Paper Submission Guidelines

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**Abstract**

This guide covers the required formatting of full papers and extended abstracts and is prepared following the required format. Papers that do not follow the guidelines may not be considered for presentation or publication. ***Papers must be in pdf format to be submitted***. Submit all papers to the symposium website <https://www.regcytes.extension.iastate.edu/uhpc/call-for-abstracts/> (select “Submit”).

Abstracts should be a maximum of 250 words.

**Keywords:** Following the abstract, list between 5 to 10 keywords likely used to identify your paper’s topic.

# Font and Paragraphs

The paper should be prepared using single-spaced, Times New Roman font. Font should be size 12 and be “justified”, except for the title and captions. Information on the title and captions are provided later in this guide.

Throughout the paper and including the abstract, the first line of the first paragraph following any level heading should be not indented. Indent the first line of all the succeeding paragraphs by 0.25 in. under that particular heading level.

# The Title

The title should be as succinct as possible. It should use size 20, bold font and be centered. Capitalize the initial letter of each word. Words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the title.

## 3. Headings (First Level)

The first level heading of a section should be 12-point bold, left justified (Heading 1). Headings of all levels, except for the abstract and keywords, should be numbered. Capitalize the initial letter of each word. Use boldface font and keep the heading on a separate line. Words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the heading.

## 3.1. Second Level Subhead

Capitalize the initial letter of each word. Use boldface font, size 12 and keep it on separate line (Heading 2). Words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the heading.

### 3.1.1. Third-Level Subhead

Capitalize the initial letter of each word. Use italicized, boldface font, size 12 and keep it on separate line (Heading 3). Words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the heading.

Please do not use any further level of headings than third-level.

# Page Size and Margins

Please use US letter size only: 8 ½ x 11 in. (21.5 x 27.9 cm.). All margins must measure 1 in. (2.5 cm).

# Length

Full paper and extended abstracts should not exceed eight (8) and three (3) single-spaced pages, respectively. The page count includes all text, abstract, figures, tables and references. Any submission that exceeds page length limits will be rejected without review.

# Paragraph Spacing

Use the paragraph spacing used in this template.

# Contents of Submission

It is important that you write for a general audience. It is also important that your work is presented in a professional fashion. This guideline is intended to help you achieve that goal. By adhering to the guideline, you also help the conference organizers tremendously in reducing workload and ensuring impressive presentation of your conference paper.

# Captions for Figures and Tables

Place figures and tables close to the relevant text (or where they are referenced in the text). For images, it is best to insert images at the appropriate printing resolution (usually 300 dpi).

Captions should be 10-point bold. Captions should be numbered (e.g., “Table 1” or “Figure 2”), centered and placed above tables and below for figures. The words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur in the text of the paper.

# Equations and Notations

In equations, all variables should be defined at first use within the text. Equations with fractions should be stacked in accordance with preferred mathematical practice. Each equation should be numbered, use Arabic numerical in parenthesis, placed flush right.

Abbreviations, acronyms, and symbols must be fully defined at first use in both the abstract and within the paper. The full term should be spelled out first, followed by the abbreviated term in parentheses. Explain all acronyms the first time they are used in your text –e.g., “licensed designed professional (LDP)”. Briefly define or explain all technical terms that may be unfamiliar to readers. Explain local references (e.g., not everyone knows all city names in a particular country).

# Footnotes and Appendices

Do not use footnotes or appendices. Include pertinent material in the paper itself or, where necessary, include a note illustrating that background material (such as derivation of formulas or specifications) is available from the author in another publication, which should be cited in the reference list.

# Units

Dual units are to be used throughout the manuscript. Authors are expected to provide measurements in both SI (metric) and Imperial (U.S. customary) units. Units should be reported in the system for which the work was conducted. Unit conversions should be placed in parenthesis following the original statement, e.g. 2.5 in. (6.35 cm). Prefixes are used with the base units and derived units to indicate powers of 10. Tables and figures may include a conversion statement and are not required to have dual units.

# Acknowledgements (Optional)

If needed, please include a section before references to acknowledge parties that funded or helped with the work.

# References

References are to be formatted using MLA (Modern Language Association) style. References must be complete, i.e., include, as appropriate, volume, number, month, publisher, city and state, editors, last name and initials of all authors, page numbers, etc. References should be cited in alphabetical order.

Your references should comprise only published materials accessible to the public. Proprietary information may not be cited. Please ensure that all references are present, complete, and accurate. Examples are given below for standards, journal publications, conference publications, technical notes/reports, and websites, respectively:

* Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens, ASTM C39, ASTM International, Volume 04.02, West Conshohocken, PA, 2012.
* Blaise, P.Y. and Couture, M., "Precast, Prestressed Pedestrian Bridge—World's First Reactive Powder Concrete Structure," PCI Journal, Vol. 44, No. 5, September/ October 1999, pp. 60–71.
* Schmidt, M., "Sustainable Building With Ultra-High-Performance Concrete (UHPC)—Coordinated Research Program in Germany," Proceedings of Hipermat 2012 3rd International Symposium on UHPC and Nanotechnology for High Performance Construction Materials, Ed., Schmidt, M., Fehling, E., Glotzbach, C., Fröhlich, S., and Piotrowski, S., Kassel University Press, Kassel, Germany, 2012, pp. 17–25.
* Graybeal, B. and Stone, B., "Compression Response of a Rapid-Strengthening Ultra-High Performance Concrete Formulation," FHWA, U.S. Department of Transportation, Report No. FHWA-HRT-12-065, National Technical Information Service Accession No. PB2012-112545, 2012.
* Iowa Department of Transportation, "Special Provisions for Ultra High Performance Concrete," SP-090112a, Effective Date, February 15, 2011, Available at <http://www.iowadot.gov/us6kegcreek/documents/SP-concrete.pdf> [Cited May 29, 2012].