

GUIDE FOR AUTHORS OF TECHNICAL PAPERS SUBMITTED TO CONCRETE IN AUSTRALIA MAGAZINE

To ensure uniformity of appearance, submitted papers should conform to the following specifications. Authors may find it helpful to use the template at the end of this document and the checklist provided to ensure you have included everything required. The Word document template includes all text styles that'll enable you to easily style your work as required by these guidelines.

A4 PAPER MARGINS

- The text shall be justified with a 2.5 cm margin on the left and right hand side of each page.
- Top and bottom page margins shall be 2.0 cm.
- The rest of the text (apart from the title, author's details and abstract section) shall be justified on the page with a left and right margin of 2.5 cm.

REQUIRED FONT SIZES

The required font size for the body of the text is 12-point in Times New Roman.

LINE SPACING

Single line spacing is required.

TITLE

The title should be in bold 14-point Arial and centred across the top of the first page, with only the first letter of the first word capitalised. The title should be concise and informative and a maximum of 15 words.

AUTHORS' NAMES AND AFFILIATION

The authors' names and affiliation should be in 10-point Arial and centred below the title. Please provide contact details for a corresponding author for our editorial committee and publisher, Popdot Publishing to send PDF proofs to, as per the submission details at the end of this document.

ABSTRACT

The abstract should contain a brief and concise summary of the paper, including its principal results and major conclusions. The abstract should not be more than 150 words.

An abstract is often presented separately from the paper, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

HEADINGS

Major headings are numbered and left justified in bold uppercase 11-point Arial.

SUBHEADINGS

Subheadings should be in bold 11-point Arial, with only the first letter of the first word capitalised. They should start at the left-hand margin on a separate line.

SUB-SUBHEADINGS

Sub-subheadings should be in bold italics 11-point Arial, with only the first letter of the first word capitalised. They should start at the left-hand margin on a separate line.

TABLES

Wherever a table is to be positioned throughout the paper, clearly write the number and title of the table, i.e. **Table 1: Mechanical properties results of SCC and FRSCC to be inserted here. Please use the Excel template provided to supply graph data.**

WHEREVER POSSIBLE: tables should be formatted and sent in a separate Excel spreadsheet. Each table should have a short, one-line title in bold italics 10-point Arial and be a maximum of 15 words (to ensure this fits neatly on one line). The body copy of tables should be regular 10-point Arial. Each Excel file should be clearly saved with the number and the title of the table, i.e. *Table 1 Mechanical properties results of SCC and FRSCC*. Footnotes to tables are to be indicated by lower-case superscript letters, but they should not include extensive experimental detail.

If it is not possible to provide an Excel spreadsheet, please place the tables within the paper as close as possible to the location where they are first mentioned in the text.

Do not forget to always include the source for the table and place this underneath the table in italic 10-point Arial.

GRAPHS

WHEREVER POSSIBLE: data for graphs should be submitted in a separate Excel spreadsheet that includes the raw data for the graph to be created. **Please use the Excel template provided to supply graph data.** Each Excel document should include the title of the graph followed by the data to be extracted for both the x & y axes. If multiple lines of data are to be created, please clearly specify which data is to be positioned on both axes. The graph title should be in bold italics 10-point Arial and be a maximum of 15 words (to ensure this fits neatly on one line). Any additional information to be included on the graphs is to be regular 10-point Arial and kept consistent throughout. Wherever possible, please also submit an image of what the chart should look like.

If separate Excel spreadsheets cannot be submitted, please submit the graphs as separate files in their original format in full colour (CMYK), at high resolution quality (300dpi) and at a minimum of 1MB in size. The graph title should be in bold italics 10-point Arial and a maximum of 15 words (to ensure this fits neatly on one line).

Do not forget to always include the source for the graph and place this underneath the graph in italic 10-point Arial.

PHOTOGRAPHS/IMAGES

All photographs/images should be submitted in full colour (CMYK), at high resolution quality (300dpi) and at a minimum of 1MB in size. Anything less will be unsuitable for print and will appear pixelated. These image files should not be embedded within the submitted Word document but rather saved separately in an image folder, all saved as JPEG or TIFF files. For technical drawings, please provide the original vector files. When saving each image, clearly write the number and title of the image i.e. *Image 1 General view of slab modelled in Atena*. Wherever an image is to feature in the paper, clearly write the number and title of the image i.e. **Image 1 General view of slab modelled in Atena to be inserted here.**

EQUATIONS

Equations should be included in the Word document where they feature and subscripted where necessary. Any titles to be bold italics 10-point Arial and any additional information to be kept consistent as 10-point Arial. Any sources should be included as italics 10-point Arial. All equations should be numbered and referred to in the text.

