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## TFEC Technical Bulletins -- Policy and Procedures

The timber-frame engineering community is in need of a concise, authoritative set of analysis and design guidelines or technical bulletins. These technical bulletins will be helpful to engineers new to the timber frame industry as well as more experienced engineers as they attempt to educate clients, contractors, and code officials. Since the technical bulletins will carry the banner of the Timber Frame Engineering Council (TFEC), it is imperative that they be well written, accurate, and complete. This policy and procedure document is intended to establish the basis for development of technical bulletins that achieve these objectives.

### **Policy**

The TFEC shall foster development of technical bulletins on topics of interest and utility to engineers who analyze and design timber frame structures. The technical bulletins shall represent the state of engineering practice for timber frame structures and shall be prepared with due regard for the NSPE<sup>1</sup> Code of Ethics for Engineers. Technical bulletins shall be regarded as supplemental to and interpretative of building codes and ANSI-approved standards. Design methods not addressed in a TFEC technical bulletin are not prohibited based on the silence of the technical bulletin.

### **Submission guidelines for authors**

Technical bulletins must offer original reviews of past practice, present information of current interest, or probe new fields of activity. Bulletins must be related to analysis and design of timber frame structures, their components or subsystems, or companion systems (such as foundations and lateral load systems). Both theoretical and practical submissions are desired. Technical bulletins should not exceed 10 pages (12 pt Times New Roman font, 1.25 line spacing, 1-inch margins) including illustrations. Content and format of manuscripts must follow the guidelines contained in the attached manuscript template.

Manuscripts must be submitted to the TFEC Technical Bulletins Editor in electronic (MS Word document or Adobe Postscript) form.

### **Manuscript review process**

Within four weeks of submission, the Editor will determine if the manuscript has potential as a TFEC Technical Bulletin. A manuscript deemed not suitable (due to topic or quality of writing) will be returned to the authors without review. A manuscript that meets the basic requirements for a Technical Bulletin will be reviewed by at least two anonymous reviewers selected by the Editor. At least one of the reviewers must be a member of the TFEC Technical Activities

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<sup>1</sup> National Society of Professional Engineers

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Committee (TAC). To be accepted or rejected for publication, a manuscript must receive two positive or two negative reviews, respectively. The Editor may be a reviewer. If the Editor receives one positive and one negative review, a third, tie-breaking review, must be obtained.

The Editor will send each reviewer a copy of the manuscript and a Manuscript Review form. Reviewers will have four weeks to complete their reviews. The reviewers will read the manuscript and complete the review forms, selecting one of the recommendation options and critiquing the work. The reviewers will send their review forms to the Editor, who examines the reviews and completes an Editor Summary Review form. The Editor then communicates the results of the reviews and the publication decision to the authors.

The review decision will be one of the following:

- Accept in present form: The manuscript is suitable for publication as a TFEC Technical Bulletin in the present form, with the possible exception of minor editorial changes. Re-review after final editing is not required.
- Tentatively accept, re-review required: The manuscript is not ready for publication in the present form. The Editor sends the reviews to the authors, and the authors are given the opportunity to revise and resubmit the manuscript. If the authors resubmit the manuscript, the Editor may perform the re-review or may return the manuscript to one or more of the original reviewers. Re-review does not guarantee acceptance for publication.
- Decline, no resubmission: The manuscript is not suitable for publication as a TFEC Technical Bulletin. The Editor sends the reviews to the authors, indicating that no further submission of the manuscript will be considered.

Authors who disagree with a review decision may appeal it, stating in writing the wish to do so. The manuscript and all reviews are then sent to the TFEC Research Subcommittee for another review. If the manuscript is accepted, the Editor will work with the authors to prepare the manuscript for publication. If it is again declined, no further appeal will be considered.

### **Publication of TFEC Technical Bulletins**

Manuscripts that are accepted for publication will be published under the banner of the TFEC. Authors must share the copyright for their work with the TFEC through the Timber Framers Guild and must supply the Guild publications manager with a final draft of the manuscript in the required electronic format. The Guild will agree to publish the Technical Bulletin within three months of final submission. Publication media may be hardcopy print, electronic, or both. Authors must agree to forego payments normally made for submissions to Guild publications. Instead, payments will be made to the TFEC account held within the Guild to support the activities of the TFEC. Expenditure authority for these funds will reside entirely with the TFEC TAC, with oversight by the Guild's executive director.