

Author Guidelines and Submission Procedures for ACI Journal Manuscripts

1. Initial Submissions and Resubmissions

The ACI Publication Policy sets the principle for all ACI publications. The Author Guidelines describe in detail the requirements for submission of manuscripts to the *ACI Structural Journal* and *ACI Materials Journal*. Please submit your manuscript through Manuscript Central at <http://mc.manuscriptcentral.com/aci>.

BASIS OF ACCEPTABILITY

ACI Journal manuscripts must be within the area of interest of ACI and further the knowledge in concrete materials, design, and construction; be original in authorship and publication; be based on adequate factual record; and be significant in data or treatment. Reviewers will evaluate the suitability of the manuscript for publication and state justification for publication.

The language of ACI publications is English. The manuscript must be understandable and correct in spelling, grammar, and punctuation.

FORMATTING REQUIREMENTS

Please refer to the [SampleManuscript.doc](#) located in your Author Center. It can be used as a template.

Manuscripts that do not meet the Formatting Requirements (1 to 5) or the appropriate manuscript structure cannot be sent out for peer review and will be sent back to the corresponding author for formatting concerns. Please submit a clean manuscript that does not show tracked changes, corrections, or deleted material marked on the manuscript.

1. Typescript

- **Double-spaced typed** (includes all sections of the manuscript; refer to “Manuscript Structure” section)
- **12-point font size** (such as Times New Roman)
- **One-column format:**
 - A. A4 typeset: 210 x 297 mm (8.27 x 11.69 in.) with 20 mm (0.79 in.) margins; or
 - B. Letter typeset: (216 x 279 mm) 8-1/2 x 11 in. with 25 mm (1 in.) margins
- **Page numbers** (included at the bottom to facilitate peer review)

2. Length

There is a strict 12,000-word maximum or 12,000-word-equivalent maximum for the entire manuscript. Manuscripts that do not meet this requirement will be sent back to the corresponding author for formatting concerns. The following sections are included in the length count: Title, Authors’ Names, Biographical Sketches, Abstract or Synopsis, Keywords, Body of Main Text, Acknowledgments, List of Notations, References, Tables, and Figures. The List of Table and Figure captions is not included in the length.

Estimated length (approximate word equivalents) for pages, tables, figures, and equations:

- Each full double-spaced page of text: 297 words
- Large Table (larger than 1/2 MS Word page): 550 words
- Small Table (smaller than 1/2 MS Word page): 200 words
- Large Figure (larger than 1/2 MS Word page): 350 words
- Small Figure (smaller than 1/2 MS Word page): 150 words
- Display equations more than 1/2 page wide: 50 words/equation

*If a Figure or Table exceeds 1/2 a page in width, it will be considered a large figure due to the amount of space it will use during the layout process. Triple-column and/or triple-row figures are counted as large figures.

*If submitting the manuscript using A4, please multiply the total number of pages of text by 1.1, and add it to the totals for the Tables and Figures. This will give you the word equivalent for an A4 paper. Please refer to the [Manuscript Length Calculator](#) located in your Author Center.

3. *Units of Measurement*

SI units are mandatory, while the use of dual units is optional; when using dual units, either inch-pound or SI units can be primary, and the secondary should be in parentheses. In the case of large, complex tables and figures, put conversion factors for the units used in a footnote (tables) or in the figure caption (figures).

4. *Tables*

Use Microsoft Word to create all tables. Use portrait format (black and white). Each table should not exceed a width of 150 mm (6 in.). **If a table is submitted in landscape format, this will cause the manuscript to be longer in length. This is due to the fact that we must fit the landscape table within our layout format. We reserve the right to alter a landscape table, if necessary, to fit into our layout format and to request that you shorten the text of your manuscript to abide by the 12,000-word length equivalent limit.**

Each table should have a title and a number, which is cited in the body of the main text. **All numbered references must be cited in sequential order (that is, 1, 2, 3...).** Do not create your table as an Excel file. Do not place tables as graphics or photographs and do not use text boxes within table cells (aside from necessary math text boxes when variables or equations cannot be typed in plain text). **Text size should not be smaller than 8 pt.**

5. *Figures*

Use portrait format. Each figure should have a title and a number, which is cited in the body of the main text. **All numbered figures must be cited in sequential order (that is, 1, 2, 3...).** Figures are typically reduced before publication and, therefore, clarity in the original submission is essential.

