

SUBMISSION FORMAT OF PAPERS FOR *fib* Congress 2018 (TITLE IN 15-POINT TIMES NEW ROMAN FONT)

1 Introduction

This template contains the instructions for the correct preparation of the Short Paper for submission to the *fib* Congress 2018. Please read through this entire template before you start using it to create your paper. A contributor should remember that:

- 1) Deadlines are absolute (due to printing requirements short papers not received by the deadline risk not being included in the publication).
- 2) Short papers will be published in the printed proceedings and must not exceed two (2) pages, including all figures, tables, references, etc.
- 3) Some small formatting changes have been made from the full paper guidelines for the printed abstracts to maximise the content while maintaining a professional looking document. Please adjust accordingly.
- 4) You should use this format for papers. This document is being made available as a template for your convenience. If you elect not to use this template, please remember that you must still adhere to the general guidelines embodied in this document concerning formatting, fonts, margins, etc.
- 5) Papers must be submitted as a word document (cf. Section 6).
- 6) Where there is a conflict in these instructions and the template provided, these instructions take precedence.
- 7) Spelling should be UK English.

2 Saving your file

In saving your file, to ensure that the fidelity of your document is preserved, ensure that the fonts you use are embedded in the file. To do this in Microsoft Office 2010 go to File => Options => Save and tick the check boxed “Embed fonts in this file”, “Embed only the characters used in the document” and “Do not embed common system fonts” (Fig 1):

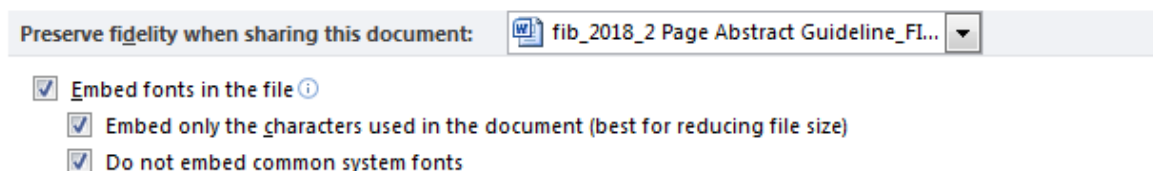


Fig. 1 Microsoft Office check boxes for embedding fonts.

3 Overview of the proceedings format

We are requesting that you follow these guidelines as closely as possible so that the published proceedings have a professional look. The full two pages should be used. All paragraphs of text, including figure captions and references, should be justified at the left and the right edges.

For the Title, use 15-point Times New Roman font. Its paragraph description should be set so that the line spacing is single with 0-point spacing before and 24-point spacing after (Format --> Paragraph --> Indents and Spacing). The font description for the Author List and Authors' Affiliation(s) should be 12 and 11-point Times New Roman (respectively). The paragraph descriptions should be set so that the line spacing is single with 12-point spacing before and after for Author list and 0-point spacing before and after for Author affiliation(s).

4 Detailed text formatting

Using 210 x 297 mm paper (A4), the top margin is 3.5 cm, the left margin is 3.0 cm and the bottom and right margins are 2.5 cm.

Each major section begins with a heading in 13 point Times New Roman font bold, left-aligned and numbered (except for Acknowledgement and References), followed by a 0.76 cm Tab, and the title using an initial capital letter for the first word. The paragraph description of the section heading line should be set for 20 points before, 10 points after and the line spacing should be set to "single".

For the body of your paper, use 11-point Times New Roman font and set your line spacing at "single" with 0 points before and after. Indent each paragraph by 0.5 cm, except for the first paragraph after the section heading.

The formatting is summarised in Table 1. Further details are provided in the remainder of this paper for specific situations.

Table 1. Summary of typographical settings

Section	Font Specifics (Times new Roman unless specified)			Paragraph Description			alignment	indent (in cm)
	style	size	special	line spacing	before	after		
Title	bold	15	CAPITAL	single	0	24	left	none
Author List	plain	12	none	single	12	12	left	none
Affiliations	plain	11	none	single	0	0	left	none
Headings	bold	13	none	single	20	10	left	none
Subheadings	italic	11	none	single	10	6	left	none
Body Paragraphs	plain	11	none	single	0	0	justified	0.5 cm 1 st line {1}
Equations	Symbol font for special characters			single	6	6	centred with equation number right aligned	none
Figures	8 to 10 point sans serif (Helvetica)			single	0	0	centred	none
Figure Captions	plain	10	3 hard spaces between Fig. and caption {2}	single	0	0	justified	none
Tables	plain	10	none	single	0	0	centred	
Table Captions	bold	11	3 hard spaces between Fig. and caption {2}	single	12	6	centred	none
Acknowledgements Heading	bold	13	none	single	12	6	left	none
References Heading	bold	13	none	single	12	6	left	none
References	plain	10	none	single	0	0	justified	0.5cm hanging

Note: {1} except for 1st paragraph after the section Heading; {2} hard spaces are entered by pressing CTRL+SHIFT+SPACE.

