



American Concrete Institute

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 recommendations on a concrete technology. TechNotes are written in nonmandatory language.

At TAC's discretion, TechNotes can be published electronically and in the *Manual of Concrete Practice (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 Chapter 7 of the *ACI Technical Committee Manual (TCM)*.

Document structure

Example of a TechNotes content outline.

EXAMPLE	
	Document No. TechNote
Title	
Keywords	
(Body text)	
Question	
Answer	
Discussion	
Summary	
References	
Roster	

Document content defined

- **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 2015 is designated ACI 364.3T-15.)
- **Identify as a TechNote** – This appears below the document number (refer to Example).
- **Title** – The title should indicate the nature of the document (usually eight words or less).
- **Keywords** – TechNotes typically include three to 10 keywords that succinctly describe the matter in the document.
- **Body text** – The structure and body of the document text consists of a short, concise **Question**, followed by the **Answer**, which is a brief summary of the subject matter, and the **Discussion**, which:
 - Includes an introduction that is typically one to three paragraphs in length
 - Briefly outlines the matter in the document
 - Effectively communicates the type of information presented
 - Is no more than 3500 words (no more than four pages post-layout, including the Summary)

- **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 Chapter 8 of the *ACI TCM*.
- **Roster** – The roster should follow Chapter 8 of the *ACI TCM*. The roster will be placed at the end of the document during layout.

For details related to language and style, please refer to Chapter 8 of the *ACI TCM*.

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 is practice-oriented, a hard conversion is encouraged. Refer to Chapter 11 of the *ACI TCM* for more information regarding ACI's metrication policy.