Note that special characters can fall out of equations when a Word document is passed around. This is why it is imperative that you also provide a PDF of your paper so that we can check all special characters are included in the layout.

ACKNOWLEDGMENTS

If required, Authors may recognise the contribution of research colleagues, employees and the like, who have contributed to the intellectual effort in the paper and/or its associated research.

REFERENCES

References should be cited in the text by consecutive numbers as they occur in the text and in superscript form (e.g. Smith¹). References should be listed in full at the end of the paper in the order that they first occur in the main text of the paper.

All authors should be included in reference lists unless there are more than five, in which case only the first author should be given, followed by 'et al.'

Please follow the style below to prepare reference lists:

- Authors should be listed surname first, followed by a comma and initials of given names.
- **Titles of all cited articles are required.** Titles of articles cited in reference lists should be in upright, not italic text; the first word of the title is capitalized, the title written exactly as it appears in the work cited, ending with a full stop. Book titles are italic with all main words capitalized. Journal titles are italic and abbreviated according to common usage. Volume numbers are bold. The publisher and city of publication are required for books cited.

- References to web-only journals should give authors, article title and journal name as above, followed by URL in full and the year of publication in parentheses.
- References to websites should give authors if known, title of cited page, URL in full, and year of posting in parentheses.

Reference style examples:

1. Bradford, M.A. and Gilbert, R.I., Composite beams with partial interaction under sustained loads. *ASCE Journal of Structural Engineering*, Vol. 118, July 1992, pp. 1871–1883.
2. Dao, V.T.N., Dux, P.F. and Morris, P.H., Tensile properties of early-age concrete. *ACI Materials Journal*, Vol. 106, No. 6, 2009, pp. 483–492.
3. Dao, V.T.N. and Dux, P.F. (ed.), Understanding Concrete. *Proceedings of the 26th Biennial Conference of the Concrete Institute of Australia*, October 2013, Gold Coast, pp. 1000.

SUBMISSION

To ensure the final version of each Technical Paper consistently appears exactly as it should, please supply both a Word document and a high-resolution PDF so cross-checking can be carried out and nothing is missed. **Note** that special characters can fall out of equations when a Word document is passed around. This is why it is imperative that you also provide a PDF of your paper so that we can check all special characters are included in the layout.

Our publisher, Popdot Publishing will send proofs of all papers to the corresponding author to be checked. Please provide contact details for a corresponding author with your paper. Authors will be given 48 hours to provide feedback after which time we will assume you have no changes.

CHECKLIST

Please check through the list below to ensure you have everything before you submit your paper.

- Title — max. of 15 words — bold 14-point Arial
- Author's name and affiliation — 10-point Arial
- Contact details of corresponding author {email address} [Please note these will not be printed].
- Abstract — max. 150 words
- Tables — either saved as separate excel spreadsheets or placed within the document as close as possible to where it is mentioned in the text.
- Graphs — either saved as separate excel spreadsheets or submitted as separate files in their original format—full colour (CMYK), high resolution quality (300dpi) and a minimum of 1MB in size.
- Photographs/images — full colour (CMYK), be high resolution quality (300dpi) and a minimum of 1MB in size.
- Acknowledgements
- References — listed in full and put at the end of the paper in the order they appear.
- Completed word document
- High resolution PDF of Technical paper as it should appear in print

Paper's title in bold 14-point Arial with only the first letter capitalised [Heading 1 - Title style]

