



CONCRETE SOCIETY OF SOUTHERN AFRICA

GUIDELINES FOR AUTHORS AND CONTRIBUTORS TO CONCRETE/BETON

INTRODUCTION

The Concrete Society of Southern Africa publishes papers, written discussions and short articles in order to disseminate knowledge and information related to concrete and associated fields. The Council welcomes suitable papers dealing with items of original thought or experience, research, administration, or other matters of interest and value in the planning, design, execution, protection and marketing of concrete for inclusion in the publication Concrete/Beton. This is published at least three times per year with an additional special publication for the Fulton Awards every second year.

Due to the costs of producing such a publication, it is necessary to limit the length of papers and space devoted to illustrations and to request that mathematical expressions be kept to the minimum. The limitations are not unduly restrictive and authors and contributors will be able to observe them without great difficulty. The information and guidelines, which follow, are intended to reduce the labours of the authors, contributors, editors and printers and to maintain a high standard and uniformity in the publication of the journal.

CLASSIFICATION OF MATERIAL

Authors should note that for a contribution to be accepted by the Society and published in the journal it must fall into one of the following two categories:

1. Papers: The paper should not exceed 3 000 words in length and illustrations should, as reproduced, occupy a total space of not more than 6 000 cm². The paper is published in any issue in which space is available. Written discussion on the paper is invited and will be published in a subsequent issue. (Note, 1 000 words or 400 cm² occupy about 1 printed page in the Journal.)
2. Articles: Articles should not exceed 1 000 words in length and illustrations should, as reproduced, occupy a total space of not more than 250 cm². The articles may deal with any subject of interest, preferably with items of practical experience, originality or ingenuity or recent developments, trends or opinions. It will be published in any issue in which space is available.

Written discussion on an article is invited and will be published in a subsequent issue.

PREPARATION OF PAPERS

Typescript

Papers should be submitted on A4 size paper using font Arial 12. A recent photograph of the Author (head and shoulders only) together with a brief biography of the Author, not exceeding 100 words, typed in double spacing should also be submitted with the paper. If a photograph is not sent with the paper it will be requested when the paper has been accepted for publication.

Sequence

Papers and articles should follow the sequence:

1. Title
2. Name of Author
3. Synopsis
4. Introduction
5. Main Body of Paper
6. Conclusions
7. Acknowledgements
8. References

The title should be kept as short as possible without detracting from its adequacy.

If the author so desires, his designation, position and organisation may appear on the title page of the paper and the exact wording should be given.

HEADINGS, SUB-HEADINGS AND SUB-SUB-HEADINGS

Headings should be typed in bold capitals, *e.g.*

INTRODUCTION

Sub-Headings should be typed in bold lower-case, *e.g.*

Materials Used

Sub-Sub-Headings in capitals and lower case letters and underlined *e.g.*

Weathered Granite

When used to designate sections of the paper, the words synopsis, introduction, conclusions, acknowledgements and references are headings. The Author should divide the main body of the paper or article into sections under suitable headings and sub-divide the sections under sub-headings and sub-sub-headings where necessary.

Synopsis

The synopsis should not exceed 200 words in length and should indicate briefly the aims of the paper or article, the nature of its contents, the type of treatment accorded the subject, when destructive, theoretical or exhaustive, any original matter contained in it and the main conclusions

reached. The synopsis should be written concisely, but in normal language and should be intelligible itself without reference to the paper. It should present a clear and factual summary suitable for use as an abstract. In addition to the normal synopsis as outlined above, a further shorter synopsis in the past tense and not exceeding 60 words in length must be submitted for reference use when written discussion on the paper is published.

Introduction

This should provide briefly such history of the subject as is necessary to the proper presentation of the paper or article.

Main Body

The features dealt with and the treatment given them should be carefully sectioned under suitable headings, sub-headings and sub-sub-headings to give natural and logical progress of the work. This part of the paper or article in particular should be thoroughly reviewed for arrangement, elimination of unnecessary wording and reduction of mathematical equations and expressions to a minimum before the manuscript is typed. All mathematical symbols must be clearly defined.

Acknowledgements

Thanks for any permission obtained or assistance received in connection with the paper should be expressed under this heading. If mention of a firm is to be made in the paper it should appear, preferably, at the end in the nature of acknowledgement; in no case should distinctive type be used.

References

Those references actually discussed and numbered in the text (e.g. Fleming (1) and Roget (2) are listed under this heading thus:

1. Fleming Sir A P M The education and training of engineers for industry. Trans. S A Ins Elect Engineers, October 1946, 229-235.
2. Roget P M English Words and Phrases. Longmans (London, 1852).

Reviewing and Editing of Papers

Authors may find some guidance in the knowledge that papers are reviewed by an Editorial Board appointed by the Society to report if:

1. the subject is of sufficient importance or interest to readers to warrant publication
2. the matter dealt with is in orderly sequence
3. due treatment is accorded important points, unimportant ones and insignificant detail
4. the diagrams, photographs and tables are of value and essential to the paper or whether certain items might be modified, combined or omitted.

If a paper receives favourable review it is then edited, attention being paid to:

1. length
2. arrangement
3. literary merit
4. brevity and conciseness
5. suitability of typescript for editing and printing
6. suitability of photographs, drawings, diagrams and tables reproduction.

If the paper or articles is edited it may be referred back to the author if any major changes in the text are suggested for the printed copy such as deletions to reduce the length, publication in two parts or re-arrangement of sections in the text. Additional details and diagrams may be requested at this stage from the author to aid clarification.