

Proposal: Uniform Standards for ASRC Publications
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- I. The ASRC should adopt a coherent policy for the production, distribution, and possibly publication of Conference manuals.
 - A. ASRC manuals should have a uniform appearance, style, and format.
 1. Manuals with uniform appearance, style, and format will help the ASRC appear professional and thus worthy of respect, even by those not familiar with the ASRC's competence in the field.
 2. Uniform publication formats and styles will make it easier for those who wish to write or amend ASRC manuals.
 3. The following items should be uniform for all ASRC manuals:
 - a. The general graphic layout of the title page should be the same for each manual, with an eye-catching yet distinguished rendition of the ASRC logo; however, each manual should be easily distinguished from the others by the color of the cover page and a simple yet distinctive graphic design that uniquely identifies the manual.*
 - b. Headers, footers, and pagination should be the same for all manuals.
 - (1). Every page should show the ASRC name or initials.
 - (2). Every page should show a short version of the name of the manual.
 - (3). Every page should show the number of the page.
 - (4). All pages in the manual should be numbered sequentially. Any sectional-page numbers should be clearly distinct from whole-manual pagination.
 - c. Chapter and section headings of all manuals should be have a similar layout and font.
 - d. A standard format should be used for all footnotes and references:
 - (1). Footnotes should be noted by asterisks and multiple asterisks. Footnotes should be used for parenthetical notes but not for references to the literature.

*Photocopies of the manual will not be distinguished by color, so a distinctive graphic design should be employed to allow easy distinction on photocopy manuals.

(2). References should be noted by superscripted numbers, and the references themselves should appear at the end of chapters or at the end of the manuals, numbered in accordance with their order of appearance in the text. References that have been cited before should be referenced by the same number as the previous reference call.*

- B. All manuals should be reviewed by an Editorial Board for style and content prior to publication. Editorial Board members should be selected or approved by the Board of Directors.
- C. Each new edition of a manual should be produced under the supervision of a Chief Editor whose responsibilities should include:
1. Solicit contributions and review comments from all interested ASRC members, and from any other appropriate sources.
 2. Assess all contributions for accuracy, possible copyright, or other potential problems (e.g. libel).
 3. Edit all contributions for conformity with a uniform style, including grammar, syntax, spelling, logic, and clarity of exposition. (The editor may use computer programs such as spelling checkers and Grammatik II for some of this work.)
 4. Solicit artwork for illustrations to adequately illuminate the text.
 5. Submit material to the appropriate Editorial Board for review.
 6. Periodically circulate interim drafts to interested ASRC members for review. Each such draft should be clearly labeled as a draft, and should have a distinctive copyright notice and a warning that the draft is only to be circulated within the ASRC.
 7. Submit a formal draft to the Board of Directors for approval, along with the full text of Editorial Board comments on the draft version being proposed for approval.

*This is the standard medical format. We could chose another format, but I think that this will suit us best.