Figures will be reduced to approximately 85 mm (3.3 in.) in width for printing, unless the content is illegible at this size. Large figures should not exceed a width of 150 mm (6 in.). 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 mm (3.3 in.) in width. Large lettering and heavy line weights should be used in line drawings so that they will be clear and sharp after reduction.

Figures will not be printed in color in the physical journals and, therefore, color should not be relied on as a distinction between lines in a graph, finite element printout, or photograph. However, the online journal editions are distributed in color. So please send color figures if available.

ADDITIONAL GUIDELINES FOR MANUSCRIPTS

Manuscript Structure

All sections of the manuscript must be listed in the following order:

I. Title (70 Characters Maximum) including spaces between words.

II. Authors' Names

First name, middle initial (if any), last name (given name first, followed by family name or surname).

III. Biographical Sketch of Authors (75 Words Maximum)

For each author, include:

1. Author's Name
2. Current job title and place of employment (include location: city, state/province, and country [if other than the United States]).
3. Education: degrees received and schools attended (include name, city, state/province, and country [if other than the United States]) in chronological order.
4. ACI affiliations only: committee membership and/or awards received.
5. Research interests.

Example: ACI member John Smith is a Professor at the University of Toronto, Toronto, ON, Canada. He received his BS, MS, and PhD in civil engineering from the University of Nevada, Las Vegas, NV, in 1985, 1987, and 2000, respectively. He is a member of ACI Committee 120, History of Concrete. He received the ACI Wason Medal for Materials Research in 1988. His research interests include shear strength and seismic design of reinforced concrete structures.

IV. Abstract or Synopsis (150 Words Maximum)

Include on the first page of the manuscript with a concise statement of the principal findings and conclusions. Do not cite references, figures, or tables in the abstract or synopsis.

V. Keywords (9 Keywords Maximum)

Keywords are used for indexing and other information-retrieval purposes. For a source of keywords, consult [ACI CT-23: ACI Concrete Terminology](#).

VI. Body of Main Text

Typical sections should include:

- **Introduction**
- **Research Significance (100 Words Maximum)** that identifies the significance and potential impact of the reported work on the state of the art or state of practice
- **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)
- **Comparison of Predictions and Experimental Results**
- **Discussion of Results**
- **Summary and Conclusions**

Please do not place the text of the manuscript in text boxes (including abstract, keywords, numerical expressions, symbols, tables, and notations). **Please do not number your headings.**

VII. Acknowledgments (optional)

Include this section if the author(s) wish to recognize any individuals, organizations, or agencies for assistance or support for the reported work.

VIII. List of Notations, Definitions, and Symbols

Should be provided on a separate page and should be double-spaced. Notations can be listed under equations if there are only a few. **Do not format notations as a table and do not place notations or symbols in text boxes unless they cannot otherwise be typed in plain text.**

IX. References

List author's last name (surname); first name and middle name initials (for all authors); title of the paper; name of the publication or periodical; name of the publisher, city, and country of publication (if not the United States); volume number; issue number; month and year of publication; and inclusive page numbers.

The list of references can be submitted in numerical (Vancouver style) or parenthetical (Harvard style) format. Numerical references **must** be cited in sequential order throughout the body of the text (that is, 1, 2, 3...).

Sample numerical references:

1. Mejia, C.; Brown, T.; and Flores, P., "Studies of Shear Reinforcement," *Principles of Concrete*, 2000, pp. 36-43.
2. DiAmato, S., and Jenner, W., "Mechanisms of Shear Resistance," *ACI Structural Journal*, V. 103, No. 1, Jan.-Feb. 2006, pp. 67-74.

