



PUBLICATIONS

Department

PCI Publications Submission Guidelines

*These important guidelines should be followed
in order to ensure a timely publication date.*

Manuscript Submission and Formatting

Please submit your text in a Microsoft Word document.

Formatting text in columns or using MS Word style sheets will add time to the production process, since these types of formatting will be stripped out of the manuscript as soon as it is received for layout purposes.

Fonts should all be 10 point Arial, including text that appears in figures. If necessary, indicate chapter heads or sub-chapter heads with the tag: `<header>` or `<subhead>` in the line before the header title.

If you would like your text to be laid out using a two-column format, please indicate with the tag: `<begin 2-column format>`. If you'd like your text to fluctuate in particular sections between 1-column and 2-column formats, indicate using `<begin 1-column format>`. To revert back to a 2-column format, simply indicate using `<end 1-column format>` `<begin 2-column format>`. This does not need to be done for every paragraph; simply use the tags when you'd like a column-change format to occur.

Bolding and italicizing words is acceptable; these types of formatting will not be stripped out.

Use headers and footers to date the draft so we can distinguish between various manuscripts.

If there is a subsection of a section that might cause confusion about its proper styling when being laid out, please label it clearly, as in `<this is a subsection of section 12.9>`.

Please use Microsoft Equation Editor or MathType for all equations. Use Times or standard symbols for your equation font, to reduce the possibility of error.

Placement of Figures and Tables in Text

Figures should NOT be embedded in the manuscript Word file. See "Artwork Submission Guidelines" for the proper way to provide us with files for figures and images.

It is acceptable for tables to be included in the manuscript.

Label all figures/tables based on the chapters and sections they appear in. These labels should appear as the electronic file name and written on the hard copy of the figure/table.

To indicate placement of a figure, chart, or table in text, use the tag `<insert figure xxx>` in the proximity of where you'd like them to be placed. This will allow us to pair sections of text with the figure on the same or following page.

Artwork Submission Guidelines

Digital photographs: High-resolution files of a minimum of 300 dpi at the photo's original (100%) size. Please include a laser printout of your photo for us to use as a proof. Photos downloaded from the Internet or in the gif format cannot be accepted.

Original photographs: High-quality originals are necessary. Submit glossy prints from film, or 35 mm slides. Protect the prints/slides by enclosing them in a cardboard photo mailer, and include a SASE if you want your originals returned. Please note that we cannot accept inkjet or laser computer printout photos as originals.

Line drawings or illustrations: Submit digital files of vector art at the drawing's original (100%) size, and also send a clean printout as a proof. CAD files generally yield the best results when exported to the eps format. CAD drawings can also be saved or exported to PDF but generally will only yield good results if the PDF file is created as vector art with embedded fonts. Very high resolution (600 dpi minimum) scans of line art may also be submitted, preferably in the TIF format.

Original line drawings or illustrations: When it is not possible to submit digital copies of drawings, high-quality (300 dpi or higher) laser printouts are acceptable. Be aware that they will yield much lower quality when published.

Charts, graphs, and tables: These may be submitted as MS Word tables or MS Excel graphs. We prefer that charts and tables be submitted separately (rather than embedded in the manuscript).

Please do not embed graphics into other applications. We are generally unable to use photos or line drawings embedded in word processing (e.g. Microsoft Word) or slide presentation (e.g. PowerPoint) program files. Please submit each image as a separate file.

Delivery of Materials:

Please provide us with a hard copy of the manuscript and any figures/images. Captions for figures should be provided at the end of the manuscript. Please label figure hardcopies with the same figure number from the text.

If you have questions about submitting artwork, please contact Paul Grigonis at pgrigonis@pci.org, (312) 360-3217; or Ed Derwent at ederwent@pci.org, (312) 583-6772.

If you have any questions about submitting a manuscript, please contact Keith Ulrich at kulrich@pci.org, (312) 360-3209 or Jenn Atkin at jatkin@pci.org, (312) 583-6785.

*Incorporating PCI
branding initiatives
into every visual
communication piece*



Precast/Prestressed
Concrete Institute

209 West Jackson Boulevard
Suite 500 Chicago, IL 60606
Phone: 312-786-0300
Fax: 312-786-0353
www.pci.org