

Submission Procedure for Manuscripts

For the **initial submission** of the manuscript, please submit the author's **initial submission checklist** provided. The **initial submission checklist** should accompany the submission.

Submit **four double-spaced** copies of the paper to ACI International. Include a cover letter (see [Figure 1](#)) stating which journal the manuscript is being submitted to. Single-spaced submissions will be returned to authors without review. Please do not send a cover letter separate from or ahead of your manuscript; everything should be submitted in one package.

- DO NOT send the original photographs and drawings with the **initial submission**.
- DO NOT send an electronic version of the manuscript with the **initial submission**.

For the **final submission** of the manuscript, please refer to the author's **final submission checklist** provided. The **final submission checklist** should accompany the submission.

Copyright Transfer — By the terms of the U.S. Copyright law, ACI International must obtain a copyright transfer agreement, completed and signed by the author prior to publication, as a condition of publication. Manuscripts shall not be published without the completed **Copyright Transfer Agreement**.

Submission of a manuscript to ACI International is taken to imply that it represents original, unpublished work, not under consideration for publication elsewhere. By submitting a manuscript, the author intends to transfer copyright to ACI International.

Authors who wish to publish figures or charts previously in print must obtain written permission from the original publisher. Most publishers have a permissions department, and the granting of copyright permission is usually routine. ACI cannot publish a submission without such written permission, which must be enclosed with the final version of the accepted submission sent to ACI for publication.

Electronic Manuscripts

If a manuscript is accepted for publication, the authors are encouraged to provide a disk containing the final manuscript. If the final submission is not received electronically or with a disk, it may delay production and publication of the paper for up to 3 months. The disk should be labeled with title of the manuscript, author(s) names, names of the file(s), the word processing format, and the operating system. For preparing the electronic version:

- Use automatic word wrap (soft returns) consistently for sentences within a paragraph, and the enter or return key (hard return) at the end of a paragraph.
- Do not use tabs with text (i.e., do not indent blocks of text), except for starting new paragraphs.
- Use the numeral 1, not the lower case "ell," for number one.
- Use the numeral 0, not the capital "oh," for zero.
- Use consistent spacing throughout the document.
- Do not use the word processor's automatic footnote capability. Place footnotes at the end of the document as opposed to within the text. Reference the footnotes using an asterisk (*).

REQUIREMENTS FOR MANUSCRIPTS

All manuscripts must be typed double-spaced, including the abstract, references, and figure captions. They should be typed on high quality white paper, nominally 22 x 28 cm (8½ x 11 in.) with 25 mm (1 in.) margins. The manuscript should be typed on one side of the paper only.

Length — The maximum length of the entire submission is **10,000 words** or the word-equivalent. As an approximation, each full **double-spaced** manuscript page of text, page of table(s), or page of illustration(s) is equal to 300 words. Pages should be numbered sequentially at the bottom of the pages. Valuable over-length contributions that are not redundant or verbose and that require the additional length to succinctly and adequately treat the subject may be reviewed according to ACI procedures.

Units of Measurements — Manuscripts for the Journals must adhere to the ACI Policy on Metrication. The Board of Direction has approved the following as the official ACI Policy on Metrication:

"The American Concrete Institute (ACI) supports conversion to and increased use of the International System of Units (SI). To promote and facilitate the use of SI in concrete design and construction, the following timetable is adopted:

Effective January 1, 2000, the general policy of ACI shall be that all new and revised ACI codes shall be published in two separate versions, one using inch-pound units and one using hard-converted SI units. Exceptions to this policy will depend upon industry needs and TAC approval.

Also effective January 1, 2000, all new and revised ACI specifications, standards, other publications, and visual materials used in convention technical sessions or elsewhere shall use either dual units or SI units only. Specifications may be published in two separate versions as approved by TAC.

All conversions shall conform with the latest version of IEEE/ASTM SI 10, supplemented where applicable by ASTM E 621. In hard conversions, due consideration shall be given to uniformity among Institute documents and to availability of metric products for concrete construction.

ACI Board Committees shall establish provisions to implement this policy.

TAC shall review and recommend revisions to this policy to the Board on an as-needed basis to meet the demand for metrication of ACI documents."

This means that all manuscripts must be submitted in either dual units or SI units only. If a submitted manuscript does not comply with this policy, it will be returned unreviewed.

The primary acceptable SI units are the base units, supplementary units, and derived units. In addition, certain units not part of SI are so widely used that it is impractical to abandon them. These exceptions are permitted in the *Journal*, although SI equivalents are preferred whenever possible. Other non-SI units are not permitted as primary measurements; these include calorie, degree Fahrenheit, dyne, gauss, inch, oersted, poise, pounds per square inch, and torr. If these non-SI units are included in a paper, they should appear only in parentheses following the SI units.

A more detailed discussion of the required Units of Measurements can be found in Section 5 of the ACI Style Manual. A PDF version of this document can be located [here](#).

