To: All Reviewers

Re: Review of ACI Technical Committee Documents
        Review Comments Classification

Attached is a guide for classifying your review comments on ACI technical committee documents. It is essential that the guidelines be observed to ensure the review process is both user friendly and time efficient.

All reviewers should return comments by the deadline indicated on their cover letter. Comments can be e-mailed or provided on CD-ROM to the TAC Review Chief and ACI staff.

Once you have reviewed a document and submitted your comments to ACI headquarters, your commitment as a reviewer is fulfilled.

Your comments, along with those of other external reviewers; ACI technical committees with related interest; and TAC members, will be reviewed and assessed by a designated TAC Review Group and, ultimately, by TAC as a whole at a TAC meeting.

Once an action is taken by TAC regarding the proposed publication, all TAC-approved review comments are compiled and individual initials are removed. The compiled comments are then returned to the submitting committee for consideration and response.

Review Comment Classifications:

Primary Comment (**P**) - Identifies a primary technical issue. The committee must consider the comment and take action. Typically, the committee either accepts the comment as stated and makes the change, or disagrees with the comment and provides a rationale for this disagreement. In some cases, the committee may disagree with the comment as stated, but realize that the text of the document has been misinterpreted, and make editorial changes to clarify the text. The committee must provide a written rationale if the TAC comment is not incorporated.

P comments identify:

      -Errors,
      -Omissions,
      -Conflicts,
      -Serious deficiencies,
      -Missing table, figure, or other information, and
      -MUST suggest a means of resolution.

Secondary Comment (**S**) - Identifies a secondary technical or editorial issue where the committee has latitude. The committee is expected to consider and take action, but the committee need not document the response.

S comments include:

      -Suggestions for technical or editorial improvement,
      -Questions that do not require an answer, and
      -Comments that do not suggest a means of resolution.

Following this definition, a comment submitted by a reviewer as **P** is changed to an **S** by the TAC review group if a means of resolution is not provided by the reviewer (analogous to changing a negative to an abstention if no reason statement and proposed change are provided).

Editorial Comment (**E**) - Identifies a specific or general editorial issue that the committee must correct before publication of the document. When the comment is a suggestion or simply reinforces a reviewer's preferences (such as 'when in doubt, leave the comma out'), the comment is classified **S**, not **E**. Compliance with Editorial Comments is expected unless the meaning would be changed if the comment were followed.

Committees are expected to document the handling of **E** comments only where they take exception to the comment.

E comments include:

      -Style and grammar corrections,
      -Repetitive issues,
      -Inconsistency,
      -Missing reference information, and
      -Reference format.

General Comment (**G**) – Identifies issues general to the entire document that the committee must address before publication of the document.