. ASCE Publications has found that the most successful publications are when there is significant involvement by the Corresponding Editor who has contact with other people who helped prepare the Publication.

**Manuscript** – The manuscripts for manuals shall be provided by the committee/task committee in a hard copy and electronic file, as further described in the "Editor's Instructions for Preparing Manuals of Practice" on the EWRI Website at <http://www.pubs.asce.org/authors/ManualsofPractice.html>. The text shall be double spaced. Figures and photos shall be provided in hard copy. Manual manuscripts are subject to a thorough editing process followed by ASCE type setting the text.

**Step D-Manuals** - Once the manuscript is received at EWRI headquarters, the EWRI Administrator shall assure that all process requirements have been performed. The EWRI Administrator shall notify the Corresponding Editor that the manuscript has been processed to the next step.

**Step E-Manuals** – The Manual is submitted to the EXCOM for approval with an information copy to the EWRI Governing Board. The EXCOM shall coordinate directly with the Corresponding Editor regarding questions and comments. Once approved by the EXCOM, the EWRI Administrator submits the publication to the Manager of Book Publication who will transmit to the ASCE Board Publications Committee. Any questions or modifications to the Publication by the Committee will be provided to the Manager of Book Publication who will contact the EWRI Administrator and the Corresponding Editor.

**Step F-Manuals** – The ASCE Board Publications Committee conducts a final review and approval. ASCE Board Publications Committee shall coordinate directly with the Corresponding Editor regarding questions and comments. After approval, the ASCE Board Publications Committee submits the manuscript to ASCE Publications with notification to EWRI Administrator and the Corresponding Editor.

### **ASCE Publication Process**

ASCE Publications includes the Production Staff and the Marketing Staff. All Publications follow the next steps including Standards and Codes.

Step G-Reports – Production Staff will review the camera ready text. If there are no obvious problems or questions, the original manuscript will be sent to the printer. If there are problems or questions, the Corresponding Editor will be contacted directly by the Production Staff. Reports have the most flexibility for the cover design, so the Production staff will contact the Corresponding Editor concerning the cover design. After the Publication is printed, the Corresponding Editor will be notified by the Production staff. Reports are normally printed in 8 to 12 weeks after the manuscript is submitted in Reports Step E.

Step G-Manuals/Standards – Production Staff will perform a thorough copy editing of the text, figures, and other illustrations. The Corresponding Editor will be contacted if the editing results in changes to the content; if the editing does not effect content the Corresponding Editor will not be contacted. Once the text has been edited, it will be typeset and the page proof (final draft) will be sent to the Corresponding Editor for final review. The Corresponding Editor may use any process to expeditiously conduct the final review. Once the final review is completed, the manuscript will be printed. Manuals have some flexibility in the cover design which will be coordinated with the Corresponding Editor. After the Publication is printed, the Corresponding Editor will be notified by the Production staff. Manuals normally require about 6 months to edit and print after receiving the original manuscript.

Step H-Reports/Manuals/Standards – Shortly before printing the Publication and after completion of the Marketing Questionnaire (should be completed as part of Step C), the Marketing staff will begin marketing the Publication. The Marketing Questionnaire will be used extensively to establish a marketing plan. Publications will typically be advertised in ASCE magazines and newsletters, on the ASCE website, as part of direct mail brochures and shown at conferences. In addition ASCE Publications gets the new book listed in Books In Print, in various other book trade databases, and issues a book announcement for the trade press. Review copies are also sent to reviewers where appropriate. The Questionnaire will be used to target specific groups. The Marketing staff will contact each Corresponding Editor prior to initial marketing and once a year thereafter to assess markets for the Publication.

Step I-Reports/Manuals/Standards – The Marketing staff will provide a status report of all EWRI Publications in the spring (March or April) to EWRI staff who will distribute the status report to the Governing Board. The status report will include: the number produced, the number sold since printing and the previous year, royalties received by EWRI since printing and previous year, and other data.

### **Printing and Marketing Considerations**

Each Council may want to consider numbering Reports in chronological order from 1 on, with a common cover page. The numbering allows interested persons to keep track of all Reports by the Council. Each Council would be able to have a unique identity for their Reports. Manuals and other Publications could be organized in a similar manner.

The purchase cost is much higher the more photos that are included. Color printing is usually prohibitively expensive.

The designation of a Corresponding Editor and completion of the “Marketing Questionnaire” are very important and should be included with submittal of the manuscript by the committee/task committee..

If there are any questions, persons are encouraged to contact the EWRI Administrator or Director and/or ASCE Publications staff.

Committees preparing a publication are requested to consider developing a short course using the publication produced by the committee. The short course would provide a market for the publication, provide greater

exposure for the publication and EWRI, and provide EWRI income from the course and sale of the publication. The committee would develop the curriculum and speakers. EWRI/ASCE staff and others will market the course and set up times and places. If interested, contact EWRI staff.

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## ASCE PUBLICATIONS DEPARTMENT FORMATING TO PREPARE DOCUMENTS

Complete instructions for editors preparing committee reports, manuals and standards can be found on the EWRI Website at <http://www.ewrinstitute.org/publications/edinstructions.cfm>.

### **COMMITTEE REPORTS**

For Committee Reports, the committee is required to provide camera-ready copy. Complete “Editors Instructions for Preparing ASCE Committee Reports” may be found at <http://www.pubs.asce.org/authors/CommitteeReport.html>. It is suggested that a sample chapter be provided to ASCE Publications Staff to give feedback to whoever is preparing the report before all of the final chapters are formatted.

### **MANUALS**

Manuals are copyedited and typeset through ASCE’s Publications Division. Complete “Editors Instructions for Preparing Manuals of Practice” may be found at <http://www.pubs.asce.org/authors/ManualsofPractice.html>.

### **STANDARDS**

Standards are copyedited and typeset through ASCE’s Publications Division. Complete “Editors Instructions for Preparing Standards” may be found at <http://www.pubs.asce.org/authors/Standards.html>.

## ASCE PUBLICATION FORMS

- Marketing Questionnaire: <http://www.pubs.asce.org/authors/MarketingQuestions.pdf>
- ASCE Turnover to Production: <http://www.ewrinstitute.org/files/pdf/turnoverproduction.pdf>
- Cover Suggestion Form: <http://www.pubs.asce.org/authors/CoverSuggestion.pdf>
- Copyright Transfer Agreement Form: <http://www.pubs.asce.org/authors/CoverSuggestion.pdf>
- Permission Verification Form: <http://www.pubs.asce.org/authors/PVFBooks.pdf>

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