

**COMMITTEE ON PUBLICATIONS (COP)
POLICIES AND PROCEDURES
Updated Sept. 2007**

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1. PROCEDURES

1.1 Procedures for Journals

1.1.1 Review Process:

1.1.1.1 A minimum of two peer reviewers will be identified for each paper by the designated Editor. The designated Editor may not be one of the two reviewers.

1.1.1.2 Once all of the reviewers' comments are received they are sent to the designated Editor who is given 10 days to make a recommendation.

NOTE: The designated Editor may also request additional reviews as warranted.

1.1.1.3 After 10 days, the reviewers' comments and any additional comments provided by the designated Editor are sent to the author requesting revision of the paper accordingly.

NOTE: If the designated Editor does not respond within 10 days, the reviewers' comments are forwarded to the author for revision in accordance with their recommendations.

1.1.1.4 When a reviewer recommends material be rejected, the designated Editor considers all of the reviewers' comments and makes a recommendation based on those reviews.

NOTE: ASTM Journal Editors have the right to reject papers without input from a COP representative as long as no conflict of interest exists.

1.1.1.5 An author of a paper that has been rejected for publication may submit a written appeal to the chairman of COP. The appeal must clearly provide a basis for reconsideration of the rejected paper.

1.1.1.6 The chairman of COP is responsible for assuring that all appeals are handled fairly and according to the policies of COP and ASTM.

NOTE: In cases where the chairman of COP is also the designated Editor, Guest Editor, author, or reviewer, the vice chairman of COP will be responsible for the appeal.

1.1.1.7 The ASTM staff will provide copies of the appeal to the designated Editor and Guest Editor (if any) that handled the rejected paper, for their review and comment.

1.1.1.8 The COP can not adjudicate issues of a technical nature. In cases where the appeal is based on technical issues, the judgment of the designated Editor and Guest Editor should be given preference. It may be advisable to seek advice from the appropriate ASTM technical committee (s) in special cases.

1.1.1.9 In cases where the judgment of reviewers is questioned it may be appropriate to use additional reviewers to settle the issue. In general, the original reviewers should not be contacted or involved with the appeal.

1.1.1.10 The following actions on appeal are possible:

- (1) Rejection Confirmed. The basis of the appeal is not convincing and the decision to reject the paper is upheld.
- (2) Rejection Overturned. The basis of the appeal is convincing and the paper is found to be acceptable. Revision of the paper may also be recommended before it is acceptable.

1.1.1.11 The Chairman of COP shall communicate the decision to the author (s).

1.1.1.12 The appeal procedure shall not significantly delay publication of a group of papers as in the case of STPs from symposia.

1.1.2 *Previously Published Material*-- If an exception is made to the COP policy regarding previously published material all necessary waivers of copyright must be obtained by the author and submitted in writing to ASTM and cited in the publication with the copyright holder's permission.

1.2. Procedures for Books (Manuals, Monographs, Data Series and other non STP or compilation books)

1.2.1 *Proposal Review*:

1.2.1.1 Proposals are routinely submitted for consideration for publication by ASTM. Some are unsolicited and many are initiated by the staff based on market considerations. A COP representative will be assigned to each book proposal that is submitted to ASTM for consideration. The procedure for determining the acceptability of a publication or other product is as follows:

1.2.1.2 ASTM staff reviews each proposal for completeness and conducts a feasibility analysis.

1.2.1.3 The proposal may be sent to reviewers if input is needed to complete the feasibility analysis.

1.2.1.4 The proposal will be sent to the COP representative for the following considerations:

- (1) Will the proposed book or product be an asset to ASTM?
- (2) Are there any areas of concern regarding COP policies regarding commercialism or apparent liability?
- (3) Is there a balance of coverage for the proposed topic?
- (4) Does the proposed plan for peer review seem adequate for the topic?

1.2.1.5 The proposal will be sent to an appropriate technical committee for sponsorship (see Committee Sponsorship for a Proposal, Item 1.2.2).

1.2.1.6 If all phases listed above are positive, the ASTM staff will prepare an agreement for the author/editor/product developer.

