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Guide to Writing a TechNote

Overview

A TechNote is a narrowly focused, single-topic guide, usually practice oriented. A TechNote presents specific direction on a particular issue, and may contain pictures, figures, and numeric examples. A TechNote can cover topics such as design, construction, or repair methods, or can provide recommendations on a concrete technology. TechNote language shall be nonmandatory. (2010 *ACI Technical Committee Manual*, Section 3.2.2.1.3.)

At TAC's discretion, TechNotes can be published on the ACI Web site, as hard copy, and in the MCP. In addition, TechNotes may be published in *Concrete International* at the editor's discretion. The committee is to maintain a TechNote in accordance with the 2010 *ACI TCM*, Chapter 5.

Document Structure

The following outline defines the content unique to a TechNote. All TechNotes should follow this basic structure. For details related to language and format, please refer to the 2007 *ACI Style Manual* and the 2010 *ACI TCM*.

- **Title** – The title should indicate the nature of the document (usually 8 words or less).
- **Document number** – The document number consists of the committee number followed by a numerical designation and a "T", and then followed by the year. (For example, the third TAC-approved TechNote produced by Committee 364 that is published in 2010 is designated ACI 364.3T-10.)
- **Keywords** – TechNotes typically include three to 10 keywords that succinctly describe the matter in the document.
- **Introduction** – The introduction is typically one to three paragraphs in length that briefly outlines the matter in the document.
- **Body text** – The structure and body of the document text is decided by the committee. The structure should effectively communicate the type of information presented. The body should be no more than 3500 words (no more than 4 pages post-layout).
- **Summary** – Summarize the body of the document in one to three paragraphs. Briefly state the principle conclusions, procedures, or practice. The summary can be omitted when not applicable.
- **References** – All references should be cited references, using an author-date format. Refer to the 2007 *ACI Style Manual*, Chapter 2.
- **Roster** – The roster should follow the 2007 *ACI Style Manual*, Section 1.1.3 and the 2010 *ACI TCM*, Section 3.3.2. The roster will be placed at the end of the document during layout.

Note regarding layout: Section headings are not numbered. The document will be published in single column format for electronic readability.

Note regarding disclaimers, document publication dates, and copyrights: These items are added by ACI staff before publication and will be placed at the end of the TechNote.

Note regarding metrication: TechNotes must contain dual units, either soft or hard metric conversions. Because TechNotes are practice-oriented, a hard conversion is encouraged. Refer to the 2010 *ACI TCM*, Section 3.1.5 and the 2007 *ACI Style Manual*, Section 4.3 for more information regarding ACI's metrication policy.