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DIGITAL COLLECTION

The online site (Digital Collection) is usually available about 12 weeks after the conference has completed.

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|--|---|
|  This site is accessible only to parties who purchase a subscription to view the digital collection. |  The papers that appear on this site have no watermark across the header and are considered an archival record of the published papers from a specific conference. |
|  The digital collection is an archival record of papers presented in a conference and is a subscription-based site. |  This site will not publish presentation only papers, technical briefs or student posters unless specifically notified otherwise. |
|  Authors who registered for a conference and paid registration fees in full are given a subscription to the conference as part of their registration fee. |  Authors can reference any papers that are posted on the digital collection just like any other ASME published submission. |
|  The digital collection is an online site that is searchable. | |

SEARCHING PAPERS ON THE DC DIGITAL COLLECTION

This is where all the conference proceedings are published.

<https://www.asmedigitalcollection.asme.org/>

Select “Conference Proceedings”



You can then select the option that makes the most sense for what you are looking for. For this example, I'll only walk-through browsing by year.

Options such as browse by series or subject category will occasionally bring up more than one conference at a time based on the options you select.



When browsing by year they are broken apart by both the decade and the actual year. When selecting 2020 only conferences 2020, 2021, 2022, 2023, 2024....2029 will appear. If you are looking for 2018 then you'll need to change the decade to 2010.



The conferences that appear with the large “+” sign are the conferences that were published for the given year selected.

Clicking on any of the plus signs will provide you with links to the various volumes available for that given conference. You can use this link to go directly to the selected volume.



The conference page provides various information about the specific conference and the individual .pdfs that were published in the volume selected.



When there is more than one available volume, each link accesses the details for only the specific volume.



To navigate to a previous or next volume you can use the ‘previous’ and ‘next’ links provided under the sections listed in the left-hand column.



You can also open a specific conference and search for keyword, author, or paper number. This approach may result in submissions from other years, but they will all be from the conference selected.

PAPER MISSING FROM DIGITAL COLLECTION

If an author expected a paper to be published in the digital collection, but the paper was not published it is important to contact conferencepubs@asme.org within 20 days of the site becoming active.

When requesting the addition of a missing publication in the digital collection please provide the following details and copy all authors on the paper in the request so they know the issue is being addressed.



Conference Name



Paper Submission Number











Paper Title



Specific Reason for Addition Request

Some of the most common reasons that papers are not published in the digital collection include:

- | | |
|--|--|
|  No Final .pdf Submitted |  No Video Loaded |
|  No Speaker Release Received |  Paper Was Withdrawn from Conference |
|  Author Did Not Present |  One or More Authors Have an Unresolved Copyright Issue |
|  Digital Collection is Not Yet Available | |
|  Paper Submitted as Presentation Only Type Submission | |

If you believe that your paper should be on the digital collection and but is not, then please contact conferencepubs@asme.org right away.

They will assist you with resolving these concerns especially when the concerns are raised within 20 days of the digital collection release.

REVISIONS TO PAPER ON DIGITAL COLLECTION

Revisions to papers on the digital collection are not allowed, but authors may request to fully remove a paper from the digital collection if they do not want the paper published. Removal conducted by author request after a paper is published on the digital collection will not qualify for reimbursement of registration fees.

HOW LONG FOR PUBLISHED PAPER CHANGES TO BE UPDATED

When papers need to be removed or retracted from the site more than 20 days after the site is opened to subscribers, the request for removal is considered a special case. Removal of a paper in all special cases is handled at the discretion of ASME staff.

There are charges involved when removing any submission from the digital collection, ASME does reserve the right to ask authors to cover charges arising from published paper change/retraction requests.










PAPER NOT ON CONFERENCE SITE BUT SHOULD BE ON ARCHIVAL SITE

There are cases when submissions meet publication requirements, but the formal deadlines are missed due to extenuating circumstances. In these cases, authors will be notified that the paper is not going to be included in a conference site, but it will only be loaded to the archival site.

The choice to allow a late submission in exceptional cases is handled at the sole discretion of ASME staff. Authors will be asked to provide proof if they say they were given permission for a late submission. Permission to load papers after formal deadlines must be cleared with productions director in every case because late fees do apply for late submissions and these charges increase as time passes.

MY PAPER WAS REMOVED FROM SITE BY ASME STAFF

There are many reasons that a paper may not meet publication requirements and in any of these cases a paper will not be published:

- | | |
|---|---|
|  Failure to submit a final .pdf by the final paper submission deadline. |  The final .pdf provided can't be optimized properly by our vendor. |
|  One or more authors on the paper have not signed copyright release documentation by the copyright signature due deadline. |  The final .pdf provided was rejected due to a formatting problem. |
|  One author hasn't registered for the conference at the standard rate. |  The paper was disapproved for inclusion in the conference. |
|  Paper was submitted as a presentation only submission type. |  An author listed on the .pdf was not listed in the system as an author. |
|  Changes were made to the paper after the final paper was loaded. | |

PAPER WAS PUBLISHED AND SHOULD NOT HAVE BEEN

If a paper needs to be removed from the digital collection it is important to contact conferencepubs@asme.org with a description for the change request as soon as possible.

Publication changes requests received within 20 days of the digital collection posting will be handled promptly on a case-by-case basis at the discretion of ASME staff. Publication changes received after 20 days of digital collection posting will take up to 12 weeks to process.

When requesting removal of a publication from the digital collection please provide the following details and copy all authors on the paper in the initial request.

- | | |
|---|--|
|  Conference Name |  Paper Submission Number |
|  Paper Title |  Specific Reason for Addition Request |

Upon acceptance of a removal request, ASME staff will formally acknowledge the removal request in a reply email. **Once a paper has been removed, it cannot later be reinstated.**