1.2.1.7 A schedule is determined and development begins.

1.2.1.8 The original submission is checked by the staff to determine if the product delivered agrees with the proposal.

1.2.1.9 The peer review is conducted.

1.2.1.10 If any reviewer recommends rejection, the COP rep. will be asked to consider the comments. The COP rep. may be asked to confer with the reviewers and/or the chairman of the sponsoring technical committee to make a final recommendation regarding the acceptability of the material. The procedure 1.1.1.5 through 1.1.1.12 apply.

1.2.1.11 The revised document, when satisfactory, is edited in ASTM style.

1.2.2 *Committee Sponsorship of a Proposal:*

1.2.2.1 Book proposals are routinely submitted for consideration for publication by ASTM. It is the policy of ASTM to review proposals prior to receipt of the manuscript by:

- (1) Conducting a feasibility analysis to ensure that such products are not a drain on the Society,
- (2) Obtaining support from a representative of the Committee on Publications (COP) to ensure no policies of the COP are compromised, and
- (3) Obtaining “sponsorship” from an appropriate technical committee.

1.2.2.2 Committee sponsorship includes, but is not limited to:

- (1) Reviewing the proposal to determine that the nature and scope of the proposal is consistent with the goals of the committee.
- (2) Suggesting additions to or deletions from the proposal based on technical grounds, as necessary.
- (3) Reviewing the plan for peer review (at least 2 peer reviewers) and adding committee members to the review panel, if desired.

1.2.2.3 If, based on the proposal, the committee agrees to sponsor the project, the ASTM staff will enter into an agreement with the author with appropriate milestones, For example:

- (1) The first draft must be suitable for peer review (consistent with the proposal and written within ASTM’s standards for professional, technical writing), and
- (2) The peer review process must be satisfied (all mandatory and/or rejection comments thoroughly resolved via peer reviewers and/or a COP arbitrator).
- (3) If these milestones are not met to the satisfaction of ASTM, the agreement with the author will be terminated.

(4) If the committee objects to sponsoring the project, sound technical reasons must be provided.

1.2.2.4 If the committee does not want to commit time to the project but agrees the proposal is technically sound, the Committee on Publications may sponsor the project.

1.2.2.5 The ASTM staff will communicate the decision to the author.

1.2.3 *Review Process:*

1.2.3.1 A minimum of two peer reviewers will be identified for each chapter.

1.2.3.2 Once all of the reviewers' comments are received they are sent to the book Editor who is given 10 days to make a recommendation.

NOTE: The Editor may also request additional reviews as warranted.

1.2.3.3 After 10 days, the reviewers' comments and any additional comments provided by the Editor are sent to the author requesting revision of the paper accordingly.

NOTE: If the Editor does not respond within 10 days, the reviewers' comments are forwarded to the author for revision in accordance with their recommendations.

1.2.3.4 When a reviewer recommends material be rejected, the Editor and COP representative who together consider all of the reviewers' comments, make a joint recommendation based on those reviews.

1.2.3.5 An author of a book or chapter that has been rejected for publication may submit a written appeal to the chairman of COP. The appeal must clearly provide a basis for reconsideration of the rejected material.

1.2.3.6 The chairman of COP is responsible for assuring that all appeals are handled fairly and according to the policies of COP and ASTM.

NOTE: In cases where the chairman of COP is also the Book Editor or Author, chapter author, or reviewer, the vice chairman of COP will be responsible for the appeal.

1.2.3.7 The ASTM staff will provide copies of the appeal to the Book Editor or Author that handled the rejected material, for their review and comment.

1.2.3.8 The COP can not adjudicate issues of a technical nature. In cases where the appeal is based on technical issues, the judgment of the Book Editor or Author should be given preference. It may be advisable to seek advice from the appropriate ASTM technical committee (s) in special cases.

1.2.3.9 In cases where the judgment of reviewers is questioned it may be appropriate to use additional reviewers to settle the issue. In general, the original reviewers should not be contacted or involved with appeal.

1.2.3.10 The following actions on appeal are possible:

(1) Rejection Confirmed. The basis of the appeal is not convincing and the decision to reject the book or chapter is upheld.

