

Guidelines for TCs on Feature Development for ASHRAE Handbook Online

ASHRAE Handbook Online is the web-based version of the ASHRAE Handbook that includes all four volumes (I-P and SI units) as well as interactive and supplemental tools and features developed or obtained by ASHRAE Technical Committees (TCs).

All tools and features for ASHRAE Handbook Online must be approved for submission by a majority vote of the chapter's cognizant TC, just as entire chapters or revisions are approved by the TC for the print/CD edition.

Revision Cycle

- Annual, with publication target date of June 1 each year for each new volume (the new volume is added, replacing its previous edition from four years ago).
- Chapter content may be updated or corrected anytime.

Guidelines for Inclusion of Interactive and Supplemental Features

- Features can be referenced in the print Handbook, but the text of the print Handbook should stand on its own, having value and usefulness 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.
- TCs must provide both I-P and SI versions of all items submitted.
- Features must be editable (*do not* submit PDFs).
- Features should be submitted to a TC's Society Handbook Committee liaison in the same manner as the regularly scheduled revision. Liaisons will then send to ASHRAE editorial staff for editing and preparation for online publication. There is no provision for direct uploading of features to ASHRAE Handbook Online.

Definition of Interactive and Supplemental Features

- **Spreadsheets** to perform calculations (active XLS files).
- **Sound** and **video** clips to better demonstrate processes and applications (MPG, AVI, MOV, RAM, WMA, WAV files).
- **Color** or **interactive figures** that do not translate well into print.
- **Interactive equations** (in active XLS form).
- **Links** to the ASHRAE 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.

If you have additional questions that have not been answered above, please contact Handbook Editor Mark Owen (email: mowen@ashrae.org; phone 678-539-1187) or Handbook Managing Editor Heather Kennedy (email: hkennedy@ashrae.org; phone 678-539-1168) for assistance.