



Skyscraper Center Editorial Board Guide

Year 4 Guide, updated June 23, 2017

1.0 Overview

The Skyscraper Center Editorial Board (SCEB) was established in 2014 to further the Council’s goal of providing the most accurate, comprehensive database on tall building data and information available. The board comprises members from around the world who have a keen interest in skyscrapers and can provide information and updates on projects in their area, as well as research on tall building construction globally.

2.0 Expectations

All SCEB members are expected to regularly contribute to the database in the following ways:

- Establish/improve project pages (including images) in your geographical area
- Establish/improve project pages (including images) outside your geographical area, where you have either connections or interest
- Check the validity/status of projects generally
- An active board member is expected to contribute a minimum of 100 points a year (see section 4.4 for point details)
- Keep up with skyscraper news globally, to assist with adding new projects and updating info on existing pages
- Work on a particular data field of interest across all projects, (e.g., helipad heights, geo-coordinates, company listings, or numerous other fields)
- Assist with our quarterly data study, “Tall Buildings in Numbers,” including the annual global review of tall construction in the previous year and other “special projects” as assigned.

3.0 Benefits

As a non-profit organization the CTBUH is not able to financially reimburse SCEB members, but does recognize/compensate members based on level of contribution through the following methods. Levels are cumulative and each reward is eligible to be distributed as soon as the point threshold is reached. See section 4.4 for a description of the scoring system.

Benefit Level	Points Needed	See Section for More Details
Credit given for all personal photos accepted for building pages	0	
	New: 50	
List on website, email account & business cards	Current:100	3.1, 3.2, 3.3
Poster	250	3.4
CTBUH Publication	750	3.5
CTBUH Membership including CTBUH Journal	1,000	3.6
Event attendance (CTBUH Conference or CTBUH Awards)	1,500	3.7
Travel stipend to one CTBUH event	3,000	3.8

3.1 Listing on CTBUH Website

Each member will be given promotion through the Editorial Board listing / people pages on the CTBUH website (see [here](#)). New members will be added to the listing when they reach 50 points, and listings will remain active as long as a minimum of 100 points were achieved in the previous year.

3.2 Skyscraper Center Email Account

Active SCEB members (those reaching 100 points in the previous competition year or 50 points for new members) will have access to a personal Skyscraper Center email account (for example John Smith would be jsmith@skyscrapercenter.com). This email account will allow all SCEB members to communicate with one another, as well as send external emails in the pursuit of building information, etc. It is important that members check their accounts on a regular basis.

Emails should always use the standard CTBUH email signature (to be provided with the account), and all correspondences should be professional in nature. Please be advised that CTBUH administrators will have full access to all Skyscraper Center email accounts and will periodically review messages to ensure they are being used properly and appropriately.

3.3 Business Cards

CTBUH is unable to physically provide board members with business cards; however, if an active board member (those reaching 100 points in the previous competition year or 50 points for new members) feels that these would be useful to them in their pursuit of tall building information for the database, and are willing to coordinate and finance the local production of their own cards, CTBUH will provide the digital files for an official CTBUH business card. Cards must be produced to a professional standard, in color, on white cardstock paper only. Further details on this will be made available upon request.

3.4 Poster

SCEB members reaching 250 points will be entitled to a free CTBUH Poster from those currently for sale on the [CTBUH Web Shop](#). The poster will be shipped free-of-charge after informing CTBUH of the preferred poster and shipping address.

3.5 CTBUH Publication

SCEB members reaching 750 points will be entitled to a free CTBUH Publication. The publication is limited to those produced by CTBUH and still in print, as seen on the [CTBUH Web Shop](#). The publication will be shipped free-of-charge after informing CTBUH of the preferred publication and shipping address.

3.6 Individual Membership

SCEB members reaching 1,000 points will receive a complimentary individual membership to the CTBUH. The start date of the membership will correspond to the date of the achievement and will automatically renew annually at the beginning of each competition period as long as the SCEB member reached 1,000 points in the previous competition period. CTBUH membership includes a subscription to the CTBUH Journal, published four times per year.

3.7 Annual Conference or Awards Event Registration

SCEB members reaching 1,500 points will be given complimentary core registration to the CTBUH annual conference or CTBUH annual awards that occur in the year following the achievement. This will be a conference-only registration, which will give access to all regular sessions, exhibition, and coffee/lunch breaks.

3.8 Expense Paid Trip

SCEB members reaching 3,000 points will have travel/accommodation expenses paid (up to US\$2,000) to either the CTBUH conference or CTBUH awards event that occur in the year following the achievement.