(2) Rejection Overturned. The basis of the appeal is convincing and the book or chapter is found to be acceptable. Revision of the book or chapter may also be recommended before it is acceptable.

1.2.3.11 The Chair of COP shall communicate the decision to the author (s).

1.2.3.12 The appeal procedure shall not significantly delay publication of a book as in the case of multi-authored books.

1.2.4 *Previously Published Material*--If an exception is made to the COP policy regarding previously published material all necessary waivers of copyright must be obtained by the author and submitted in writing to ASTM and cited in the publication with the copyright holder's permission.

2. POLICIES

2.1 Previously Published Material

2.1.1 In order to maintain the integrity of the publication process, the policy of ASTM and COP forbids the publication of previously published material. For the purpose of this policy, "previously published" means published in a peer reviewed, archival document or electronic format such that the material can be easily referenced and obtained. With limited exceptions, this definition would encompass any material that is currently subject to copyright protection. Informally published proceedings of workshops or seminars would not normally fall under the scope of this definition.

2.1.2 In order to be subject to this policy, the material in question need not be identical to the previous publication, only substantially the same. The Editor of the publication and the assigned COP representative are responsible for determining whether or not the material is "substantially the same" in each case.

2.1.3 Exception to this policy can be granted with the approval of the Editor of a journal or book and the COP representative. Examples for exceptions may include the completeness or technical accuracy of a manual that might be compromised without the material contained in the previously published Work. Similarly, a journal's Editor may feel that the readers would benefit from the information so much that they agree to sacrifice journal pages to accommodate the previously published article.

2.2 Review Policies

2.2.1 ASTM has a long standing policy of maintaining the anonymity of the peer reviewers.

2.2.2 Technical papers, chapters, and books may be rejected on recommendations of reviewers and confirmed by Journal Editors or COP. An author may appeal a rejection to the chairman of COP. A purpose of the appeal process is to assure that the policies of COP and of the Society are carried out faithfully. Appeals must be submitted and resolved in a timely manner so as not to delay the publication in question.

2.2.3 The review process must be completed within 6 months after the symposium date or the symposium chairman must appeal to COP for an extension. The COP may grant an extension or may indicate other steps that must be followed to resolve the situation.

2.3 STPs (Special Technical Publications)

2.3.1 STPs may be compiled from the symposium papers published in the *Journal of ASTM International* provided there are at least 10 papers published. Papers not submitted to the JAI by the date of the symposium will not be included in the STP but may still be published in JAI with a reference to the symposium.

2.3.2 When a topic covered at a symposium is outside or partially outside the scope of the sponsoring committee, it is the responsibility of the symposium chairman to contact the chairman of any committee who oversees those topics.

2.3.3 Technical committees could agree to co-sponsor a symposium, suggest appropriate reviewers for papers related to their scopes, or any arrangement that ensures that all interests are treated fairly and papers appropriately reviewed.

2.3.4 If there is any uncertainty regarding overlap of technical committees, the Staff Manager of the committee initiating the symposium will investigate.

2.4 Journals

2.4.1 A successful journal publication is dependent upon clear understanding and communications among all persons with responsibility for some part of the total publication effort. For an ASTM journal the following individuals and groups of persons are involved:

2.4.1.1 Editor,

2.4.1.2 Editorial Board,

2.4.1.3 Committee on Publications, and

2.4.1.4 ASTM staff.

2.4.2 It is essential that members of these groups understand what their individual responsibilities are, and how they need to interact to contribute to the overall success of the publication.

