

Paper and Presentation Guidelines for 2010 Concrete Sustainability Conference

I. M. Author¹ and C. O. Author²

¹Rock State University, Department of Civil and Environmental Engineering, 1234 Rock Avenue, City, ST 99999-1111; PH (555) 555-5555; FAX (555) 555-5556; email: imauthor@rsu.edu

²Hard Rock Company, 4321 Hard Rock Lane, City, ST 88888; PH (999) 999-9999; FAX (999) 999-9990; email: co.author@hardrock.com

Abstract

Proceedings of this conference will be produced from the papers and presentations received from authors. Papers and presentations should be submitted via e-mail to LLemay@nrmca.org or on CD-ROM by mail to Lionel Lemay, National Ready Mixed Concrete Association, 1244 Crane Blvd., Libertyville, IL, 60048.

Submission Deadline

Please submit your preliminary paper and presentation (for *Paper/Presentations*) and presentation (for *Presentation Only*) by February 12, 2010. They will be reviewed and comments provided to you. Submit your final paper and presentation by March 18, 2010.

Presentation Format

File Type. Presentations must be submitted in Microsoft PowerPoint format. NRMCA will convert the files to Adobe Acrobat PDF format for the conference proceedings and allow the author to review the file before it is published. NRMCA will not distribute or re-use the presentations outside of the conference proceedings without prior permission from the author(s).

Length. Presentations should be no more than 30 minutes in length including questions and answers unless otherwise instructed. Some presenters may be asked to speak for a longer or shorter period depending on the topic and final conference schedule.

Paper Format

File Type. Papers must be submitted in Microsoft Word format. NRMCA will convert the files to Adobe Acrobat PDF format for the conference proceedings and allow the author to review the file before it is published. NRMCA will not distribute or re-use the paper outside of the conference proceeding without prior permission from the author(s).

Length. Papers should be less than 15 pages, including all text, graphics, and appendices.

Font and point size. Use Times New Roman font. Use 12 point type for text, captions, and author contact information. For type within figures or tables, the 12 point size is preferred. *Italics*, **bold**, and ***bold italics*** may be used.

Abstract. You must limit the abstract to the opening page of the paper. The abstract should present a concise statement of the scope, principal findings, and conclusions of the paper.

Headers and footers. Do not put any information in the header. The only acceptable content in the footer is a single page number in the center of the page.

Layout. All text must be single-spaced. Page design should be consistent throughout the paper. Margin settings (see below) must contain all elements of the paper that will be reproduced (text, figures, tables, captions). Imagine a “box” whose width does not exceed 6" (15.2 cm) and depth does not exceed 9" (22.5 cm). Short pages are unsightly and waste space; try to “fill” the imaginary box on each page.

Table 1. Margin Settings

Margin	8.5 x 11 (letter)
Top	1" (2.5 cm)
Bottom	1" (2.5 cm)
Left	1.25" (3.2 cm)
Right	1.25" (3.2 cm)

Style. The paper must be written in best possible technical and grammatical English. Titles should be concise and should describe the content of the paper. If you have a long title, please consider a Title: Subtitle format.

Mathematics. All mathematics must be embedded in the text. Equations need to be numbered only if they are referred to more than once.

System of units. Units should be in U.S. Customary Units followed by SI Units in parentheses. For more information about SI units, go to the National Institute of Standards and Technology (NIST) site (<http://physics.nist.gov/cuu/Units/index.html>).

Author contact information. A sample of author contact information is shown on the first page of these instructions.

Figures and tables. All graphics (photos, line art, and tables) must be included electronically (embedded) within the document. If some graphics require scanning, you should have them scanned yourself and embed them in the document.

Illustrations should be numbered consecutively as they are presented (Figure 1, Figure 2, etc., and Table 1, Table 2, etc.). Each figure should be mentioned or “called out” before it appears. More than one figure may appear on a page.

Captions and legends. A descriptive caption, including figure number, should be placed directly below the illustration (see Figure 1). A descriptive legend, including table number, should be placed immediately above the table (see above).

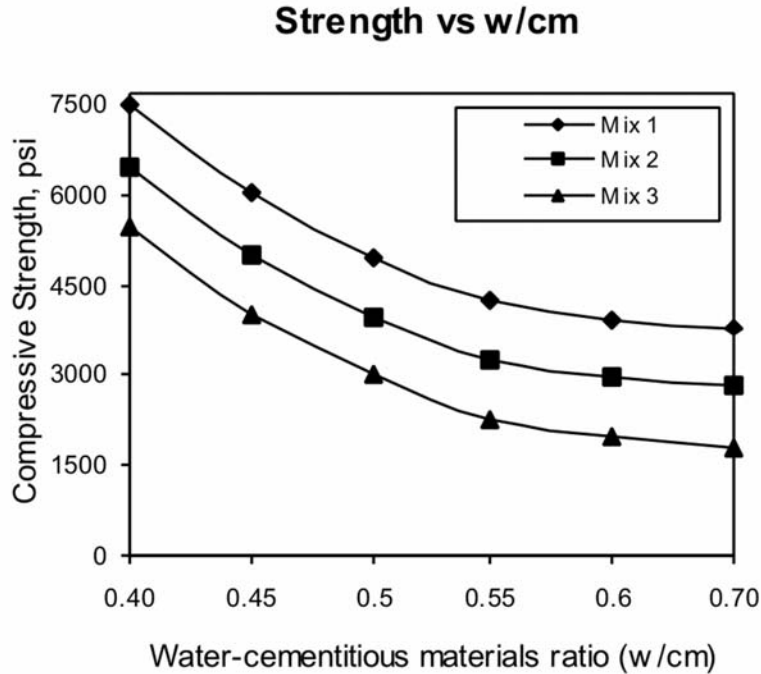


Figure 1. Sample line art illustration.

References. All references should appear together at the end of the paper (see below). References are listed alphabetically by last name of the first author. When two or more references by the same author are listed, year of publication is taken into account, and the earliest work is listed first. Wherever reference is made in the text to an author's work, the author's name and year of publication should appear in parentheses. We strongly recommend that superscripts not be used to denote references, as these numbers often appear too small to be read easily.

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Approvals. It is the author's responsibility to obtain all necessary approvals from the author's employer prior to submission of the paper.

Conclusion

With thanks for your efforts, we look forward to providing a record of this conference that will be useful to you and your colleagues for many years to come.

References

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