Deliverables & Work Products

• Guidelines for manuscript preparation

Contractors should be advised of the need to adhere to basic API or ISO style guidelines.

• Documentation of comment and objection resolution efforts and notification to objectors

In accordance with API’s Procedures, all actions related to comments and objections should be documented using the format created by the e-balloting system. If it is expected that this recordkeeping will be part of the contractor’s responsibility, it should be so stated in the contract and specific instructions provided.

• Summary of changes from previous edition

Recognizing even the limited resources available to reviewers and voters, it is useful to request, as part of the contract, that a summary of changes be prepared as part of a document’s revision process. When included with a ballot, the “summary” provides valuable guidance on the areas of significant change, and often can be the difference between a vote, and a non-returned ballot.