Sample of parenthetical reference (to be listed in alphabetical order in the Reference Section):

Carr, H. R., 2000, "Evaluation of T-Joints Using CFRP Composites," *Advances in Engineering*, University of Canterbury, Christchurch, New Zealand, 234 pp.

Reference information should be complete and accurate (including spelling). Reference titles should be capitalized where necessary. **Referenced work should be published or, at the very least, prepublished. If the document in question has been prepublished with an organization, please include as much information as possible, including a DOI (digital object identifier). Please do not reference work that has only been accepted for publication.**

X. Appendixes

Data of secondary importance or data needed to support assertions in the text that is provided in appendixes should be referenced in the body of the main text. If the manuscript and appendixes combined exceed the 12,000 words or word-equivalent count, the appendixes **WILL NOT** be published in the printed journal. (Subsequently, the appendixes will appear in PDF format on the ACI website, in their original, unedited form, as addenda of the published paper.) The appendixes will also be available in hard copy to anyone who contacts ACI (and pays for applicable shipping and handling of the hard copy). You also have the option to shorten your manuscript to include the appendixes within the 12,000-word limit.

XI. List of Tables

Provide a list of table captions that will serve as identifying labels. The list of table captions must be double-spaced on a separate page and should be provided after the appendixes (if any).

XII. List of Figures

Provide a single list of figure captions that will 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.

Mathematical Expressions

Every symbol must be defined, and multiple meanings should be avoided. Numerals and letters must be clearly distinguished. Equations should appear on individual lines and should be numbered. MS Word Equation Editor or MathType should only be used when creating stand-alone equations. The symbol font may be used when inserting symbols within the body of the text. Text boxes should only be present if the variable or equation format cannot otherwise be typed using plain text. **Do not place numerical expressions or symbols in text boxes within the body of the text.**

$$X_f = \frac{\rho_s f_s - \rho'_s f'_s}{k_1 f_{cu}} d \quad (1)$$

Gender-Specific Words in Generic Contexts

Use words such as “author,” “discusser,” “engineer,” and “researcher,” instead of “he,” “she,” “his,” “her,” “our,” and “we.” Do not use first-person language (for example, “I” and “our”).

SUBMISSION PROCEDURE—Initial Submission or Resubmission of Manuscripts

Online Submission:

Go to the website <http://mc.manuscriptcentral.com/aci> and log in (the website can also be accessed through the publications menu at <http://www.concrete.org>). If you are not a registered user, you must register to use the site.

Each author of the manuscript must have a user account. Do not create a new account unless you are positive the author does not have an existing user account. If the author does not have an account, they must create one. If the author does have an existing account, they must be added to the manuscript during the submission steps. Manuscripts will be placed on hold or sent back to the corresponding author requesting the accounts be made. Each author of the manuscript must be listed as an author on the Manuscript Central website.

Enter the Author Center and click on the blue box to submit a new manuscript or click the purple box to submit a revision if it is a revised manuscript. Answer all of the questions and click submit. You will receive an email confirmation of your submission.

In case of difficulties with online manuscript submission, please contact ACI at: Journals.Manuscripts@concrete.org or use the “Get Help Now” link found on Manuscript Central.

2. Final Submission

The final manuscript must comply with the Author Guidelines and length requirement after the reviewer's suggestions have been incorporated. One complete PDF file of the manuscript, one complete Microsoft Word file of the manuscript, and your responses to the reviewer's comments are required.

- Submit an editable version of the manuscript in Microsoft Word **AND** an Adobe PDF version of the manuscript.
- Use automatic word-wrap (soft returns) consistently for sentences within a paragraph and use the enter key or return key (hard return) at the end of a paragraph.
- Do not use tabs with text (that is, do not indent blocks of text), except to begin a new paragraph.
- Use consistent spacing throughout the document.
- Do not use Word's automatic footnote capability. Place footnotes at the end of the document as opposed to within the text. Reference the footnotes using an asterisk (*). Do not use endnotes in the final version of the manuscript.
- Do not link references or figures.
- Do not use brand names—only generic terminology.