3.1 Major subsections

As shown, denote subsections with left justified 11-point Times New Roman Italic. Follow the number of the subsection (3.1, 3.2 ...) with a single space, and then the subsection title capitalizing the first letter. The paragraph description of the subsection heading is set to "single" line spacing with 10 points before and 6 points after.

3.2 Equations

Equations should be centred and numbered sequentially. Place the equation number to the right of the equation within a parenthesis, with right justification. An example would be

$$A = \pi r^2 \quad (1)$$

or

$$a^2 + b^2 = c^2 \quad (2)$$

Make sure that any subscripts in your equations are legible and are not too small to read! When referring to an equation, use the number within parenthesis. For example, you would usually refer to the second equation as (2) rather than equation (2). If possible, use the Symbol font for all special characters or, better yet, use Equation Editor™ or MathType™. If using MathType, use 11 point font with 9 point sub and superscripts and 8 point sub-subscripts. For example: R_a . If using Word, subscripts may be one point size higher to improve readability. For example R_a .

The paragraph description of the line containing the equation should be set for 6 points before and 6 points after. The paragraph spacing will need to be set to "single" so that the height will auto scale to fit the equation.

3.3 Unit System

SI units shall be used throughout. Other unit systems may be used in accordance with established practice, e.g. to designate rebar size, but in such cases the pertinent measures shall also be stated in SI units. The dot (.) is used as decimal separator.

5 Figures and tables

Figures should maximize legibility. Use a sans serif font, such as Helvetica or Arial. Helvetica and Arial are larger and much easier to read than Times new Roman. Using 8- to 10-point Helvetica usually results in a legible figure. Do not use any font smaller than 8-point! It must be legible. When referring to a figure, use the abbreviation Fig. followed by its number. Place figure captions directly below each figure. Use 10-point Times new Roman with the paragraph spacing set at "single". Type "Fig. #" (# is the number) then insert 3 hard spaces before beginning the text of the figure caption. Note that figure captions are always (left and right) justified, rather than centred, even if they are less than a single full line in length. See the captions for Fig. 1 and Fig. 2.

Fig. 2 illustrates a common example of what can go wrong with the numbering and sizing of axis titles on a graph. In this case, the graph was initially pasted at a much larger size than the column width, and then reduced to fit.

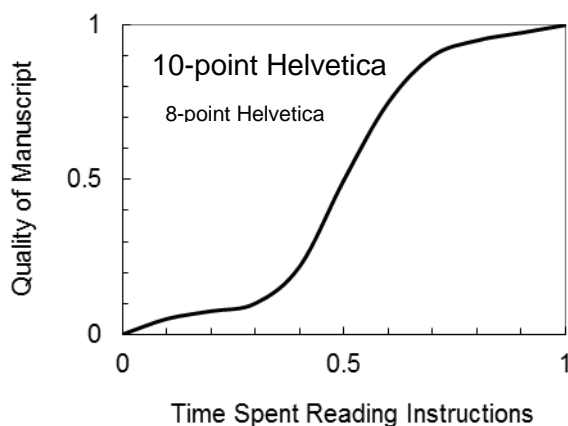


Fig. 1 Estimated relationship between the time an

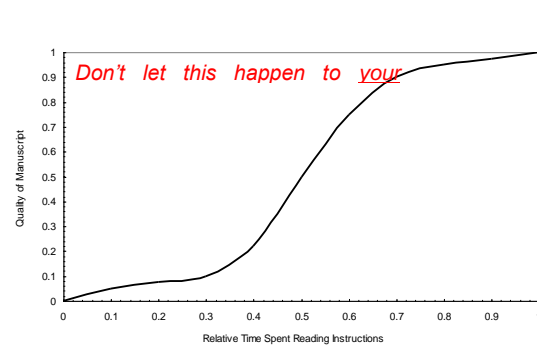


Fig. 2 Example of an improperly titled figure. The

author spends reading these instructions and the quality of the author's Proceedings article.

numerals and the labels on the axes are illegible. This will cause a submission to be rejected. Don't let this happen to you!

