

Appendix B: Guidance for reviewing Institution publications

Thank you for agreeing to review one of the Institution's publications. It is a professional honour to be invited, as the Institution's reputation depends in part on this review process.

It is important that the subject of the publication is within your area of expertise. If you feel that your expertise is too far removed from the subject matter, it may be appropriate for you to decline the opportunity to re-review on this occasion.

General

Having read through the publication carefully, please provide an overview (approx. 200 words) of the publication from your perspective as an expert in the subject matter. In your opinion, who is the publication specifically aimed at? Is the material appropriate for that audience? i.e. Could it benefit from being more generalist/less technical, or vice versa?

Specific

Does the publication provide accurate information of importance to structural engineers? Please state why the publication remains important and list any inaccuracies/ambiguities you come across.

Are there other publications currently available (irrespective of publisher) that have, in whole or in part, superseded this one? Are references up to date?

Are there specific sections/chapters that should be removed/rewritten/expanded upon?

Are you aware of any forthcoming developments within the profession that could impact the relevance of the publication?

Other

It would be helpful if you could report any typographical/grammatical errors that you find, although this SHOULD NOT be the focus of your review.

Finally...

Please categorise the publication as '1-4' based on:

1. New edition needed
2. Amendments needed
3. Withdraw from sale
4. Continue to sell – no change needed

Thank you again for lending your time and expertise to the Institution in this way. As an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment, it is essential that the Institution's publications are continually reviewed, so that structural engineering professionals throughout the world can utilise our content with complete confidence.