

## AUTHORS' MANUAL OF ENGLISH MANUSCRIPTS FOR JCI ANNUAL CONVENTION PROCEEDINGS

JCI Annual Convention Review Committee

### 1. SCOPE

Every year the Japan Concrete Institute (JCI) organizes and sponsors the annual convention on a wide variety of subjects regarding concrete materials and structures. The proceedings will be produced in both CD-ROM and paper versions from the submitted PDF (Portable Document Format) files. Therefore, the authors are fully responsible for manuscripts, figures, tables and photographs. It is essential to conform rigorously to the following instructions for the preparation of English manuscripts. Reviewers, publishers and all others involved with the PDF files submitted to the JCI are instructed not to illegally copy the files or to redistribute them to others.

### 2. TRANSFER OF COPYRIGHT

By submitting papers to the JCI, authors automatically transfer copyright to the JCI. Papers in the JCI proceedings may be copied and reprinted in whole or in part at the discretion of the JCI.

### 3. REQUIREMENT FOR MANUSCRIPTS

An electronic file of the complete manuscript can be transformed into a PDF file by using Adobe Acrobat. The size of the PDF file must be less than 750 KB. Texts must be single-spaced (6 lines per inch: 25.4 mm). Use a 12-pitch or proportional type face (12 characters per inch), preferably in Times or Times New Roman typeface. The use of other typefaces may cause problems. The use of typeface size 11 is also acceptable. It is required that authors use 1 byte characters because a document including 2 byte characters does not open on English version

PCs. The length of the manuscripts is restricted to 6 pages.

Two categories, which have been selected for the proceedings, are technical paper and technical report. The technical papers should be original and significant in data or treatment, and based on new findings. The technical reports should deal with technical findings and survey within the area covered by the JCI.

### 4. REVIEW OF MANUSCRIPTS

The JCI Review Committee reviews all manuscripts and may ask the authors to clarify and/or revise the manuscript as appropriate. Sometimes the editorial staff may offer suggestions on the style and format. If the manuscript fails to meet the minimum standards of the JCI, it will not be accepted for publication in the proceedings. The submitted technical papers and technical reports are reviewed on the basis of the following viewpoints:

- (a) Originality
- (b) Technical quality
- (c) Contribution to the field
- (d) Organization of materials
- (e) Clarity of presentation
- (f) Grammar and spelling

### 5. TEXT FORMAT

All submissions should be prepared according to the following guidelines to ensure that the papers can be reproduced without any difficulties and to let readers easily find information they need.

Place a full page of text and figures within the margin on each page. A4 size sheet should be used. The top and bottom margins are 25 mm and 20 mm, respectively. The left

and right margins are 22 mm each. The single column format for Title, Authors' names and Abstract, and double column format for body text is applied. All other instructions on the style are given below.

- (1) The first line of the first page should be “- *Technical Paper* - ” or “- *Technical Report* - ” in Italic typeface with right justification.
- (2) The title starting from the third line should be typed in Arial or Helvetica typeface in all capital letters. The typeface size is 14pt and to be centered.
- (3) Allow two blank lines between the title and the authors' full names. The first author should be the speaker. The full name should be centered and the last name of each author should be typed in all capitals.
- (4) With reference to the authors' current affiliations, the superscript \* (\*1, \*2, ...) refers to a footnote at the bottom of the first page.
- (5) Allow a half line spacing between the text and the solid line below, where the footnote starts, as shown below:

\*1 Associate Prof., Dept. of Civil Engineering, University of Nanboku, Dr.E., JCI Member

\*2 Graduate School of Engineering, University of Tozai, JCI Member

\*3 Engineering Researcher, Tokyo Office, Tozai Industries Ltd., M.E., JCI Member

\*4 Group Leader, Structural Division, Nanboku Consultant Co., JCI Member

- (6) Nothing is allowed to appear in the header or footer.
- (7) Allowing two blank lines from authors' names, “**ABSTRACT** ” should be typed in Arial or Helvetica typeface in all capital letters. The typeface size is 12pt and to be centered. The abstract should be not more than 7 lines.
- (8) Keywords of not more than 2 lines shall be placed below the abstract with starting “**Keywords:** ” in Arial or Helvetica typeface.
- (9) Allow two blank lines between the keywords and body text.

- (10) In the body text, the major and second level headings should be typed in Arial or Helvetica typeface and numbered. The major headings should be typed in all capital letters. Only the first letter of each word in the second level heading is capitalized. All headings should be started at the left-hand margin. The headings entitled INTRODUCTION and CONCLUSIONS or a synonym are normally requested. The headings of ACKNOWLEDGEMENT and REFERENCES are not numbered and must be centered. Leave 1-line space above and below the major headings. Allow a 1-line space above each second level heading.

(11) An example of headings is given below:

## 1. INTRODUCTION

.....  
 .....

## 3. TEST RESULTS

### 3.1 Properties of Slag Cement

(1) Properties of hardened concrete

.....  
 .....

