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Please make sure the following items are all checked:

1. Submission Letter:

- Authors must include the following information in his/her submission letter:
- Title of paper
- Author's name(s)
- State for whom the paper is intended (anticipated audience)
- Clearly state the paper's objectives
- Please add the following sentence at the end of your letter:
"This paper has not been copyrighted, or is not in the process of being copyrighted, by any other professional, technical, or trade organization."

2. Word and Word-Equivalent Count:

Use the following guidelines to arrive at the total word or word-equivalent count:

- Title has a maximum of 75 characters
- ABSTRACT has a maximum of 160 words. (Do not include mathematical expressions, bullet points, references, or footnotes in an abstract. Abstract shall be comprised of one paragraph. Start the abstract with the word "**ABSTRACT:**" using bold, underlined, and an all-caps No. 11 Arial font). The abstract itself shall precede the title and shall be placed on the same line.
- KEYWORDS: Maximum 10. (Keywords shall be used for indexing and other information-retrieval purposes. Keywords shall precede the abstract starting with the word "**KEYWORDS:**" using bold, underlined, and an all-caps No. 11 Arial font)
- Author's Biographical Information: Maximum 80 words per author
- Tables: Approximately 350 words (for small tables, count each as 190 words). Tables shall NOT be incorporated in the text, and should be placed at the end of the manuscript after the *List of Tables* and *List of Figures*. Make sure that all columns in tables have headings.
- Figures: Large figures (max. size 6.5"x4") equal 250 words; small figures (max. size 3.5"x2.5") are equal to 70 words. Figures shall NOT be incorporated in the text and should follow the tables at the end of the manuscript.
- Manuscript maintained at 11,000 words or word-equivalent?
- Have you counted each equation as 50 words?

- ❑ Research Significance (*Technical Papers Only*): 90 words (Provide a paragraph or two identifying the significance of the reported work to the post-tensioning industry)

3. Margins and Formatting:

- ❑ Manuscripts typed using double-spacing in 12 point Times New Roman font. (This should include abstract, references, and figure titles. **IMPORTANT NOTE:** Handwritten manuscripts, single-spaced, or manuscripts written with small font size will not be accepted for review).
- ❑ Paper size used is 8½ x 11 in.?
- ❑ Margins (top, bottom, and sides) are 1 in?
- ❑ Manuscript typed on one side of the paper only?
- ❑ There is no paragraph indentation throughout the manuscript.

4. Miscellaneous Considerations:

- ❑ Authors' names listed as follows: First Name, Middle Initial, Last Name?
- ❑ Summary and Conclusions included?
- ❑ Acknowledgements?
- ❑ *References* section? This section shall be assigned the last section number. For example:

9.0 REFERNCES

- ❑ *Notations section*, if any? (Provide a list of notations used in the manuscript. List mathematical symbols alphabetically in a section preceding the *References*. Use capital letters preceding lower case letters, e.g., A, a, B, b. The Roman alphabet comes first, followed by the Greek alphabet. Do not intermingle alphabets).
- ❑ Figure *and* Tables may be submitted in portrait or landscape format. Submit only one figure (or table) per page, with each not to exceed 7" x 3.5". If the figure (or table) cannot be adjusted to the portrait format, landscape format may be used. Number all figures (or tables) consecutively. When referring to a figure, use the abbreviation "Fig. 3" for example, as opposed to "Figure 3". Use "Figs. 4 and 5" In place of "Figures 4 and 5".
- ❑ A list of Table and Figure captions included? Only the words "Fig." And "Table" in all figure and table captions shall be bold as given by the following examples (note case):

Fig. 1 - Load vs. deflection relationship

Table 3 - Summary of mechanical properties used in experimental results

- ❑ English units used?
- ❑ SI Conversation [Please circle one]:
 - In parenthesis next to English units, OR
 - In a Table of Conversation?