1. TP/1 (New Work Proposal form) to be completed by SLL TPC (Technical Publications Committee)

2a. Submission of TP/1 to KMC

2b. KMC approves or rejects TP/1 or seeks more information

Approval. Sign off TP/1

3a. Drafting committee identified by SLL TPC

3b. Referees identified by SLL:
One referee to be on SLL drafting committee, one referee to be external to drafting committee, one referee can be either

4a. Drafting overseen by SLL TPC and publication’s drafting committee prepared by author/steering group

5. Draft circulated to referees (with Referees Form and guidance notes?)

6. Referees’ Reports sent to author/SLL drafting committee for consideration. Copy to Publications Dept.

7. If one or more referees recommend ‘defer publication’ seek resolution or Publications Dept to refer to KMC for guidance, with input from SLL

8. Author/SLL drafting committee address referees’ comments, finalise draft and prepare brief report on how referees’ comments have been addressed, and remark on any issues arising during the project. SLL drafting committee is deemed to be responsible for ensuring that the report is produced

9. Author/SLL drafting committee’s report sent to CIBSE Publications Dept for attachment to TP/2 (Final Draft Approval). Publications Dept to complete TP/2 and submit to CIBSE Head of Knowledge (or equivalent) to sign off on behalf of KMC

10. Preparation of proof for publication eg editing, page layout by Publications Dept

11. Final proof approved by author/SLL drafting committee and signed off using TP/3 (Final Proof Approval)

12. Publications Dept to prepare and procure final version(s) eg hard copy, pdf, other electronic

13. Publications Dept check quality of final publication version(s) and complete TP/4 accordingly

SLL KNOWLEDGE GENERATION PROCESS FLOW CHART