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
The structure and body of a TechNote consists of an introduction; a short, concise question; followed by the answer, which is a brief summary of the subject matter; discussion; and an optional summary. Example of a TechNotes content outline.

• Keywords – TechNotes typically include three to 10 keywords that succinctly describe the matter in the document.
• Introduction – Brief description about the TechNote.
• Question – Short and Concise of what will be answered in TechNote.
• Answer – a brief summary of the subject matter
• Discussion
  o Briefly outlines the matter in the document
  o Effectively communicates the type of information presented
  o Is no more than 3500 words
• Summary – 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.
• 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.