Guide to Writing a TechNote

<u>Overview</u>
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)*.

<u>Document structure</u>
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**
  - Briefly outlines the matter in the document
  - Effectively communicates the type of information presented
  - 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*.