Mathematical Expressions All mathematical expressions should be presented in a clear and unambiguous manner. Every symbol must be defined, and care should be taken to avoid multiple meanings for the same symbol. Be particularly careful to avoid confusion in the use of the numeral "1," the lower-case letter "ell," the capital letter "l," and the numeral "zero" and the capital letter "O," because many type fonts do not clearly distinguish between them. If necessary, make a marginal note to identify the character.

In display equations using fractions (except superscripts), numerators should be stacked over denominators, rather than placed on a single line and separated by a slash (/). Very large and very small numbers should be expressed in scientific notation, e.g., 3.62×10^9 , 3.62×10^{-9} .

The elements in each manuscript and the preferred order is described below.

I. Title – Provide a title with a **maximum of 70 characters**, including spaces between words. Avoid titles beginning with "Analysis of...", "A Note on...", "Theory of...", and "Toward a..."

II. Authors' Names and Affiliations – After the title of a submission, provide full names of the contributing authors listed by first name followed by the middle initial (if any) and then the last name (given name first followed by family name; e.g., B.C. Smith, Robert J. White, Joseph W. Brown). This applies to names from all sources, regardless of cultural practices that follow other rules.

The affiliations of the authors at the time the work was performed should be presented, with the institution and department names (if applicable) presented in full, along with city, state/province, postal code, and country (if not United States). If author's current or permanent affiliations are different from above, this should be explained in a footnote.

III. Biographical Sketch of Authors – Provide a biographical sketch of each contributing author(s) with a **maximum of 75 words** for each author.

IV. Abstract or Synopsis – A double-spaced abstract not exceeding **150 words** should appear on the first page of all manuscripts submitted. The abstract should be a concise statement of the principal findings and conclusions of the paper. Do not include mathematics or references in an abstract. No footnotes or references may appear in an abstract.

V. Keywords – Provide a list of up to **9 keywords** with submissions for publication. For a source of keywords, consult ACI Committee Document 116R-00. Keywords are used for indexing and other information-retrieval purposes. In choosing keywords, authors are not restricted to published lists.

VI. Research Significance – Provide a paragraph or two with the total word count **not exceeding 100 words**, identifying the significance of the reported work on the state-of-art or state-of-practice and the how the results are perceived to be of significance to the industry.

VII. *Body of Main Text*

The text of each manuscript should be divided into three or more sections. Typical section titles are as follows:

Introduction

Experimental investigation or procedure (this may involve laboratory investigations and/or field investigations)

Analytical investigation or procedure (this may involve development of models and or verification of existing procedures)

Results

Summary and conclusions

The background and context of a paper should be presented in an introduction section, and main points of the paper should be reiterated in a conclusion or summary section.

Sections can be divided into two or more subsections. The titles of subsections should be brief, and the subsections should reflect an organized breakdown of the section subject. Subsection titles should be as brief as clarity permits and should be parallel in structure.

Typescript – Use 12 point font size, **DOUBLE-SPACED** on one side of 220 x 280 mm (8½ x 11 in.) paper with 25 mm (1 in.) margins. Use a serif font such as Times or Courier. Handwritten manuscripts, single spaced, or manuscripts written with small font size will not be accepted for review.

Gender-Specific Words in Generic Contexts – Avoid "he," "she," "his," "her," "hers," and constructions such as "s/he" and "he/she" as a generic antecedent to a singular noun that can refer to either sex. Use words such as "author," "writer," "discusser," "engineer," and "researcher." The word "their" and the phrases "he or she" and "she or he" are also acceptable.

Equations – Equations should appear in the submitted manuscript on individual lines; one equation per line. One standard equation = approx. 50 words.

VIII. *Summary and Conclusions* – Provide a set of conclusions, or a summary and conclusion, in which the significant implications of the information presented in the body of the manuscript are reviewed.

IX. Acknowledgments – Include an acknowledgment section if the author(s) wish to recognize any advisory or financial support for the reported work.

X. References – The majority of references are submitted in the numerical format according to the *Chicago Manual of Style*. However, a few authors do submit them in the author, date format. Both formats are acceptable, and *they will be incorporated into the document in the format they are submitted in*. If they are submitted in the numerical format, they must be cited in the text in sequential order, i.e., 1, 2, 3, 4, etc. Double-space the reference section and include it at the end of the text of the manuscript after acknowledgments.

Make sure reference information provided is complete and accurate (too often, final references are received with authors' names misspelled), including, as necessary and in the following order; last name, followed by first initial of first and middle names (for all authors); title of the paper referenced (in quotes); name of the publication or periodical; volume number; issue number; and inclusive page numbers. For reports, books and proceedings and non-U.S. journals, after the name of the publication, provide the name of the publisher, city, and the country of publication.

