

## **SOCIETY POLICY**

### **ANNUALS AND MANUALS**

#### **I. PREFACE**

Society By-Law B7.1.2 states in part, “The publications of the Society shall consist of: ... Such other publications as may be authorized by the sectors within the limitations of the budget.”

#### **II. PURPOSE**

To provide guidance on the preparation and control of ASME annuals and manuals.

#### **III. POLICY**

Publications subject to this policy are:

- A. Annuals — Reference publications which are issued at regular intervals. The period is usually annual but in special circumstances may be two or three years.
- B. Manuals — Reference publications which typically will contain information on procedures and will be reissued whenever a revision becomes desirable.

#### **IV. PROCEDURE**

##### **A. Listing of Annuals and Manuals**

Staff maintains a current listing of all annuals and manuals. This listing should be published on the inside front or rear cover of each annual and manual. The information on this list should include, as a minimum, the following:

1. Code Number — The code number should consist of two letters and a number. The first letter should be either an A for an annual or an M for a manual. The second letter should indicate the category of the publication, as follows:

C for general interest directories;  
L for Operation Guides;  
M for documents with material for all members; and  
S for special interest materials.

The number following the two letters distinguishes that publication from others in the same category.

Code numbers for existing annuals and manuals which do not conform to the system described above will not be changed just to achieve consistency.

2. Name of the Publication
3. Latest Publication Date — Each revision should carry a new date. A copy of each revision or an initial issue should be sent to the Committee on Organization and Rules.
4. Source — The listing should indicate how each publication may be obtained. Some may be available from the ASME Order Fulfillment Department and others from the ASME unit which is responsible for that publication.

B. Control

When existing annuals and manuals are revised, the listing described in IV.A must be updated.

Before starting work on new annuals and manuals, the Committee on Organization and Rules should be advised of the plans for preparation and publication. The notification should include a statement of the need for and purpose of any new annual and manual. The Committee on Organization and Rules should:

1. Determine whether the proposed publication should be designated as an annual or manual, assign an appropriate code number and, when the publication is issued, add it to the list described in III.
2. Determine whether the subject matter of the new annual or manual falls exclusively within the domain of the ASME unit which plans to issue it and, if the subject area is of interest to other units of ASME, the initiating unit should be requested to work in collaboration with other units having an interest in it.

C. Distribution and Inventory

All annuals and manuals should be posted online or printed when requested. .

Responsibility: Committee on Organization and Rules

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