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The file format for the paper should be compatible with a DOCX (Microsoft Word Open XML Format Document) file extension. The file format for each figure depends on the type of figure and is discussed in detail in the Figures section of these guidelines. In addition, a PDF version of the paper is also required because special characters can drop out of a document when opened by a different computer. The PDF version should include all figures.

## General guidance

- Maximum word count or word equivalent: 10,000 words is recommended. Manuscripts exceeding 10,000 words will be considered in special circumstances.
- Figure or table word-equivalent count: Each table, illustration, or figure is considered to count for about 300 words. Each page of tables, illustrations, figures, or a combination thereof in Microsoft Word, Microsoft PowerPoint, or equivalent software is considered to count for about 500 words.

## Formatting

- **Font:** 10-point Times New Roman.
- **Line spacing:** 1.5 lines. Do not insert space between paragraphs.
- **Paragraph spacing:** 0 pt before and after. Do not insert space or add a line between paragraphs.
- **Margins:** 1 in. (25 mm) on the top, bottom, left, and right.
- **Dual units:** All manuscripts must contain both metric and U.S. customary (inch-pound) units, with one unit type being the primary and the second following in parenthesis. Either metric or inch-pound can be the primary unit type.
- **Figures:** Figures must be submitted as individual files in their original file format (see the Figures section for specific requirements). Do not link figures to their references in the manuscript.

## Writing style

- Papers should be gender neutral.
- Papers should be written in the active voice.
- Papers should be written in past tense when discussing experiments that were completed. Present tense should only be used for general statements.

## Equations

- Equations should be numbered only if the equation is referred to in the text.
- Retain the original equation number and cite the reference if an equation is taken from another publication.
- List all variables in the Notation section at the end of the paper.
- Italicize all variables.
- Ensure that all variables used in the equations are defined either in the text leading up to the equation or immediately following the equation.

$Z = X + Y$   
where  
 $Z$  = total number of communications  
 $X$  = number of emails  
 $Y$  = number of phone calls

The total number of communications  $Z$  can be determined from the following equation:  
 $Z = X + Y$   
where  
 $X$  = number of emails  
 $Y$  = number of phone calls

## Technical paper section order

### Title

### Byline

List author names without degrees, titles, honors, or certifications in the following format: [first name] [middle initial] [last name], [first name] [middle initial] [last name], and [first name] [middle initial] [last name].

### Body

- **Introduction:** The introduction should explain the purpose of the paper and is separate from the abstract, which appears at the end of the paper. It should not have a title.
- **Body:** Try to use no more than two levels of subheads and a maximum of three.
  - Identify level 1 headings with the designation <subhead 1> on the line immediately preceding the titles as such.

<subhead 1>  
**Testing**  
<body>

- Identify level 2 headings with the designation <subhead 2> on the line immediately preceding the titles as such.

<subhead 2>  
**Setup**  
<body>

- Identify level 3 headings with the designation <subhead 3> on the same line immediately preceding the titles as such.

<subhead 3>**Model 1**<body>Subhead 3 titles are bold and sentence case and run into the text of the first paragraph of that section (rather than on their own line).

- **Conclusion:** This section should not retell the results or procedures. This section should list the ideas that the authors develop by analyzing the results and may include recommendations. All conclusions must be substantiated by the data and observations presented in the paper.

### Acknowledgments

## References

*PCI Journal* styles reference list entries using the bibliography entry format from the *Chicago Manual of Style*; the entry elements are separated by periods. When citing references within the text, use superscript numerals in numerical order starting at the beginning of the paper. The References section at the end of the paper should also list references in numerical order, and the references and numbers should coordinate. Every cited edition of a reference must be listed as a separate reference.

References are styled based on the format consulted for your paper. Style the reference for the format that was consulted for the paper (for example, book, periodical, CD-ROM, published dissertation/thesis, unpublished dissertation/thesis, website, pamphlet/corporate report/brochure, patent, photocopy, lecture/presentation). For instance, if you cite a paper presented at a meeting/convention/conference, it could be styled several different ways based on whether the information used in the paper was taken from the proceedings—which might be in the format of a book, website, or CD-ROM, among others—or the actual given presentation at the event.

List ASTM International specifications as separate references. For instance, C143, C138, and C39 should each be separate references and should not be grouped together under volume 04.02.

Computer programs, if relevant to the paper, should be listed in the body of the paper, not included as a reference.

## Notation

Every paper that uses variables must have a notation section that defines, in alphabetical order, every variable used in the paper.