2.4.3 *Editor*--The Editor of an ASTM journal shall be an individual (or individuals) who is a well-recognized authority in the subject which is the major thrust of the journal. Editors shall be nominated by the sponsoring technical committee(s) of the journal and are subject to approval by COP. Editors shall serve a three-year term after which time they may stand for reappointment. Responsibilities of the Editor of the journal include the following:

2.4.3.1 Maintain the technical and professional quality consistent with the originally intended purposes of the journal,

2.4.3.2 Recommend editorial board members for COP approval,

2.4.3.3 Ensure that each editorial board member understands and fulfills their responsibilities,

2.4.3.4 Recommend replacement of nonperforming board members to COP,

2.4.3.5 Utilize editorial board members to suggest policies and procedures for managing the publication of the journal,

2.4.3.6 Seek COP approval on all journal policy matters,

2.4.3.7 Solicit manuscripts,

2.4.3.8 Ensure that all manuscripts are reviewed by the proper experts in accordance with the peer review process,

2.4.3.9 Resolve conflicts on the technical quality of manuscripts after careful consideration of the reviewers' comments. If a conflict of interest exists between the Editor, reviewers and/or the authors, the Editor is urged to seek assistance from the appropriate COP representative during deliberations,

2.4.3.10 Ensure timely publication,

2.4.3.11 Support the mission of the Society, and

2.4.3.12 Assure that their editorial services will not compromise the impartiality of ASTM.

2.4.4 *Editorial Board Members*--Editorial board members are nominated by the Editor for approval by the COP. They serve a three-year term with consecutive reappointments possible as requested by the Editor. Editorial board members are expected to be recognized experts in some aspect of the major thrust of the journal. Responsibilities of the editorial board members include the following items:

2.4.4.1 Maintain the desired standards of quality and credibility in the journal by means of the peer review process,

2.4.4.2 Recommend policy and procedures to the Editor,

2.4.4.3 Solicit manuscripts,

2.4.4.4 Promptly review manuscripts as requested, or recommend appropriate reviewers,

2.4.4.5 Support the mission of the Society, and

2.4.4.6 Assure that their editorial services will not compromise the impartiality of ASTM.

2.4.5 *Role of Committee on Publications (COP)*--The COP has the responsibility to ensure timely, relevant, high-quality publications. In publishing a journal, the COP has the following responsibilities:

2.4.5.1 Ensure that each journal is fulfilling a need in a manner consistent with the goals of ASTM,

2.4.5.2 Review the viability of existing journals in terms of the market being served, size of the journal issues, issues per year, and need for changes in publication operations,

2.4.5.3 Recommend the establishment of new journals to the ASTM Board of Directors,

2.4.5.4 Establish performance criteria for new journals,

2.4.5.5 Monitor the progress of the journals in relation to the agreed upon performance standards,

2.4.5.6 Recommend to ASTM the termination of a journal when it no longer fills a need, or does not meet the established performance standards,

2.4.5.7 Utilize executive committees of sponsoring technical committees as a source of nominees for Editors and members of editorial boards,

2.4.5.8 Approve Editors and editorial board members, and

2.4.5.9 Terminate Editors and editorial board members who are not fulfilling their established obligations.

2.4.6 *Role of ASTM Staff*--It is the responsibility of the ASTM staff to support a journal by:

2.4.6.1 Managing the peer review process,

2.4.6.2 Managing final editorial review and production,

2.4.6.3 Expediting publication, and

2.4.6.4 Effectively marketing the journals.

2.4.7 *Nomination of New Editorial Board Members:*

2.4.7.1 To submit nominations for new members of journal editorial boards the following items are required:

- (1) The nominees' present affiliation, complete with title,
- (2) A list of degrees they hold,
- (3) The parameters of their area(s) of expertise,
- (4) Their association memberships, including any offices they have held, or currently hold,
- (5) A list or summation of published work, including any membership on other Editorial Boards, and
- (6) Written rationale for selecting them as a nominee.

2.4.7.2 This information will allow the members of COP to give each nominee their full consideration and support.

3. AWARDS

3.1 Award for Excellence in Symposium and Publication Management

3.1.1 *Objective*--The purpose of the award is to recognize excellence and to reward those symposium chairmen and editors who have demonstrated outstanding proficiency in producing and conducting a successful symposium and publication of valuable material.

3.1.2 *Criteria*--The symposium chairman/JAI Guest Editor(s) planned and conducted the symposium in a well thought out, responsible fashion:

3.1.2.1 By the established deadlines the symposium chairman/JAI Guest Editor(s) satisfied the needs of the schedule.

3.1.2.2 The symposium chairman/JAI Guest Editor(s) fulfilled all duties and responsibilities and ensured that the other symposium/publication team members also fulfilled their duties and responsibilities.

