

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.