SUBMISSION PROCEDURE—Final Submission of Manuscripts

Email Submission:

Email the following final materials to manuscripts.final@concrete.org:

- A PDF file of the manuscript
- A Word file of the manuscript (please note that we are unable to open or edit LaTeX files)
- Detailed responses to the review comments
- Copyright Transfer Form (please refer to the following)

Final submissions must adhere to the guidelines listed previously. If the manuscript does not meet the guidelines, including the length requirement, the author will be required to make the necessary formatting changes.

COPYRIGHT TRANSFER REQUIREMENT

By the terms of United States Copyright Law, ACI must obtain a **Copyright Transfer Agreement**, completed and signed by **all** authors. ACI uses the ScholarOne Manuscripts service to manage the journal paper peer-review process, including the collection and tracking of Copyright Transfer Agreements. An email will be sent to all authors listed on the manuscript with a web link to complete the digital Copyright Transfer Agreement. Alternatively, authors may log in to their ScholarOne account, navigate to their submitted manuscript, and digitally sign the Copyright Transfer Agreement. ACI must receive the digitally signed Copyright Transfer Agreement from all authors listed on the manuscript before the manuscript will be checked in for initial review. It is recommended that the submitting author confirm with all co-authors that the signed Copyright Transfer Agreement has been completed. Should the submitting author want additional information on the status of the Copyright Transfer Agreement, please contact manuscripts.final@concrete.org.

Prior to final publication, ACI will verify that the author listing in the final manuscript matches the Copyright Transfer Agreements collected across all versions of the submitted manuscript. Any discrepancies between the author listing and the Copyright Transfer Agreements collected will be investigated by ACI.

3. Discussions, Closures, and Errata

I. Discussions

Discussions are open to anyone who has significant comments or questions regarding the content of a published ACI Journal manuscript. Discussions must be written in a professional manner and should not contain matter readily found elsewhere, advocate special interests, contain obvious commercial intent, controvert established facts, or be purely speculative.

Discussions must reach ACI Headquarters before the deadline date. Because of deadlines, all discussion contributions must be complete and in compliance with all requirements to be considered for publication. Discussions should be brief. Do not repeat references cited in the original paper; cite them by original number. Discussions should be about the paper, not new or outside work on the same subject. Use references wherever possible instead of repeating available information.

Discussions, not exceeding 1800-word equivalents (illustrations and tables count as 300 words each), must be submitted within 4 months after the date of publication of the

manuscript. Discussion manuscripts follow the requirements for other manuscripts except that they do not have abstracts, introductions, or conclusions. Numbering of additional references, figures, tables, and equations should follow sequentially from the original manuscript throughout the discussion. The discussor must indicate the month, year, volume number, issue number, authors' names, and manuscript number of the original manuscript.

II. Closures

The author's closure should be related to the discussion received. When discussions are received and approved for publication, the author(s) of the original manuscript is (are) asked to prepare a closure that provides clarification of and responses to the points raised in the discussions. A closure responding to a single discussion should not exceed 1800-word equivalents in length, and to multiple discussions, approximately 1/2 of the combined lengths of all discussions. Closures are published together with the discussions. Numbering of additional references, figures, tables, and equations should follow sequentially from the original manuscript throughout the discussion(s) and closure.

The discussion and author closure will be published simultaneously. Publication concludes discussion of the published manuscript.

III. Errata

If an error appears in print that is serious enough to impair understanding or mislead readers, the author(s) should prepare a correction, which will be published in hard copy and incorporated into the web version of the paper.

SUBMISSION PROCEDURE—Discussions, Closures, and Errata

Email Submission:

Email discussions, closures, and errata to Journals.Manuscript@concrete.org. The following information should be included:

- Title of manuscript for which the discussion, closure, or errata is being submitted
- Complete names, affiliation, postal address, phone, and email addresses of all authors

Discussions and closures must adhere to the aforementioned formatting guidelines.