## 5. CONCLUSIONS

- (12) Indent 5 spaces at the start of a new paragraph.
- (13) References should be indicated in the text by consecutive numbers in brackets, as follows:

Other tests have been made by Hawkins and Corley [3] and Taylor [4].

- (14) All references should appear together at the end of the text. The references are cited in a numbered list of the following styles:
  - (a) in the case of journals;
    - [1] Davis, J. M., “Simplified Diaphragm Analysis,” J. of Structural Div., ASCE, Vol.103, Nov., 1977, pp.2093-2109

- (b) in the case of books;  
[2] Shanley, F. R., "Basic Structures," John Willey & Sons Inc., 1947, pp.291-314
- (c) in the case of co-authored texts;  
two: Diamond, S. P. and Barneyback, R. S.  
three: Diamond, S. P., Barneyback, R. S. and Struble, L. J.  
more than three: Diamond, S. P. et al.

- (15) Authors are allowed to use abbreviations of academic societies such as JCI, JSCE, AIJ, ACI, ASCE, ASTM, C&CA, fib, IABSE, ISO, PCA, RILEM and WCEE.

## 6. FIGURE, TABLE AND PHOTOGRAPH

Figures and tables must be numbered and placed with captions, where they are referred to in the text. Both illustrations and lettering must be large enough to be legible when reduced to approximately 85% in the published style. Captions of figures and photographs should appear below them, while captions of tables should be typed above. Captions are typed in Arial or Helvetica typeface. Referred captions in the body text are also typed in Arial or Helvetica typeface such as **Table 1**, **Fig. 1**. Allow enough spacing between the text and illustrations.

Either black and white or color figures, tables and photographs are allowed. However, it should be noted that the proceedings are printed in black and white. In addition, color photographs will significantly increase the size of a PDF file.

## 7. EQUATIONS

All equations are included in the text and numbered such as (1), (2) and (3). Numbering of equations should appear in the right-hand margin. In the text, equations are referred to as Eq. 1, Eqs. 2 and 3 and so on. Allow 1 line spacing above and below equations. Indent 5 spaces at starting an equation.

## 8. SYSTEM OF UNITS

The International System of Units (SI) should be applied.

## 9. HOW TO CREATE PDF FILES AND OTHER IMPORTANT NOTIFICATIONS

All submissions are required to be in the form of PDF files using Adobe Acrobat.

Any PDF files, which are larger than 750 KB, will not be accepted. If the file is larger than 750 KB, you need to reduce the size of the PDF file as follows:

- (a) When transforming, the resolution of "Color bit map" or "Grey scale bit map" should be set to the lower level.
- (b) Reduce the resolution of the photographs or use black and white photographs instead.

Do not set any securities on the PDF file. In [document info.], choose [open] and then choose [page only] only. Do not check [bookmarks and page] and [thumbnails]. In [window options] and [user interface options], no check is allowed.

After the PDF file is obtained, you need to check whether the PDF file has the same image as the printout of the original document, especially the location and size of figures, tables and photographs. The number of pages in the PDF files should be checked strictly. In some cases, the PDF file may become more than six pages even if the original manuscript is six pages.

## 10. INITIAL SUBMISSION OF PAPERS

Only electronic submission to the JCI will be accepted. Any manuscripts must be in the form of PDF files. To submit your paper, please go to the submission web site below. The period of submission is from December 20th, 2004 to January 20st (up to 5pm), 2005. If your submission does not reach the JCI during this term, the JCI review committee reserves the right to reject the manuscripts. It is suggested that authors submit the manuscripts as early as possible in order to avoid congestion in the submission system on the dates near the deadline. More details can be obtained from the web site below.

<http://www.jci-net.jp/rally/2005/denshi/index.htm>

### Notifications:

- (1) Before submission, you must check the

completion of the paper using the check sheet provided.

- (2) The submitted PDF file should not be in the compressed form (e.g. zip file).

## 11. SUBMISSION OF REVISED PAPERS

All manuscripts must be in the form of PDF files. To submit the revised paper, please go to the submission web site below. The period of submission is from March 22th, 2005 to April 4th (up to 5pm), 2005. If your submission does not reach the JCI during this term, the JCI review committee reserves the right to reject the manuscripts. It is suggested that authors submit the manuscripts as early as possible in order to avoid congestion in the submission system on the dates near the deadline. More details can be found in the web site below.

<http://www.jci-net.jp/rally/2005/denshi/index.htm>

### Notification:

- (1) The submitted PDF file should not be in a compressed file form (e.g. zip file).

## 12. OTHER IMPORTANT NOTIFICATION

- (1) Any modifications on authors' information must be informed to the JCI as soon as possible by using the reception pages for the modification in the web site.
- (2) The first author should be the speaker.
- (3) Please contact the JCI by the following address for any inquiries.

Secretary;

The JCI Annual Convention 2005 (NAGOYA)  
The Japan Concrete Institute  
Sogo-Hanzomon Bldg., 12F  
Kohji-machi 1-7, Chiyoda-ku,  
Tokyo 102-0083  
e-mail: [toguchi@jci-net.or.jp](mailto:toguchi@jci-net.or.jp)