

## American Concrete Institute (ACI) Journal Documentation Style

### Introduction

This document is intended as a resource for students instructed to complete coursework according to ACI style guidelines. It is based on information provided on the website of the American Concrete Institute: <http://www.concrete.org/publications/acimaterialsjournal/submittingoacijournals.aspx>. This website offers a link to a sample paper that models the use of these guidelines.

### Typescript

- Use standard 8.5 x 11 paper.
- Number all pages centered at the bottom.
- Use a single column on each page, with justified text and 1-inch margins.
- Double space all text, including abstract, references, and figure captions.
- Use 12-point font such as Times New Roman or Courier.
- Number lines of text.
- Provide clear section headings.

### Units of Measurement

Use dual US and SI measurements in text, tables, and figures, as follows:

- Use either US or SI as the primary measurement.
- Indicate the converted measurement in parentheses after the primary measurement.  
*Ex.*: 3.94 in. (100 mm)
- If the primary measurement is in parentheses, put the conversion in brackets.  
*Ex.*: (3.94 in. [100 mm] in diameter)
- In complex figures or tables, dual measurements may be impractical. In such cases, indicate the conversion factor in a footnote (for tables) or the caption (for figures).

### Mathematical Expressions

- Define every symbol, with no double meanings.
- Clearly distinguish numerals and letters.
- When writing fractions, use a horizontal line (—), not a slash (/).
- Number all equations, and set them off from text on a separate line.

### Figures & Tables

- Use portrait orientation.
- Use a font no smaller than 8 points.
- Number figures and tables separately and sequentially, and refer to each in the text by indicating the number in parentheses.
- Titles must appear above tables.
- Captions must appear below figures.

## Sections

A paper should include the following elements:

- Title (70-character maximum, including spaces)
- Biography of Authors (75-word maximum per author)
- Abstract (150-word maximum)
- Keywords (maximum of 9): These are key words or phrases used to index or retrieve the paper.
- Introduction
- Research Significance (100-word maximum): Explains the significance of the work to the scientific community.
- Experimental Procedure: Describes materials, instrumentation, specimens, and procedure used in lab or field work.
- Analytical Investigation: Explains model development and existing procedure description
- Comparison of Predictions and Experimental Results
- Discussion of Results
- Further Research (if applicable)
- Conclusion(s)
- Acknowledgments to other authors (if applicable)
- Notation, definitions or symbols—describes the symbols and notations used in paper, on a separate page
- **References**—numbered in sequential order of appearance in the text and consist **only** of published works
- Appendix (all information should be referenced in the text) - used for additional supporting information, extra notation information, and definitions of mathematical expressions and variables
- Tables and Figures (placed at the end of the paper, not incorporated into text; tables are depicted first, followed by figures) - reduced to 85 mm with no color, formatted in either landscape or portrait with 2 per page, must be numbered, titled, and referenced in the paper

## Reference Section

References can be in numerical or parenthetical format. This handout will focus on numerical format.

In numerical format, citations are ordered based on their occurrence in the paper.

Basic Format:

- Citation number (followed by a period)
- Author's last name, first initial, then middle initial
  - Use the same format for multiple authors of a single document
- Title of paper (in quotation marks)
- Title of publication or periodical (in italics)
- Name of publisher, city, and country of publication (if not in United States)
- Volume number (indicated by "V.")
- Issue number (indicated by "No.")
- Month (if given) and year of publication
- Inclusive page numbers (indicated by "pp.")

Example:

1. Nagataki, S., "State of the Art Report on Air-Entraining High Range Water-Reducing Admixture," *Concrete Journal of JCI*, Japan, V. 28, No. 6, 1990, pp. 5-15.

Remember, an unpublished work should not be referenced.

Note that each piece of information in the citation is separated by a comma, the title of the referenced work is contained in quotation marks, the book or journal the article came from is typed in italics, the abbreviation for "page" is given as "pp", and the entire reference ends with a period.

## In-Text Citations

To cite a source in the text, use parenthetical citations. Place the number of the referenced document in superscript at the end of the information, but before the period ending the sentence.

Example:

"...tensile strength of tendons<sup>1</sup>."

## Mathematical Notation

If you use equations in your paper, it is also possible to cite special mathematical notations for your variables. To do so, you may use either of two methods: in-text notation (for just a few) or a separate list of notations.

Example of in-text notation:

$$E=mc^2$$

where (typed at the left margin)

E = energy

m = mass

c = speed of light

When using separate list notation, a blank sheet should be given the heading "NOTATION" and all mathematical notations used throughout the paper should be defined in the same manner listed above, omitting the equation and the word "where."

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