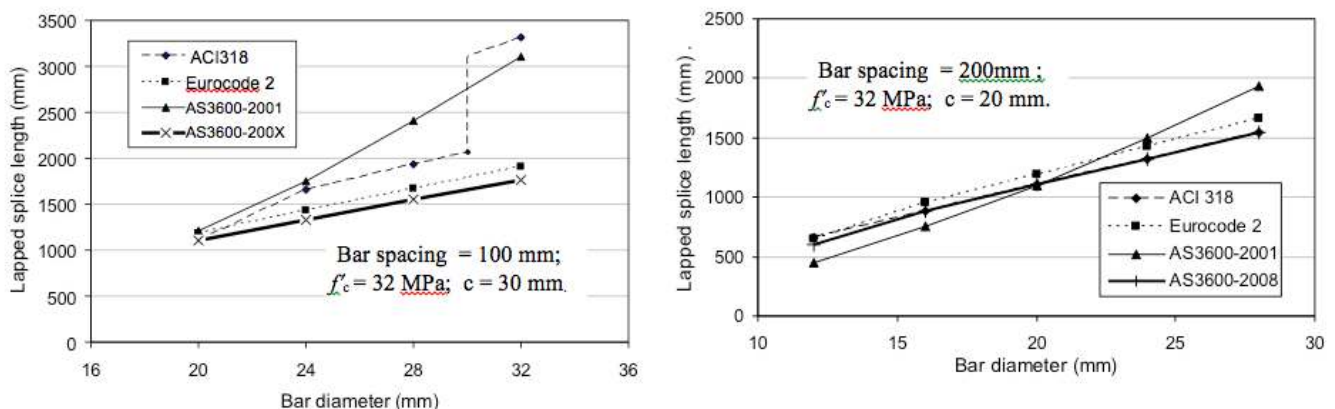
Authors and Authors' Affiliation in 10-point Arial
[Heading 2 - Author's style]

Abstract: The Abstract, maximum of 150 words, should contain a brief and concise summary of the paper, including its conclusions. [Body copy style]

1.0 INTRODUCTION [HEADING 3 STYLE]

Major headings are numbered and left justified in bold uppercase 11-point Arial. First paragraph within a heading/sub-heading is not indented. [Body copy style]

Subsequent paragraphs are 0.5 cm left-indented. Data for graphs should either be submitted as separate Excel spreadsheets or as separate files in their original format — full colour (CMYK), at high resolution quality (300dpi) and at a minimum of 1MB in size. Tables should either be submitted as excel spreadsheets or placed within the document as close as possible to where it is mentioned in the text. The titles for figures, graphs and tables should be in bold italics 10-point Arial. Please use the Excel templates provided when creating tables and graphs. [Body copy indent style]



**Figure 1. Effect of bar diameter on lapped splice lengths.
[Table, graph & figure heading style]**

References should be cited in the text by consecutive numbers as they occur in the text and in superscript form (e.g. Smith¹). References should be listed in full at the end of the paper in the order that they first occur in the main text of the paper. [Body copy style]

All authors should be included in reference lists unless there are more than five, in which case only the first author should be given, followed by 'et al.'. [Body copy style]

Beam	Section			Tension Reinforcement					Stirrups within lap length	Failure stress (MPa)
	Width <i>b</i> (mm)	Depth <i>D</i> (mm)	Strength <i>f</i> ' _c (MPa)	Number of bars	Bar diam. (mm)	Yield stress (MPa)	Lap length (mm)	Clear spacing (mm)		
1a	220	330	27.3	2	25.2	445	750	26.4	6 – 6.35 mm	488
2a	345	330	27.3	3	25.2	445	750	50.5	None	412

Table 1. Specimen details and test strength.

[All text in table = Table copy style]

2.0 HEADING [HEADING 3 STYLE]

2.1 Subheading [Subheading style]

Subheadings should be in bold 11-point Arial, with only the first letter of the first word capitalised. Equations should be included in the Word document where they feature and subscripted where necessary. [Body copy style]

$$L_{sy,t} = \frac{k_1 k_2 f_{sy} A_b}{(2a + d_b) \sqrt{f'_c}} \geq 25 k_1 d_b \quad (1)$$

2.1.1 Sub subheading [Sub subheading style]

Sub-subheadings should be in bold italics 11-point Arial, with only the first letter of the first word capitalised. [Body copy style]

3.0 CONCLUSIONS [HEADING 3 STYLE]

Text text text text text text text text text text text text text text text text text text text text text text text text text text text text. [Body copy style]

ACKNOWLEDGEMENT [HEADING 4 STYLE]

Text text text text text text text text text text text text text text text text text text text text text text text text text text text text. [Body copy style]

REFERENCES [HEADING 4 STYLE]

- Bradford, M.A. and Gilbert, R.I., Composite beams with partial interaction under sustained loads. *ASCE Journal of Structural Engineering*, Vol. 118, July 1992, pp. 1871–1883.
- Dao, V.T.N., Dux, P.F. and Morris, P.H., Tensile properties of early-age concrete. *ACI Materials Journal*, Vol. 106, No. 6, 2009, pp. 483–492.
- Dao, V.T.N. and Dux, P.F. (ed.), Understanding Concrete. *Proceedings of the 26th Biennial Conference of the Concrete Institute of Australia*, October 2013, Gold Coast, pp. 1000.