Within Microsoft Word there are several options for placing figures within your paper. Often the easiest is to insert them in Tables with no borders allowing the figures to remain in that relative position and maintain formatting. The paragraph description where the figure is inserted must be set to "single" spacing rather than "exactly 12 points" in order to allow the line to auto scale in height to display the entire figure. Some disadvantages of this approach are that you don't have total flexibility in placing figures, and that the figures will move as text is inserted or deleted in any part of the document before the figure. If you elect to use this approach, it is recommended that you nearly complete the editing of your text before inserting any figures. Remember to allow room for them, however. Then begin inserting figures starting from the beginning of your document. Do not lump all figures at the end of the paper!

If you have difficulties with the titles on your figures, you can always elect to add in the titles as separate text boxes, rather than importing the titles with the graph. This is sometimes helpful in getting a lengthy vertically-oriented title to display correctly.

Notice that prior to the graph, a single 12-point line is used to separate the preceding text from the graph. The equivalent of a blank line should exist between the bottom of the graph (the x-axis caption) and the figure caption. (In this particular case, there was no need to add a blank line between the x-axis label and the figure caption, because the figures have been inserted into a table with unmarked lines with adequate spacing provided by Table properties.) After the figure caption, there should be a single 12-point blank line before the text resumes. If you decide to use colour traces in your graphical data, be absolutely certain that there is no ambiguity about your graphical information when printed in Black & White.

Tables should follow the same principles as figures, the emphasis being on legibility. When referring to a table, use the designation Table # (# being the number). Place table captions directly above each table. Use 3 hard spaces between table number and table caption.

6 Citing previous work

References in the text should be given with author's name(s) and year of publication in parentheses, e.g.: (Abrams 1987). They may also be quoted with only the year in parentheses, for example: '... according to Abrams (1987)'. Multiple authors are quoted as indicated by the following examples:

Two authors:	Abrams & Bailey 1987
Three authors:	Abrams, Bailey & Cox 1987
More than three authors:	Abrams & al. 1987

References to online documents are discouraged due to the changeable nature of website addresses.

The reference list is the last section. It should be arranged alphabetically either by the author or by publisher for documents published by organizations and associations (e.g. fib, ISO, ACI). Use 11 point Times New Roman. The paragraph description is set for a line spacing of "single" with 0 point spacing before and after. A 1 cm hanging indentation should be specified. Examples that illustrate the recommended presentation of references are given in the below reference list.

7 Language

All text should be in the English language, preferably UK English. Please make use of a suitable spelling control and, even if you consider yourself proficient, you are strongly encouraged to have the text proofread by a native English speaker. Particularly valuable would be a review by a colleague outside your narrow field of expertise, who might query terms or phrases that are not commonly understood by the uninitiated. Excessive use of acronyms is also discouraged.

8 Converting to PDF

As always with a conversion to PDF, authors should very carefully check a printed copy. Some conversion problems that have been known to occur are: 1) A full 2-page Word document may “spill over” onto a third page, upon being converted. 2) A text box that overlays a graph in Word might disappear when converted to PDF. This depends on how the graph was pasted into the Word document (the text box may become covered by the graphic in the PDF). 3) Arrows in a drawing may become slightly disconnected from their stems, and/or shifted in position. 4) Check all special symbols and equations, especially right-hand brackets. Authors should perform a careful check to identify and correct all conversion errors – both major and minor.

9 Conclusions

Although reading these instructions may appear tedious, following them will improve the quality of your paper and the proceedings.

Acknowledgements

The author wishes to acknowledge the inspiration provided by previous symposium paper guidelines, in particular the *fib*2015.

References

- fib* Bulletin 34 (2006), Model code for service life design. fédération internationale du béton (*fib*), Lausanne, Switzerland.
- Haist, M. (2009), Zur Rheologie und den physikalischen Wechselwirkungen bei Zementsuspensionen. Ph.D. thesis, University of Karlsruhe, Germany.
- ISO 12572:2001, Hygrothermal performance of building materials and products – Determination of water vapour transmission properties.
- Mindess, S. & Young, J.G. (1981), Concrete. Prentice Hall Inc., New Jersey, USA.
- Richard, P. (1996), Reactive powder concrete: A new ultra-high-strength cementitious material. Proceedings of the 4th International Symposium on Utilisation of High-Strength/High-Performance Concrete, De Larrard, F.; Lacroix, R. (Eds.), Paris, France, pp. 1343-1349.
- Saul, A.G.A. (1951), Principles underlying the steam curing of concrete at atmospheric pressure. Magazine of Concrete Research, Vol. 2, No. 6, pp. 127-140.

Copyright

As part of your submission process you will be requested to confirm your consent to publish at the *fib* Congress 2018. This document has been sent out with your acceptance email and should be completed and submitted in PDF format via the submission portal.