

**UKIERI Concrete Congress**  
**Concrete Research Driving Profit and Sustainability**  
**2 - 5 November 2015**  
**Jalandhar Punjab India**

**GUIDELINES FOR PREPARING FINAL MANUSCRIPTS**

**Please prepare your paper in accordance with these guidelines**

**A) GENERAL**

After the technical content, the most important requirement is the consistency of presentation between individual papers, with each paper being presented in a clear, attractive and readable form.

For **Draft Papers**, which are to be submitted by **30 April 2015**, please prepare the manuscript conforming to the following guidelines, having following margins:

**All text and figures must fit within A4 paper size with 2.54 cm margins.**

**Running Headers will be added by the Congress Organisers in a standard format.**

- Manuscripts should be typed in **MSWORD** using Times New Roman typeface, 12 point in size. **Single** line spacing should be adopted.
- Figures and Tables should be included in the text, near to where they are first referred.

## **How you should submit:**

- 1. Please name the file as your Paper Id in MSWORD format.**  
For example, if your Paper Id is **UCC-15-107**, the file name shall be **UCC-15-107**
- 2. Please send the file by email as attachment to [ucc@nitj.ac.in](mailto:ucc@nitj.ac.in) with a copy to [r.k.dhir@bham.ac.uk](mailto:r.k.dhir@bham.ac.uk)**
- 3. Please mention the **Paper Id in the Subject Line** of your email.**

## **B) FIRST PAGE**

1. Place the Title of the Paper, in **UPPER CASE BOLD**, 16 point font size.  
Leave two lines blank and add the Author (s) name (s) as shown in the Example Paper using **Title Case Bold**, 12 point font size.  
Leave one line blank and add the affiliation (s) of the Author (s) as shown in the Example Paper using Title Case Unbold, 12 point font size.

**The above should be centrally justified and typed in Times New Roman Font.**

2. Leave 16 lines from the **top** and the Abstract should commence on line 17, with the word **ABSTRACT** (in **BOLD**) immediately adjacent to the left margin, in **UPPER CASE LETTERS**. The text of the abstract should follow immediately. **It should not exceed 250 words.**
3. Keywords should follow, leaving one blank line below the abstract. Type the word **Keywords:** with an upper case initial letter only, in **bold** and followed by a colon. Allow a double letter space and then list the keywords (**not more than 6**) in **upper and lower case letters, separated by commas.**
4. The authors' biographical notes should follow leaving two blank lines below the keywords. These should cover all the authors in turn. The notes should occupy a maximum of 15 lines but must, in any case, be confined to the first page. Where these notes do not occupy 15 lines, the length of the abstract, may, if required, be increased accordingly.

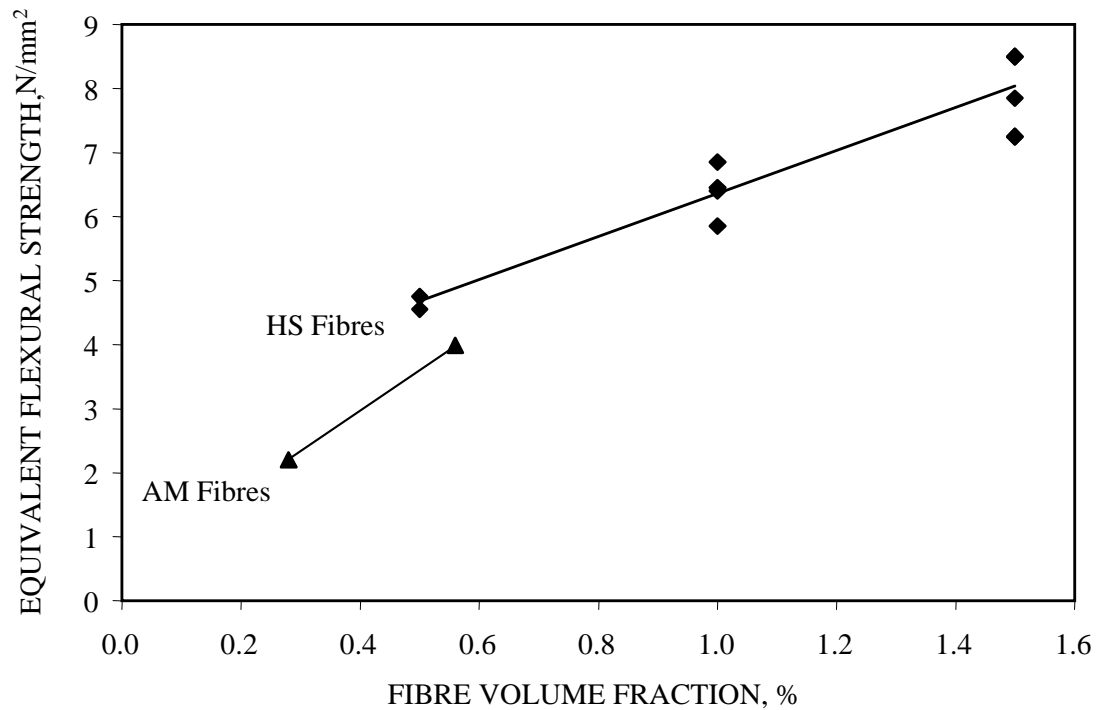
<b>This is All that Should Appear on Page 1</b>
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## C) SECOND AND SUBSEQUENT PAGES