3.1.2.3 The symposium chairman/JAI Guest Editor(s) selected a cooperative, responsive team of reviewers who reviewed all papers and resolved all controversies in a timely fashion.

3.1.2.4 The symposium chairman/JAI Guest Editor(s) recognized their responsibilities to the contributing authors, handling their needs and papers with respect for their efforts.

3.1.2.5 The symposium chairman/JAI Guest Editor(s) was a leader who motivated the authors and reviewers, took initiative when necessary, reacted to special situations as they arose, and served as a team player as well as the team leader.

3.1.2.6 The symposium chairman/JAI Guest Editor(s) supported the objectives and policies of the Committee on Publications.

3.1.3 *Nomination and Selection Process:*

3.1.3.1 The Nominating committee consists of the Managing Editor, the Symposium Manager, and a representative from the COP. The selection committee recommends candidates to COP for final approval.

3.1.3.2 The symposium chairman/JAI Guest Editor (s) shall be chosen from a given year's STPs. The year includes all books published within a given calendar year; the decision shall be presented for approval at the annual COP meeting.

3.1.4 *Sponsorship*--The award shall be sponsored by COP and presented by a member of COP.

3.1.5 *Frequency*--No more than two awards shall be presented within a given year. No award shall be presented if no symposium chairman/editor (s) within the given year meets the criteria of the award.

3.1.6 *Presentation of Award*--Each award shall be presented at the next committee meeting of the recipient's committee, as soon after selection as possible.

3.1.7 *Style*--The award shall be matted and framed for presentation.

3.1.8 *Wording:*

ASTM COMMITTEE ON PUBLICATIONS
(YEAR) AWARD
FOR EXCELLENCE
IN
SYMPOSIUM AND PUBLICATION MANAGEMENT
to

(name)

for outstanding efforts leading to
STP # _____, "Book Title"
_____ date

Chairman, COP

Vice President,
Publications and Marketing

3.2 Outstanding Article in the *Journal of Testing and Evaluation*

3.2.1 *Objective*--The Award for the Outstanding Article in the *Journal of Testing and Evaluation (JOTE)* is presented not more frequently than once a year to the author (s) of an outstanding full-length paper (research, application, review, interlaboratory report, test procedure, or case study) published in *JOTE* during the previous calendar year. Each author is recognized by the Society's Committee on Publication (COP) for making a significant contribution toward a particular field of interest to ASTM. Established in 1988, the award is intended to stimulate interest in the Journal's objectives, enhance the overall quality of the papers submitted to the Journal, and recognize exceptional contributions.

3.2.2. *Criteria*--The criteria for judgment are that the paper be outstanding in style, clarity, and significance of content, with promise of high influence in an area of ASTM interest.

3.2.3 Administration:

3.2.3.1 Nominations for the award will be evaluated by the editorial board of *JOTE* through its award task group, which will consist of three members of the editorial board appointed by the editor of *JOTE*. Nominations will be invited through timely notices in *JOTE* and *Standardization News*. Nominations must be received by the editor of *JOTE* by April 1 of the year following publication. Nominations shall contain:

- (1) The full title of the paper and date of publication,
- (2) The name (s) of the author (s),
- (3) The name and address of the nominator, and
- (4) A Statement of not more than 300 words which attests to the meeting of the above criteria.

3.2.3.2 Members of the editorial board of *JOTE* and members of the professional staff of ASTM are not eligible for the award. All authors of articles in *JOTE*, whether they be members of ASTM or not, are eligible to be nominated for the award. The recommendation of the award task group will be submitted in writing to the editor of *JOTE* for consideration by the members of the editorial board of *JOTE* at the spring meeting of the board. The recommendation will require for adoption the approval of at least two thirds of the members present. If in the opinion of the editorial board of *JOTE*, no paper meets the criteria for the award, then no award will be given that year. The recipient (s) of the award will be notified of selection in writing by the editor of *JOTE* within one month following the spring meeting of the editorial board of *JOTE*. The award will be presented at an ASTM committee meeting of the choice of the recipient (s).

