

CHAPTER APPROVAL CHECKLIST

Handbook Volume _____ Intended Year _____

Chapter Title _____

Responsible TC _____ TC Chair _____

TC Handbook Subcommittee Chair _____

Lead Author/Reviser for chapter _____

____ 1. **Obtain TC approval.** Date: _____

of voting members ____ . # Approving ____ Rejecting ____ Abstaining ____

Vote taken: At meeting ____ By letter ballot ____

____ 2. **Reviser or author who will review the proof pages:**

Name _____

Affil. _____

Addr. _____

Phone _____ Fax _____ e-mail _____

____ 3. **Editing.** Do not retype the chapter unless changes are extensive. See Section 7.0 of the *Authors and Revisers Guide* for instructions on preparing manuscripts.

____ 4. **References.** Submit copies/permissions for any references that are not available in the literature as required in Section 6.6 of the *Authors and Revisers Guide*.

____ 5. **Index.** Mark or list the words or topics that should be included in the Index.

____ 6. **Summary.** Submit a brief, separate summary of changes made and new material added to chapter.

____ 7. **Contributors.** Attach list of names, affiliations, and mailing addresses of others who contributed *significantly* to this revision of the chapter. We prefer to credit no more than three revisers per chapter. Do not include names of those who only reviewed the chapter or made minor edits.

____ 8. **Figures.** New and redrawn figures should be original artwork, ready to reproduce for printing (“camera-ready”). Include files on a disk if figures are done in electronic graphics format.

____ 9. **Permissions.** Include copies of written permission to use material from publishers other than ASHRAE.

____ 10. **Submittal.** Submit this completed checklist, items 4 through 9, and two copies of the TC-approved manuscript to your TC’s Handbook Committee Liaison, who should be listed on your roster. *If the chapter is new or has major changes, include a labeled disk with the text in MS Word (.doc) or ASCII (.txt) file format.*

Thank you for your help in improving our Handbook