5. **Running Headers should NOT be added by the authors.** These will be included by the Congress Organisers.
6. The Introduction should commence on Page 2 with the main heading **INTRODUCTION** **UPPER CASE, BOLD** and centred. Thereafter type the text as described.
7. **Text:** The text should commence from the left margin (no indentation). Full margin justification should be used.
8. **Headings:** All headings should be bold. **Not more than three degrees of headings should be used.** Leave two blank lines immediately above any heading and a single blank line below it. Main headings should be in **UPPER CASE, BOLD** and centred. Sub-headings should be left justified and adopt upper case initial letters in each word. Sub-sub-headings should be left justified and adopt upper case initial letter for the first word only. Avoid any further sub-division of headings.
9. **Figures:** All illustrations, diagrams, sketches, photographs etc (excluding Tables) should be called Figures. Figures should be positioned in the text leaving one line of space above and below them (do not put text to the side of the figures). These should be numbered consecutively. Captions should be centred **below** the Figure, using Upper and lower case letters. (See Example Figure)
10. **Photographs** must be good quality black and white. Keep the number to the minimum.
11. **Tables:** Tables should be placed in the text. **Do not use vertical rules.** Table captions should be centred **above** the Table. (See Example Table). Leave one blank line above and below the Table.
12. **Symbols:** Mathematical symbols, formulae and equations should be typed leaving a line above and below these. Standard characters should be used. If there are many equations or expressions each should be numbered in parenthesis on the right margin.
13. **Units:** The S.I. system of units should be used where possible. A list of standard units and common conversions has been provided for this purpose.
14. **References:** A numbered system of references is required, each reference being numbered consecutively. They should be referred in the text as shown in the example paper and listed at the end of the text under the main heading of **REFERENCES**, laid out in the following style.
  - (a) For articles from periodicals: authors' surnames and initials (upper case), title of article, full title of periodical, year, volume, month or part (upper and lower cases), first and last page numbers;
  - (b) For books or reports: authors' surnames and initials (upper case) title of book, publisher, place and year of publication (upper and lower cases), number of pages;
  - (c) National standards and similar publications should be treated similarly to books, but should have the authors' names and the publisher replaced by the issuing organisation name.

15. **Copyright:** Before including Tables or Figures borrowed from other publications, it is the responsibility of the authors to obtain permission in writing from the copyright owner. Permission need not be obtained for text quotations of up to 400 words.
16. The authors own the copyright of their own paper, and may re-use it elsewhere after the proceedings of this Congress have been published without asking the permission of the organisers or the publisher.

#### EXAMPLE FIGURE



**Figure 1** Figure titles should be centered and below the Figure.  
Ensure that figure axes labels are UPPER CASE.

## EXAMPLE TABLE

**Table 1** Table headings should be centered and above the table. Please avoid vertical lines in Tables where possible and ensure lines are 1.5pt thick.  
First line in the Table should be UPPER CASE.

PILOT PLANT TEST ASH				
Ash H		Ash B		
Test 2	Test 1	Test 2	Test 1	Test 2
0.6	1.0	0.9	0.8	0.7
2.3	5.7	3.3	3.6	3.0
7.0	16.0	10.0	6.5	8.5

## RECOMMENDED UNITS

Length :	metres (m) or millimetres (mm)
Mass :	kilogrammes (kg)
Force :	kilonewtons (kN)
Density :	kilogrammes per cubic metre ( $\text{kg/m}^3$ )
Temperature:	Degrees celcius (Centigrade) ( $^{\circ}\text{C}$ )
Moment:	kilonewton metres (kNm)
Stress :	Newtons per square millimetre ( $\text{N/mm}^2$ )

## USEFUL CONVERSIONS

1 Inch	=	25.4 mm	
1 foot	=	0.305 m	
1 yard	=	0.914 m	
1 lb	=	0.454 kg	
1 ton	=	1.016 tonne	= 1016 kg
1 kg force	=	$9.81 \times 10^{-3}$ kN	
1 ton force	=	9.96 kN	
1 $\text{lb/in}^2$	=	$0.0069 \text{ N/mm}^2$	= 0.0069 MPa
1 ton force/ $\text{ft}^2$	=	$0.107 \text{ N/mm}^2$	
1 $\text{lb/ft}^2$	=	$16.02 \text{ kg/m}^3$	

**Please let us have the manuscript of your Draft Paper (s) before  
30 April 2015**

**Thank you!  
Congress Organising Committee**