3.2.4 *Award*-- The award will consist of an engraved plaque bearing the ASTM logo and suitably inscribed as follows:

Committee on Publications
(Year) Award
for the
Outstanding Article
in the
Journal of Testing and Evaluation
(Name of author)
(Title of the outstanding article)

(signed)
Chairman COP

(signed)
Editor

(signed)
Vice President

3.2.5 *Financing of the Award*-- Funds are established in COP's award budget to purchase the engraved plaque (s) each year.

3.3 Outstanding Practice Article in the *Geotechnical Testing Journal*

3.3.1 *Objective*--The Award for the Outstanding Practice Article in the *Geotechnical Testing Journal* is presented not more frequently than once a year to the author (s) of an outstanding full-length paper (application, review, interlaboratory report, test procedure, or case study) published in *GTJ* during the previous calendar year. Each author is recognized by the Society's Committee on Publications (COP) for making a significant contribution toward a particular field of interest to ASTM. Established in 1996, the award is intended to stimulate interest in the Journal's objectives, enhance the overall quality of the contributions.

3.3.2 *Criteria*--The criteria for judgment are that the paper is outstanding in style, clarity, and significance of content, with promise of high influence in an area of practical interest to ASTM Committee D-18 on Soil and Rock i.e. related to improvements in the performance of lab and field testing or the quality of results.

3.3.3 *Administration*:

3.3.3.1 Nominations for the award will be evaluated by the Editorial Board of *GTJ* through its award task group, which will consist of three members and one alternate of the editorial board appointed by the editor (s) of *GTJ*. Nominations will be invited from reviewers and through timely notices in *GTJ* and *Standardization News*. Nominations must be received by the Editor (s) of *GTJ* by April 1 of the year following publication. Nominations shall contain:

- (1) The full title of the paper and date of publication,
- (2) The name(s) of the author(s),
- (3) The name and address of the nominator, and

(4) A statement of not more than 300 words which attests to the meeting of the criteria.

3.3.3.2 Members of the Editorial Board of *GTJ* and members of the professional staff of ASTM are not eligible for the award. All authors of articles in *GTJ*, whether they be members of ASTM or not, are eligible to be nominated for the award. The recommendation of the award task group will be submitted in writing to the Editor(s) of *GTJ* for consideration by the members of the Editorial Board of *GTJ* at the spring meeting of the Board. The recommendation will require for adoption the approval of at least two thirds of the members present. If, in the opinion of the Editorial Board of *GTJ*, no paper meets the criteria for the award, then no award will be given that year. The recipient(s) of the award will be notified of selection in writing by the Editor(s) of *GTJ* within one month following the January meeting of the Editorial Board of *GTJ*. The award will be presented at an ASTM committee meeting of the choice of the recipient(s).

3.3.4 *Award*--The award will consist of a plaque bearing the ASTM logo and suitably inscribed as follows:

Committee on Publications
(Year) Award
for the
Outstanding Article in the Practice of
Geotechnical Testing
(Name of Author(s))
(Title of the Article)

(signed) Chairman, COP	(signed) Editor (s)	(signed) (V.P., ASTM Publications)
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3.3.5 *Financing of the Award*--Funds are established in COP's award budget to purchase the plaques each year.

3.4 Charles B. Dudley Award

3.4.1. Objective:

3.4.1.1 The Charles B. Dudley Award is presented not more frequently than once a year to an author(s) or editor(s) of a book or paper, or a series of books or papers, published by ASTM International, which make an outstanding contribution that is of widely recognized impact on a particular field of interest to ASTM International. In some cases, an ASTM Committee may be the award recipient.

3.4.1.2 The award, established in 1925, is in honor of the first President (now termed Chairman of the Board) of ASTM, whose inspiring leadership had a profound influence on the organization's development. The award is intended to stimulate research leading to

standardization, extend the knowledge of the properties of engineering materials and recognize meritorious contributions to the publications of ASTM International.