4.0 Online Portal

The Skyscraper Center Editorial Board Portal is a website where you will submit building data and images to be processed and included on the database. The Portal provides convenient tracking so you can see what you've contributed along with what has been approved for inclusion on the database by our reviewers.

The section below details the various aspects of the Portal and how to use them. If you have any other questions or issues, please contact admin@skyscrapercenter.com

4.1 Logging In

To load the Portal, go to this link:

<http://skyscrapercenter.com/portal>

Each SCEB member will have a unique login to the online portal. Your login credentials will be provided when you initially join the SCEB. If you do not remember your password, contact us and we can reset it for you.

4.2 Submitting Data & Images

When you first log in, there is a large button that you can click on to submit building data. After clicking on it you will see a page with options for three different types of submissions:

- A building that is not already on the database
- Updates to a building that already exists in the database
- Images *only* for a building that already exists in the database

Select the appropriate option and click Next Step. Depending on the submission type, the next page will slightly differ.

New Building

For a new building submission, the form will be completely blank. Fill in the required fields, as indicated by the red asterisks. Those fields are the *minimum* information we need in order to add a building to The Skyscraper Center, but more information is always preferred.

The various heights associated with a building are very important data that must be handled carefully. Please refer to the [CTBUH Height Criteria](#) for our rules on how heights are measured and refer to the height guidelines (see Section 5.0).

Having an image greatly enhances the building's profile page on the website, so include them if possible. However, you should ensure that you have the rights to submit the image(s). Fill out the copyright field so we can properly attribute the image(s).

After you have verified all of the data that you entered, submit the form. After submission you can go back to the Portal homepage to see the new submission reflected in your statistics and submissions list. All submissions will be verified by our reviewers before they post to The Skyscraper Center.

Building Update

In order to submit updates or add additional data to a building that is already in the database, select the update option at the start of the submission form. After selecting this option, a field will appear where you can start typing the name of the building. The site does a real-time search to find matching buildings. These buildings appear in a dropdown list and you can click on one to select it as the building you want to update. After you have selected a building, click Next Step.

Submitting updates to an existing building is very similar to submitting a new building. The main difference is that existing information on the building will be filled out automatically when you load the form. For these fields that already have data, simply change the value to the correct value. We keep a record of the original value so that will be used to verify your submission. For new data, fill out the fields as you normally would with a new building submission.

The guidelines regarding heights and images from the new building section apply here as well, so refer to that section for additional information.

As with new buildings, building updates need to be verified by our reviewers, but in the meantime you can see the update on your list of submissions found on the Portal home page.

Building Images

Select the building images option to upload images only for an existing building. Similar to a building update, you have to search for the building you want to upload images for by typing its name into the search box that appears after you select the images option. The buildings matching your search appear in a dropdown list and you can click on one to select it as the building you want to update. After you have selected a building, click Next Step.

This form is quite straightforward. At the top you'll find some basic information about the building you selected. Double-check this information to ensure you have selected the correct building. At the bottom, simply select the images you want to upload then fill out the copyright and source information before submitting the form.

These images will be checked and posted to the building page if accepted.

4.3 Submission Guidelines

General submission guidelines:

1. Duplicate submissions will not be credited. All duplicate submissions will be deducted from the total contributions at the end of the competition period.
2. Submissions that only use unacceptable sources will be rejected.
3. We are looking for help with expanding the database, and therefore more credit will be given to submissions focused on new or less detailed buildings. For example, a submission on the Empire State Building will get a low rating or rejected, as the data is already verified and there are plenty of images.

Photo submission guidelines:

1. Submit no more than 10 images per building; doing so will result in a lower rating. If you feel there are special circumstances where more than 10 images are appropriate, please explain in the comments field. An example where more than 10 images would be acceptable is for a complex where some of the shots show the individual buildings within the complex.
2. If a building already has photos please submit only new angles or replacements for low quality photography. Similar photos will be rejected. Within a submission, multiple perspectives are encouraged.
3. Photos should be of a high-quality without major editing done to them. Minor editing is allowed such as slight color correction or straightening a photo.
4. Photos tagged to the wrong building will result in the submission being rejected.