XI. List of Notations, Definitions, and Symbols – Provide a list of notations used in the manuscript. Use standard definitions and symbols. Refer to the lists published by the American National Standards Institute (ANSI). List mathematical symbols alphabetically in an appendix at the end of the manuscript, titled APPENDIX NOTATION (capital letters preceding lower case letters, e.g., A, a, B, b, ", \$,), *, S, T). The manuscript for an APPENDIX/ NOTATION is to be typed double-spaced and capital letters should precede lower case. The Roman alphabet comes first, followed by the Greek alphabet. Do not intermingle alphabets.

XII. Appendices – Use appendices to record details, data, etc., that are of secondary importance or that are needed to support assertions in the text. Make sure the text contains references to all appendices.

XIII. List of Tables – Provide a list of table captions which are to serve as identifying labels. The list of table captions must be double-spaced on a separate page and should be provided after the appendices (if any).

XIV. List of Figures – Provide a single list of figure captions, which are to serve as identifying labels. The list of figure captions must be double-spaced on a separate page and should be provided after the list of tables.

XV. Tables – The tables should NOT be incorporated in the text. The tables should be placed at the end of the manuscript after the list of tables and list of figures. The tables may be submitted in portrait or landscape format. For portrait format, tables should be submitted with a maximum of 2 per page with each table not to exceed 150 x 75 mm (6 x 3 in.). If the table(s) can not be adjusted to the portrait format, landscape format may be used.

The dimensions of the tables may vary according to the amount of information contained in the table. Some common sizes, with the appropriate equivalent word count, are as follows:

**Large Table, 1/2 page, 152 x 102 mm (6 x 4 in.) =
approx. 400 words**

**Small Table, 1/4 page, 127 x 64 mm (5 x 2.5 in.) =
approx. 200 words**

Explain each table in the text. Give each table a title. Number tables consecutively. Make sure columns in tables have headings and are numbered. Make sure columns run from top to bottom, not from left to right.

Avoid large tables that exceed the size of the journal page after typesetting. Divide tables into two or more when data are sizable. Avoid redundancy of data in figures, tables, and text. Select the format that presents data in the clearest form to readers. Units of measurements, where applicable, should be presented in dual units with SI units as lead units and US Customary units in parenthesis.

XVI. Figures – Illustrations, whether line drawings (plots or laser prints) or photographs are called figures and are grouped together sequentially (in the order they are referred to in the text). Use large lettering and heavy line weights in line drawings so that they will be clear and sharp after reduction. Poor quality drawings will be returned for redrafting. Submit good photographs (in focus and about 10% lighter than normal) in black-and-white or color (DO NOT SUBMIT SLIDES).

Micrographs and/or photographs are typically reduced before publication and therefore clarity in the original submission is essential.

Figures should NOT be incorporated in the text. The figures should follow the tables at the end of the manuscript. The figures may be submitted in portrait or landscape format. For portrait format, figures should be

submitted with a maximum of 2 per page with each figure not to exceed 150 x 75 mm (6 x 3 in.). If the figure(s) can not be adjusted to the portrait format, the landscape format may be used. Most micrographs and/or photographs will be reduced to approximately 8.5 cm (3.3 in.) in width. Line drawings will be reduced as much as possible while retaining the clarity and detail of the configuration; usually the reduced size does not exceed 85 cm (3.3 in.) in width. Lettering in the original figure should also be sized so that in reduced form, it will be the approximate height of the lettering in the text. The lettering, as well as symbols, should be within a narrow size range.

The dimensions of the figures may vary according to the piece of art being submitted; the following are the most common dimensions and their approximate equivalent word counts:

**Large Figure, 1/2 page, 152 x 102 mm (6 x 4 in.) =
approx. 200 words**

**Small Figure, 1/3 page, 100 x 64 mm (4 x 2.5 in.) =
approx. 130 words**

All figures must have figure captions which must be listed in numerical order on a separate sheet of paper at the end of the manuscript.

Units of measurements, where applicable, should be presented in dual units with SI units as lead units and U.S. Customary units in parentheses.

Requirements for Discussions, Closures, and Errata

Discussions – Discussions are open to anyone who has significant comments or questions regarding the contents of a published ACI paper. They should not contain matter readily found elsewhere, advocate special interests, contain obvious commercial intent, controvert established fact, or be purely speculative.

A discussion, **not exceeding 1800 words**, must be submitted **within 4 months** after the date of publication. Discussion manuscripts follow the requirements for other manuscripts except that they do not have abstracts, introductions, or conclusions. Numbering of author references, footnotes,

figures, tables, and equations should follow sequentially from the original publication throughout the discussion(s) and closure. Please provide, on page one, the month, year, volume number, issue number, authors' names, and paper number of the original publication.

Closures – When discussions are received and approved for publication, the author(s) of the original paper is asked to prepare a closure, i.e., a response that provides clarification of and conclusions to the points raised in the discussions. Closures are published together with the discussions.

Errata – *If an error appears in print that is serious enough to impair understanding or mislead readers, the author should prepare a correction, which will be published as soon as possible. Errata are also published with closures.*