## About the author(s)

This section should include, at a minimum, the names, degrees/certifications/honors (for example, PhD or PE), job title (for example, associate professor or project manager), department (for example, Bridge and Overpass Division or Department of Civil Engineering), company or university name, city, state, and country (if not the United States). Additional information is encouraged, but authors are limited to 100-word biographies. Writers must submit unaltered high-resolution, passport-style photos of themselves, preferably as a JPG or TIF file, to be included with their biographies. Include contact information for the primary author.

## Abstract

The abstract should be 150 words or fewer and condense the main ideas of the paper into a single paragraph. It should include a summary of the investigation and the main findings. The first sentence or two should give the context of the investigation and the nature of the work (why the study is of interest and what you investigated). The next two or three sentences should describe the scope of the work; that is, how and how many. Be specific without getting bogged down in details. The concluding sentence or two should present the main results and the implications of your findings. To pack so much content into a few sentences, be concise and avoid padding. Don't use sentences from the body of your paper in the abstract; in most cases, they won't be condensed enough.<sup>1</sup>

## Keywords

Authors should include a list of five to seven keywords.

## Figure captions

This section should contain only captions. Each figure caption should explain as much about the figure as possible (who, what, when, where, and why). If a photo was not taken by the author, the caption needs to include a credit for the photographer. If graphs or drawings were not created by the author, a line listing the source should be added to the caption. Consult the Permissions and Attributions section for information regarding the treatment of figures owned by others. Conversions for measurements within the figure should be listed in a note immediately following the caption. Do not list the conversions next to the measurements within the actual figures.

## Tables

Tables must be referenced within the text in numerical order. Tables should appear after figure captions and should be created in Word. Do not copy and paste Excel files into the Word document. Provide unit conversions in a note below the table. Do not

leave cells empty. Use “n.d.” to mean “no data.” Use “n/a” to mean “not applicable” when there are no possible values for this cell. Use the number zero (0) if that was the value that was recorded, measured, or calculated.

## Figures

Every figure must be referenced within the text in numerical order. Figure text should follow these guidelines:

- **Font:** The same font should be used throughout the figures and should be no less than 8 pt.
- **Mathematical symbols/variables:** Italicize mathematical symbols and variables.
- **Abbreviations:** Do not use abbreviations in the figure text, except for units of measure. Do not substitute a single quotation mark (') for feet or a double quotation mark (") for inches. Instead use ft and in.

Initial submissions should include all figures placed near their first reference in the text to facilitate review. Following acceptance, all figures will need to be submitted as individual files according to the following requirements.

Please provide each figure in its original format as an individual file. Do not embed links to figures in the Word document.

Digital photographs should be submitted, unaltered, in either JPG or TIF file format at a minimum of 300 dpi in the size at which they will appear once laid out. If electronic files are not possible, please provide hard-copy photographs with a glossy finish from film or slides. Do not send inkjet printouts or color copies.

Line art should be provided in PDF format. The font for any text within the line art should be no smaller than 8 pt.

Graphs should be in their original spreadsheet format, compatible with an XLSX (Microsoft Excel Open XML Format Spreadsheet) file format. Axis labels are formatted with the label first, followed by units. Separate the label and units with a comma (for example, Deflection  $\Delta$ , in.).

The file naming convention for single photos, diagrams, and graphs is Fig [figure number] (for example, Fig 4.jpg).

If a figure contains multiple photos, diagrams, or graphs, the naming convention is Fig [figure number] [location (for example, top, center, or bottom right)] (for example, Fig 4\_top left.tif).

Please provide figure layouts by supplying the figures in a word processing document, PDF, or contact sheet separate from the manuscript to ensure the accuracy of the final figure. If only a single file is used in each figure, this step is not necessary; it is only for figures that contain photos, drawings, or graphs from multiple files that are to be placed side by side or in a series and labeled as a single figure. When naming figures, consider that in some instances, figures that contain multiple files read better as separate figures for each file.

## Appendixes

The use of appendixes is discouraged for *PCI Journal* papers. It is preferred that all necessary information be included in the body of the text. If it is unavoidable, an appendix may include any raw data or supplementary material that is not necessary to the paper. If a paper has only one appendix, the figures and tables are numbered A-1, A-2, and so forth. If a paper has more than one appendix, each appendix has a letter (A, B, C, and so forth) and corresponding figure and table numbering (A-1, A-2, B-1, C-1, and so forth). Appendixes are posted online and are not included in the print edition of *PCI Journal*.

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## Reference

1. Detwiler, Rachel J., and David Darwin. 2001. “How to Write a Good Technical Paper.” *Concrete International* 23 (9): 52–55. 