Building submission guidelines:

1. Please check that a building is not already listed on the database under a different name before adding. An addition of a building that is already on The Skyscraper Center will be rejected. Tips for searching:
 - a. Try searching by address
 - b. Use interactive data to look for buildings matching the specifications
 - c. Use the interactive data map to look for it.
2. Please submit as much data as you have. The more complete a submission, the higher the rating. New buildings should include a photo if possible; this will raise the submission rating.
3. When adding companies, please try to search for variations on company name so not to add a duplicate. For example, Skidmore, Owings & Merrill should not be entered but instead Skidmore, Owings & Merrill LLP should be selected. If a new company is required to be added, include the company's website and location of the headquarters if available.

4.4 Scoring System

Each submission will be scored using the following formula, and then a sum of all scores will be used to determine what benefits a member will get (see section 3.0):

$$\left(1 + \frac{\text{Fields} + \text{Images}}{10}\right) * \text{Height Multiplier} * \left(1 + \frac{\text{Rating}}{10}\right)$$

Fields: Each data field submitted and approved including each company added to the building will count for one point.

Images: Each accepted image will count for one point.

Height Multiplier: The height of the building will be used to determine the multiplier, with taller buildings being worth more points.

Height Range	Multiplier
Under 100m / No Height	1
100m	2
150m	3
200m	4
Supertall (300m)	5
Megatall (600m)	6

Rating: Based on the quality of submission (as determined by the administrative team) on a 1 to 5 scale. See section 4.3 for some guidelines on how to achieve a higher score.

4.5 Activity Tracking, Statistics & Submission History

All contributions made to the database by SCEB members are carefully tracked, and each individual's personal tracking is displayed on their homepage. Items tracked include:

- Number of building pages added/updated (duplicate submissions will be counted as one total submission)
- Number of fields within those pages added/updated
- Number of images added
- An average quality rating of submitted material (as determined by the administrative team)
- Quality/depth of contributions to various special projects as assigned

A score for each building will be tracked, with the total score determining what rewards will be earned. Your portal home page will show your statistics and scoring for the current competition period. On a second tab, you will also be able to view your overall statistics and scoring from your initial anniversary date of joining the SCEB. This data is only for your information and historic record keeping.

When contacting an outside source (owner, developer, architect, etc.), please inform the CTBUH team if they submit information directly to The Skyscraper Center, and the admins will update your account with credit for the information submitted.

Submission History

This section simply shows a list of all your submissions, including status, rating, and score for each approved submission. Declined submissions will also be visible. Place your mouse cursor over a declined submission to see the reason it was declined.

5.0 Height Guidelines

5.1 Data Sources

Preferred

1. Scaled section drawings obtained and sent to us via file formats such as .pdf or .dwg.
2. Drawings that are viewed by Editorial Board members in a construction office, building engineer's office, architect's office, etc. as long as they are properly read according to [CTBUH Height Criteria](#).

Acceptable

1. Heights given through conversation or e-mail from a reliable source that has read drawings correctly.
2. Website links that show accurate drawings.
3. Media. But, be careful since many news articles estimate or round off height figures, and a lot of developers exaggerate height figures. For example, The Shard in London claimed a height of 310 meters. That height figure was taken from average mean sea level. The actual height is 306 meters. The Trump World Tower in New York claims that it has 90 floors, but it actually has only 72. Note that many proposals will change significantly between the initial proposal and start of construction; please be careful with using outdated articles for information.
4. Department of Building information

Unacceptable

Note that these are good sources to start a search, but all information should be verified by one of the acceptable or preferred sources.

1. Emporis. They used to have strict rules on entering technical data, but in recent years they have been showing estimated heights on many buildings.
2. Enthusiast websites such as Wikipedia, Skyscraperpage, and Skyscrapercity. Although they can provide accurate information at times, there is usually not a good way of verifying data.
3. Google Earth/Google Maps

5.2 Reading Section Drawings

Always make sure that you take into account the correct elevation from where to measure the building from, according to the [CTBUH Height Criteria](#). If it is some figure other than 0, add or subtract the number from the rest of the height figures. You would be surprised how many firms send data forms with height figures taken from their drawings not taking into account the base measurement.

Furthermore, some buildings do not use all floor numbers when numbering them. One common example is skipping floor 13 so the actual number of floors is one fewer than the top floor number listed on the drawing. Another example is the ICC building in Hong Kong, which skips all floor numbers ending in the number 4.

There are several other cases where there might be some questionable ways to obtain accurate height figures, such as buildings located on a steep slope and features on top that are debatably an antenna or spire. In these cases, please refer them to us, so that we can make a judgment. A reminder: make sure you always fill out the source field on the submission forms before sending them.