

Committee is Created

Two leads for each chapter selected

Paperwork coordinator selected

Book is being written

Authors keep track of copyright/permissions of figures/tables

Draft of book is completed

Draft sent to Blue Ribbon Panel for review

Draft sent to ASCE Pubs for editorial check

Blue Ribbon Panel Conducts Review using spreadsheet to keep track of comments

Blue Ribbon Panel sends comments to Committee

Committee uses spreadsheet to respond to comments

Committee approves publication of book after resolving all issues identified by BRP

Committee submits draft to UESI (Susan Reid)

Must be clean version, no track changes

Include BRP spreadsheet

Susan sends draft and spreadsheet to Division ExCom for review

Division ExCom evaluates if BRP did a thorough review

If approved by ExCom, Susan sends to ASCE Publications

Committee must provide Copyright Transfer Agreement

Committee must provide Permissions Inventory with supporting documentation