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## INFORMATION FOR SPECIAL PUBLICATION (SP) PAPER AUTHORS

### SP MANUSCRIPT GUIDELINES

Papers accepted for publication in an ACI Special Publication should not exceed 20 single-spaced pages and must include a synopsis. Instructions for preparing your paper are listed below.

Dual units: SI (metric) or inch-pound units of measurement can be used as primary units. The secondary units must be provided in parentheses. A conversion guide is available at the ACI website at: [http://www.concrete.org/Technical/pdf\\_files/MetricationGuide.xls](http://www.concrete.org/Technical/pdf_files/MetricationGuide.xls) SPs cannot be processed without dual units.

#### **Peer Review**

The technical committee sponsoring a Special Publication will have the first draft of each paper reviewed by two “experts in the field.” Authors will then be asked to incorporate all valid review comments into a final draft.

#### **Preparation of Final Manuscript**

A minimum of 10 papers is recommended for a Special Publication. SPs are published in an electronic form on CD-ROM. All pages are used exactly as received from the author. ACI staff will not edit, proofread, or correct any papers. Carefully proofread your manuscript to avoid errors in grammar and spelling, and to avoid having to issue technical errata. Authors and Editors will not receive proofs to review before the SP production.

*Authors must submit a hard copy of their manuscripts printed on standard letter-sized paper (8.5” x 11”) and an electronic file of their paper, tables, and figures, in Microsoft Word.*

Margins: It is important that your paper is formatted with correct margins. Use standard 8.5” by 11” paper, with all margins being one inch (1”).

Font: ACI recommends that authors use 10-point Times New Roman font, single spaced.

Headings: Major headings, e.g., INTRODUCTION, METHODS, RESULTS, etc. should be printed in all capital letters and centered on the page. Subheads should be printed with only the first letter capitalized, underlined, and flush with the left margin. Third level headings should be indented as with a paragraph, the first letter capitalized, underlined, and run into the text using a double hyphen (--) or an em-dash (—) to separate the heading from the text.

### General style guidelines:

- Consistently use automatic word wrap (soft returns) for sentences within a paragraph, and the Enter or Return key (hard return) at the end of a paragraph.
- Except for paragraphs, do not use tabs in the text (i.e., do not indent blocks of text).
- No figures, tables, captions, or text should be put in text boxes.
- No hairlines in graphs (lines below 0.5) should be used.
- Use the numeral 1, not the lower case "ell" for the number one.
- Use the numeral 0, not the capital "oh" for zero.
- Use consistent spacing throughout the document.
- Use the word processor's automatic footnote capability.

### **Order of Manuscript Elements**

First page—essential information: The first page of the manuscript is reserved for the title, author(s) name(s), synopsis, and keywords. Please center the paper title and authors' names at the top of the page. Leave three lines blank, print the word "Synopsis" followed by a colon at the left margin, and then insert the synopsis. The synopsis should be 100-200 words single spaced, and should contain the essential results and conclusions. Print the word "Keywords" followed by a colon at the left margin at the bottom of the page and then insert a minimum of three keywords (in alphabetical order).

Second page—biographical information and beginning of paper: Begin with a brief biographical sketch of each author. Please limit each biography to five lines and include one blank line between each listing. Single space all text with a double space between paragraphs.

References: References should be indicated in the text by consecutive superscript numbers or should be in author/date format. See *the ACI Style Manual* for details (available on the ACI website at: <http://www.concrete.org/technical/technical.htm> ). Each full reference should be listed in a reference section at the end of the paper. Each reference in the list should be single spaced.

Tables: Tables should be placed within the text of the SP or grouped together in sequential order, following the references. Wide tables may be placed on the page in landscape format. All tables should be numbered and have headings.

Figures: Figures should be placed within the text of the SP or grouped together in sequential order, following the tables. All figures should be numbered, with captions printed directly below the appropriate figures. The photo resolution should be 300 dpi or higher for optimum print quality.

Please have consistent captions for tables and figures. ACI recommends that authors include the table or figure number followed by a double hyphen (--) or an em-dash (—) and the caption information. For example:

Figure 1 — Crack patterns for S1 and S2.