

Technical Papers for *Concrete In Australia* **Formatting Requirements / Instructions to Authors**

Members or non-members of Concrete Institute of Australia can submit technical manuscripts to *Concrete Forum*. Basic requirements for manuscripts are set out below:

General: Manuscripts must be typewritten on computer, with a font size of 12 pt, double-spaced with wide margins. Good quality print outs are required. The corresponding author should be identified (include a Fax number and E-mail address). Full postal addresses should, but don't necessarily have to be given for all co-authors. All pages must be numbered consecutively. The Editorial Board reserves the right to adjust style to certain standards of uniformity. Authors should retain a copy of their manuscript since the Editorial Board cannot accept responsibility for damage or loss of papers.

Length: Maximum **7,000 words** or word equivalents, however 3,500 is typical.

Title: The title of the paper should be typed at the top of the first page and be no more than 70 characters in length. The name(s) of the author(s) should be typed under the title followed by their affiliation(s).

Abstract: Each paper should begin with an abstract of no more than 150 words followed by 6 to 10 keywords. An abstract is not an imperative of a submission, however is strongly encouraged.

Text: Follow this order when typing manuscripts: Title, Authors, Affiliations, Abstract, Keywords, Main Text, Acknowledgments, References, Appendix, Vitae, Figure Captions and then Tables. Do not import the Figures or Tables into your text. The corresponding author should be identified with an asterisk and footnote.

Units: SI units are to be used throughout. Although no rigid rules concerning notation or abbreviation need to be observed by Authors, where possible notation commonly used in Australian practice should be adopted. Each paper should be self-consistent with regard to symbols which should all be properly defined in the text.

Equations: Mathematical symbols and equations should be typed. Particular care should be exercised in identifying all symbols and in avoiding ambiguities. Equations and formulas should be set against the left margin and numbered consecutively. Refer to equations in the text by these numbers (eg “as given by Eq. 7”).

References: References should be in the Harvard (author, date) format within the body of the text (eg. Smith, 2000; Smith & Jones, 2005; Smith et al, 2002) and listed by lead author alphabetical order at the end of the paper.

Illustrations: All illustrations should be provided in high resolution form, suitable for reproduction (which may include reduction) without retouching. Photographs, charts and diagrams are all to be referred to as “Figure(s)” and should be numbered consecutively in the order to which they are referred. They should accompany the manuscript, but should not be included within the text. All illustrations should be clearly marked on the back with the figure number and the author’s name. All figures are to have a caption. Captions should be supplied on a separate sheet.

Line drawings: Good quality print outs on white paper produced in black ink are required in high resolution. All lettering, graph lines and points on graphs should be sufficiently large and bold to permit reproduction when the diagram has been reduced to a size suitable for inclusion in the journal. Dye-line prints or photo-copies are not suitable for reproduction. Do not use any type of shading on computer-generated illustrations.

Photographs: Original photographs must be supplied in black and white. If necessary, a scale should be marked on the photograph. Please note that photocopies of photographs are not acceptable. These need to be provided in high resolution.

Tables: Tables should be numbered consecutively and given a suitable caption and each table typed on a separate sheet. Footnotes to tables should be typed below the table and should be referred to by superscript lowercase letters. No vertical rules should be used.

Manuscript Submission

Manuscripts should be submitted electronically, either via the Institute's website, or emailed to the Editorial Board – Concrete In Australia:

Email:

DCameron@EngineersMedia.com.au, or
technical@concreteinstitute.com.au

All images must be submitted electronically to:
DCameron@EngineersMedia.com.au. The paper of which the images accompany must be cited.

Always keep a backup copy of the electronic file for reference and safety.

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