3.4.2 Administration:

3.4.2.1 The award shall be administered by the Committee on Publications (COP) through its Dudley Award Task Group, which consists of three members of ASTM appointed for three-year staggered terms.

3.4.2.2 Members will be appointed by the Chairman of COP from the members of COP.

3.4.2.3 Nominations will be solicited from ASTM committees through a notice to be placed by staff in an issue of *Standardization News* and through appropriate announcements as needed.

3.4.2.4 Not more than one nomination from a committee shall be submitted per year to the COP for consideration by the award task group.

3.4.2.5 Members of the COP are not eligible for the award. Nominations must be submitted by the date announced in *Standardization News* to the COP, c/o the Vice President of the Publications and Marketing Division of ASTM by means of a letter containing supporting documentation for the nomination. A letter acknowledging receipt of a nomination will be sent to the submitter by the Vice President, Publications and Marketing Division.

3.4.2.6 Nominations must contain:

- (1) The name of the publication(s),
- (2) Name of the author(s), editor(s), or contributors of the publication(s) being nominated,
- (3) Name of ASTM committee submitting the nomination and the name and address of the individual submitting the nomination on behalf of the committee, and
- (4) Statement of 300 words or less indicating why the committee is nominating the publication(s) at that time and illustrating how it meets the criteria.

3.4.2.7 A minimum of 3 years must have elapsed between the date of publication of a nominee and the nomination deadline.

3.4.2.8 Nominations not selected during a calendar year may be retained and reconsidered the following year with approval of the sponsoring technical committee on a one time basis only.

3.4.2.9 The Dudley Award Task Group shall submit its recommendations to the Chairman of COP for consideration at the meeting of that committee following the deadline referenced in *Standardization News*. The recommendation shall require approval of at least two-thirds of the members present.

3.4.2.10 If, in the opinion of the COP, no publication meets the criteria for the award, none shall be given for that year.

3.4.2.11 The Membership Promotion and Awards Department shall be notified by the Vice President of Publications and Marketing, no later than one month after the meeting at which COP reached a decision regarding the award.

3.4.2.12 The recipient of the Charles B. Dudley Award will be notified of selection by the ASTM Chairman of the Board within one month after the meeting of COP at which the Committee reached a decision regarding the award.

3.4.2.13 The Membership Promotion and Awards Department will prepare appropriate publicity announcements on the recipient and will order all related materials to be received by the recipient.

3.4.2.14 The award shall be presented by the Chairman of the Board of ASTM or designee at an ASTM meeting of the recipient's choosing.

3.4.3 *Criteria*--The award is made for an outstanding contribution that has widely recognized impact on the particular field of ASTM interest and has been documented in the ASTM literature. Among the eligible publications are:

3.4.3.1 An individual or group of papers,

3.4.3.2 A special technical publication, and

3.4.3.3 A new publication series (manual, data series, or monograph.)

NOTE: ASTM standards are not publications eligible for consideration under this award.

3.4.4 *The Award:*

3.4.4.1. The Charles B. Dudley Award shall consist of a walnut plaque with royal port velvet background containing:

- (1) One bronze base relief medallion of Charles B. Dudley,
- (2) One bronze ASTM International logo disc, and
- (3) One bronze plate suitable for engraving.

3.4.4.2 Wording on the plate will include:

Charles B. Dudley Award

Established in 1925 by ASTM in commemoration of the Society's first President, Charles B. Dudley, in order to stimulate research leading to standardization, extend knowledge of the specific interests of the Society and recognize meritorious contributions to the publications

of the Society.

is conferred on

(Name)

(Citation)

(Signature) President Year (Signature) Chairman of the Board

3.4.5 In addition recipients shall receive a \$1000.00 honorarium with the award.

3.4.6 Should a committee be named the recipient of the Charles B. Dudley Award, the Committee chairman shall receive the plaque on behalf of the committee and the honorarium shall be placed in the committee's account.

3.4.7 *Financing*--The Charles B. Dudley Award was originally established through contributions made by the ASTM membership. All charges for the award shall be covered by the Society under the Honors and Awards Department.

27 August 1996 (revised 10/11/06 and 8/17/07)