

SOCIETY POLICY

ASME EDITORIAL POLICY ON PUBLICATIONS

I. PREFACE

- A. Article C2.1.1 of the Constitution states in part, "The purposes of this Society are to:Promote the exchange of information among engineers and others;...."
- B. By-Law B7.1.1 states: "The Technical Committee on Publications and Communications is responsible for publications of the Society, except that the Standards and Certification Sector shall be in charge of codes and standards."
- C. This Society Policy deals with the editorial aspects of the ASME publications that operate under the auspices of the Technical Committee on Publications and Communications, (This document is to be used in conjunction with Society Policy P-12.13, Publishing Practices for ASME Groups) The publications currently include:
 - 1. Periodicals
 - a. General Interest
 - 1) Mechanical Engineering
 - b. TRANSACTIONS and other Journals of the ASME
 - c. Other
 - 1) APPLIED MECHANICS REVIEWS
 - 2. Conference Proceedings, Technical Handbooks and Manuals
 - 3. Individual Technical Papers (Pamphlets)
 - 4. ASME Press
- D. Additional periodicals and publications may be added from time to time and shall also be under the advisement of the Technical Committee on Publications and Communications and the direction of the ASME Publications Department.
- E. Titles and descriptions used in the text of this Society Policy are understood to mean the following:
 - 1. ASME Staff:
 - a. Editor, MECHANICAL ENGINEERING -- responsible for content and editorial matters relating to MECHANICAL ENGINEERING.

- b. Managing Director, Publishing is responsible for the publication of ASME TRANSACTIONS, APPLIED MECHANICS REVIEW, Technical Papers, Conference Proceedings, Manuals and Handbooks, and ASME Press; not responsible for the editorial content of these publications.

2. Volunteer positions

- a. Editor, ASME (TRANSACTIONS) Journals -- a member of ASME appointed by the Technical Committee on Publications & Communications to supervise and be responsible for the editorial content of a TRANSACTIONS Journal. An Editor of ASME TRANSACTIONS shall not serve concurrently as Editor-in-Chief of any other technical journal, whether for a non-profit society or for a commercial publisher.
- b. Associate Editor, ASME (TRANSACTIONS) Journals -- an ASME member who, with the approval of the relevant division and the Technical Committee on Publications & Communications, works under the direction of the Editor to assist in editing, reviewing, and helping revise manuscripts submitted to a TRANSACTIONS journal which relate to the member's specialized knowledge

II. PURPOSE

- A. To state the editorial policy relating to ASME publications.
- B. To provide the procedure for publications.

III. POLICY

- A. Oversight and advisement responsibility for the content in ASME publications resides with the Technical Committee on Publications and Communication, as exercised by the appropriate publication editors.
- B. Opinions expressed by the Editor of an ASME publication, by a special page or a column contributor, or by a freelance writer contained in an ASME publication, which in some cases may differ from those held by officers and members, should not be proscribed. Further, to be of utmost service to the Society in cases of controversial issues, all sides shall be presented with the understanding that the opinions of the authors will not necessarily be and, in many cases, cannot be those subscribed to by the Society.

IV. PROCEDURE

- A. All ASME publications covered by this Society Policy shall contain a disclaimer which indicates that the opinions expressed are those of the author(s) or editor(s) and that

they do not necessarily reflect the opinion of the Society, its members, or its officers (By-Law B7.1.3).

- B. The Editor, MECHANICAL ENGINEERING, shall be solely responsible within the guidelines established by the Technical Committee on Publications and Communications for the selection and presentation of editorial material. The Editor shall make reasonable attempts to assure the technical accuracy of editorial material through appropriate research and review procedures. Under the authority of the Technical Committee on Publications and Communications, "special pages or columns" in publication covered by this policy may be assigned to Sectors, groups, or divisions within ASME. The agency sponsoring approved special pages or columns shall submit material to the appropriate publication editor according to the guidelines stated in the appropriate publication Operation Guide as set by the Technical Committee on Publications & Communications. The enforcement of the guidelines shall be the responsibility of the Editor of said publication. Unresolved questions between the Editor and any segment responsible for special pages or columns shall be referred to the Technical Committee on Publications and Communications.
- C. The Editor, MECHANICAL ENGINEERING, shall be solely responsible within the guidelines established by the Technical Committee on Publications and Communications for the selection and presentation of editorial material. The Editor shall make reasonable attempts to assure the technical accuracy of editorial material through appropriate research and review procedures.
- D. An Editor of an ASME Journal shall be nominated by the appropriate unit (normally the Executive Committee of an ASME Group) for a term not to exceed five years unless recommended for a reappointment for one additional term of up to three years, subject to approval and appointment by the Technical Committee on Publications and Communications.
- E. Editors may be assisted by Associate Editors in the selection and editing of the content of a specific TRANSACTIONS Journal. The Associate Editors are nominated by the Editors with the consent of the appropriate unit, subject to approval and appointment by the Technical Committee on Publications and Communications. The term of office shall be three years. Reappointment by the Technical Committee on Publications and Communications for another term shall be limited to a maximum continuous service of six years.
- F. The Editor of each TRANSACTIONS Journal shall have the ultimate responsibility for its technical content. The Editor is authorized to accept or reject any communication submitted to the Journal for publication.
- G. Technical papers presented at ASME Conferences and Meetings that are grouped according to common subject matter are referred to as proceedings or symposia. The technical unit that sponsors or co-sponsors the conference or meeting is responsible for the editorial content of these publications.

- H. No paper may carry an ASME designation unless it has undergone a review based on procedures established by the Technical Committee on Publications and Communications.

Responsibility: Technical Committee on Publications and Communications

Reassigned from the Knowledge and Community Board 9/19/14

Reassigned from Council on Engineering/Publications Directorate 6/1/05

Adopted: June 16, 1970

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(editorial changes 2/83)
November 17, 1983
(editorial changes 8/87)
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March 14, 1990
(editorial changes/reaffirmation 9/98)
March 18, 2000
June 6, 2001
November 16, 2001
(editorial changes 6/04)
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(editorial change 8/18)