

Guidelines for TCs on Content for the 2005 ASHRAE HandbookCD +

Vision for Product:

Provide to members and customers the most complete and useful HVAC&R reference available, including (1) all Handbook chapters, with the latest updates and corrections, in searchable electronic format and (2) interactive and supplemental tools and features developed or obtained by ASHRAE Technical Committees.

Content:

- PDF files of all four current volumes, on separate CDs for SI and I-P units.
- Interactive features or tools.
- Supplemental material, possibly including that from previously published print volumes.
- Links to other ASHRAE literature (publications catalog on CD and/or to online bookstore for opportunity to purchase).

Revision Cycle:

- Annual, with publication target date of Aug. 1 each year
- Errata for chapters from previously published volumes on the CD may be incorporated into chapters annually.
- Chapter text may be updated out of the normal revision sequence if required.

Guidelines for Inclusion of Interactive and Supplemental Features:

- Interactive or supplemental features included must not be viable as stand-alone products, in the judgment of the Publisher; including such products would jeopardize Special Publications income. TCs with questions about such viability of a proposed feature should contact their Handbook liaison before proceeding with development.
- Features can be referenced in the print Handbook, but the text of the print Handbook should have value without the electronic feature (i.e., the feature should serve as an example or a tool to make the text more usable).
- Electronic features submitted by TCs must be tested by the TC before submission for accuracy and ease of use.
- TCs must obtain and submit written permission from the copyright holder of features not developed by the TC.

Definition of Interactive and Supplemental Features (in addition to those acceptable for the single-volume print and CD publications):

- Spreadsheets to perform calculations (active XLS files)
- Sound and video clips to better demonstrate processes and applications (MPG, AVI, MOV, RAM, WMA, WAV files)
- Interactive equations (in active XLS form)
- Links to the ASHRAE online bookstore to related printed information, data, and software available from ASHRAE
- Software or source code not otherwise published by ASHRAE
- Expanded text passages (e.g., case studies, “sidebar” discussions) (DOC, TXT files)
- NOTE: TCs with a potential feature using a filetype not explicitly mentioned here should contact the Handbook editor to confirm whether it will be possible to use that filetype.

Format:

- Chapter text will be PDF corresponding to the printed Handbook.
- Interactive or other supplemental features will be listed in a separate section at the end of each chapter having such features.

- One icon per feature will also appear in the text of the chapter linking the user to the feature.
- Each feature will be labeled, making it clear that responsibility for use rests with the user and noting that the feature is presented as a supplement to the Handbook and not as a part of the official Handbook chapter.

Limits:

- A target size of 2 MB is recommended for enhancements to any one chapter, but TCs should notify their Handbook Liaison if they need to exceed this size, providing details and prioritization of desired features.
- The deadline for submission of tested features for the 2005 edition of the interactive ASHRAE Handbook will be August 2, 2004.
- The deadline for submission of features will be strictly enforced.