

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 contact 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 section of the manuscript, see manuscript structure)
- **12-point font size** (such as Times New Roman or Courier)
- **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: 8-1/2 x 11 in. with 1 in. margins
- **Page numbers** (included at the bottom to facilitate peer review)

2. *Length*

There is a strict 10,000 word maximum or 10,000 word equivalent maximum for the entire manuscript. Manuscripts that do not meet this requirement will be sent back to the contact author for formatting concerns. The following sections are included in the length count: Title, Author's Names, Biographical Sketches, Abstract or Synopsis, Keywords, Body of Main Text, Acknowledgements, 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
- # of display equations more than 1/2 page wide: 50 words/equation

*If a Figure or Table exceeds ½ 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 see 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 parenthesis. 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 is not to 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 10,000 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. **Do use a minimum of 8 pt. text size.**

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.

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, country [if other than the U.S.]).
3. Education: degrees earned and schools attended (include name, city, state/province, country [if other than the U.S.]).
4. ACI affiliations: 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, Nev., in 1985, 1987, and 2000, respectively. He is a member of ACI Committee 117, Tolerances. 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 www.terminology.concrete.org

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.**

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 or parenthetical format. Numerical references **must** be cited in sequential order throughout the body of the text, i.e., 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. **Do not reference a work that has NOT been published or accepted for publication (that is, manuscripts that have only been submitted for publication).**

X. Appendices

Data of secondary importance or data needed to support assertions in the text that is provided in appendices should be referenced in the body of the main text. If the manuscript and appendices combined exceed the 10,000 words or word equivalent count, the appendices **WILL NOT** be published in the printed journal. (Subsequently, the appendices will appear in PDF format on the ACI website, in their original, unedited form, as addenda of the published paper.) The appendices 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 appendices within the 10,000 word limit.

XI. Tables and Figures

Figures will be reduced to approximately 85 mm (3.3 in.) in width for printing. 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 on-line journal editions are distributed in color. So please send color figures if available.

XII. 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 appendices (if any).

XIII. 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. Equation Maker should only be used when creating stand-alone equations. The symbol font may be used when inserting symbols within the body of the text. **Do not place numerical expressions or symbols in text boxes within the body of the text.**

$$X_f = \frac{\rho_s f_s - \rho_s' f_s'}{k_1 f_{cu}} d$$

Eq. 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.”

SUBMISSION PROCEDURE — Initial Submission or Resubmission of Manuscripts

On-line 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, she or he must create one. If the author does have an existing account they must be added to the manuscript during the submissions steps. Manuscripts will be placed on hold or sent back to the contact 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 e-mail confirmation of your submission.

In case of difficulties with on-line 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 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 (i.e., 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 end notes in the final version of the manuscript.
- Do not link references or figures.
- Do not use brand names--only generic.

SUBMISSION PROCEDURE — Final Submission of Manuscripts

E-mail Submission:

E-mail the following final materials to Journals.Manuscripts@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 see below)

Final submissions must adhere to the guidelines listed above. If the manuscript does 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 the United States Copyright Law, ACI must obtain a **Copyright Transfer Agreement**, completed and signed by **ALL authors**. The signed agreement must be in ACI's possession by the time the final submission is processed.

Authors in different locations are welcome to submit individually signed forms via email, fax, postal mail, or by confirmed email.

Submission of a manuscript to ACI implies that it represents original, unpublished work, and is **NOT** under consideration for publication elsewhere. By submitting a manuscript, the author intends to transfer copyright to ACI.

3. Discussions, Closures, and Errata

I. Discussions

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

A discussion, **not exceeding 1800-word equivalents**, 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 author 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

When discussions are received and approved for publication, the author(s) of the original manuscript is asked to prepare a closure, i.e., a response, that provides clarification of and conclusions 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 author references, figures, tables, and equations should follow sequentially from the original manuscript throughout the discussion(s) and closure.

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.

SUBMISSION PROCEDURE — Discussions, Closures and Errata

E-mail Submission:

E-mail 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, fax (including area code), and e-mail addresses of all authors

Discussions and closures must adhere to the aforementioned formatting guidelines.