

PCI Journal Submission Guidelines

Submissions can be emailed to Ann Lopez (ALopez@pci.org) or put on a CD and mailed to *PCI Journal* at 209 W Jackson Blvd., Suite 500, Chicago, IL 60606. The file format for the paper should be compatible with MS Word 2000. The file format for the figures is dependent upon the type of figure and is discussed in detail in the **Figures** section. In addition, a hard copy print out or a PDF version of the paper is also required because special characters can drop out of a word document when opened by a different computer.

- **Formatting**
 - Font: Times New Roman, 12 point
 - Figures should be individual files (see the Figures section for specific requirements)
 - Line spacing: 1.5
 - Margins: 1 inch on the top, bottom, left, and right
 - Justification: left
 - Italicize all mathematical symbols/variables and highlight them in yellow
- **Writing style**
 - Articles should be gender neutral.
 - Articles should be written in the active voice.
 - Articles should be written in past tense when discussing experiments that were completed. Present tense should only be used for general statements.
 - The synopsis, text, and figures and tables are considered to be three stand-alone documents. Each should be able to be reviewed separately without the need for the other two.
- **Equations**
 - Equations should not be numbered unless they are specifically referenced in the text.
 - 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
X = the number of bolts
Y = the number of phone calls
- **Conversions**
 - Use dual dimensions for every measurement
 - Either English or metric units can be first, as long as the order remains consistent throughout each paper
 - For equations and formulas, only use dual dimensions for the final answers
- **Order of sections for technical papers**
 - **Title**
 - **By-line**
 - List author names without titles in the following format:
 - First MI. Last, First MI. Last, and First MI. Last
 - **Body of paper**
 - Introduction

- The introduction should contain the point of the paper and is separate from the synopsis, which appears at the end of the article.
 - Body
 - Try to use no more than 2 levels of subheads, but a maximum of 3
 - Subhead 1 titles are bold and all caps
 - Subhead 2 titles are bold and title case
 - Subhead 3 titles are bold, sentence case, and run into the text of the first paragraph of that section (rather than be on its own line)
 - Conclusions
 - This should not retell the results. The conclusions should be the ideas that the author or authors develop by analyzing the results. They may include recommendations.

➤ **Acknowledgments**

➤ **References**

- When citing references within the text, use superscripted numerals in order of appearance within the text of the paper.
- Every edition of a reference used must be listed as a separate reference.
- ASTM specifications must be listed as a separate reference; i.e. C143, C138, C39 should all be a separate reference and not grouped together under Vol. 04.02.

➤ **Notation**

- Every article that uses variables must have a notation section which defines every variable used in the paper.

➤ **About the author**

- This section should include the names, titles (e.g., Ph.D. or P.E.), positions (e.g., associate professor or project manager), department (e.g., bridge and overpass division, department of civil engineering), company or university, city, state, country.
- This section requires high-resolution photos of the writers.

➤ **Synopsis**

- The synopsis should be 200 words or less.

➤ **Keywords**

- Authors should include a list of 5–7 keywords

➤ **Figures captions**

- This section should contain only the captions, Figures should be separate files (see the **Figures** section for specific details).
- Each figure caption should be a complete sentence or multiple sentences and tell the whole story—who, what, when, where, and why.
- If photos are not taken by author, they need to be credited in the caption.
- Conversions for measurements within the figure should be listed as a note immediately following the caption. Do not list conversions of 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. Please do not copy and paste Excel files into the document.

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- Provide unit conversions in a note below the table.
- Empty cells
 - Instead of leaving cells blank, use an en dash (—) or “n.d.” (meaning “no data”) to show that it is intentional, but use zero (0) if it is measured value.
 - If cells are not applicable, indicate such with “n.a.”
- **Figures**
 - Every figure must be referenced within the text in numerical order.
 - Figure text should follow these guidelines:
 - 10–12 pt Arial or Helvetica font
 - Italicize all variables
 - Do not use abbreviations in the figure text, except for units of measure
 - Do not substitute ‘ for feet or “ for inches, instead use “ft” and “in.”
 - Please provide each figure in its original format as an individual file. If the files are too large to email, you can zip them before sending, mail a copy of them on a CD, or upload them to our FTP site at <ftp://owa.pci.org>. Username: journal. Password: journal.
 - Electronic photographs should be submitted in either JPEG or TIFF formats at a minimum of 300 dpi in their FINAL PRINTED SIZE. If electronic files are not possible, please provide hard-copy photos with a glossy finish from film or slides. Do not send inkjet printouts or color copies.
 - Line art should be created in a Vector-based program, such as EPS, autoCAD, or illustrator, at a 600 dpi minimum. If electronic files are not possible, please send hard-copy laser printouts with a 600 dpi minimum.
 - Graphs should be in their original spreadsheet format, preferably in Excel.
 - Axis labels are formatted with the label first followed by units, separated by a comma (e.g., “deflection, in.”).
 - File name format
 - If single photo, diagram, graph: Fig #
 - If multiple photos, diagrams, graphs: Fig #_top (or bottom, left, right, center, left top, bottom right, etc.)
 - Please provide a figure layout by pasting the figures into a Word document, Power Point, or a contact sheet to ensure that the editors understand how you want the final figure layout to look. If every figure contains items from a single file, then this step is not necessary. It is only for figures that contain photos/drawings/graphs from multiple files that are to be placed side by side or in a series and labeled as a single figure.