

Bulletin guidelines for conveners and authors

Formatting, layout and hierarchy

Formerly, conveners were asked to submit draft bulletins formatted in a specific way. Because of issues with compatibility and conflicting styles from various versions of Word, a specific format is no longer required. Please read the following guidelines carefully:

- Choose one commonly used sans-serif font and a font size of 11 or 12 for the entire document (e.g. Arial size 11) and clear the formatting of sections that have been copied from other documents and pasted into the master document.
- All 'Styles' will be removed upon reception of the bulletin to avoid compatibility issues, so do not create any specifically for the *fib*.
- Preferably only use the 'Normal' style setting.
- Do not create a table of contents specifically for the *fib*. If there is one in your bulletin, it will not be used because of compatibility issues.
- Align all text on the left.
- Do not set tabs.
- Do not use bullet points or numbering other than the following system for headings, sub-headings and sections:
 - 1 First-level heading
 - 1.1 Second-level heading
 - 1.1.1 Third-level heading
 - 1.1.1.1 Fourth-level heading
 - 1.1.1.1.1 Fifth-level heading
 - 1.1.1.1.1.1 Sixth-level heading
 - etc.
- Do not insert headers or footers
- Table headings and figure captions must include the table or figure number and title. The first number of the table or figure refers to the chapter number and the tables and figures within one chapter are consecutively numbered starting from 1, for example, Table 4-1 would be the first table in Chapter 4. Do not add a full stop at the end of the caption text. Captions must give clear reference to the source of the table, if applicable.
- References will appear at the end of the bulletin, not in the text itself. The reference will be indicated in the text with numbers¹⁻¹ ("1-1" being the first reference of the first chapter).

Consistency

fib Bulletins are generally written by several authors; however, each finished bulletin should be a unified, authoritative text when published.

- Whenever possible, agree at the outset of the project on the vocabulary to be used and the type of spelling to be adopted, if officially accepted variations exist.
- Use the same sans-serif font for the text in all diagrams, charts, tables and equations.
- Decide on a consistent format for equations. The *fib* preferred format is:

$$\bullet \quad R_d = k \cdot E_d$$

Equations or formulas need to be numbered. The numbering should be in brackets and justified to the right margin, e.g.:

$$R_d = k \cdot E_d \quad (1-1)$$

- Use SI units (metric specifications) rather than imperial.
- Use newtons rather than pascals.
- If you are directly quoting from a source that uses imperial measures instead of metric measures and/or pascals instead of newtons, the original text should not be changed. All direct quotations from outside sources should, however, be made explicit. Add in any notes necessary for the quoted text to blend in with the main text.
- The decimal mark may be either a point (.) or a comma (,). Whichever is used, it should be consistent throughout the document. There should be no risk of confusion between the decimal mark, the thousands separator or the raised point multiplication symbol. The thousands mark can be a comma (if not used for the decimal symbol) or be absent. As with the decimal mark, whichever symbol is chosen should be used consistently throughout the document.
- Use one style only for bibliographic entries in the reference section. The *fib* preferred model is:

Monographs:

Mindess, S. & Young, J.G. (1981), *Concrete*. Prentice Hall Inc., New Jersey, USA.

Articles in serials:

Saul, A.G.A. (1951), 'Principles underlying the steam curing of concrete at atmospheric pressure'. *Magazine of Concrete Research*, Vol. 2, No. 6, pp. 127-140.

Conference proceedings:

Richard, P. (1996), 'Reactive powder concrete: A new ultra-high-strength cementitious material'. *Proceedings of the 4th International Symposium on Utilisation of High-Strength/High-Performance Concrete*, De Larrard, F.; Lacroix, R. (Eds.), Paris, France, pp. 1343-1349.

Standards:

ISO 12572:2001, *Hygrothermal performance of building materials and products – Determination of water vapour transmission properties*.

fib Bulletins:

fib Bulletin 34 (2006): *Model code for service life design*. Fédération internationale du béton (*fib*), Lausanne, Switzerland.

Dissertations:

Haist, M. (2009), 'Zur Rheologie und den physikalischen Wechselwirkungen bei Zement-suspensionen'. Ph.D. thesis, University of Karlsruhe, Germany.

CEB-FIP and fib Model Codes:

When referring to the *CEB-FIP Model Code 1990*, the first reference should give the full title and subsequent references can be abbreviated to 'MC90'.

When making reference to the *fib Model Code 2010*, it should be mentioned in full the first time, namely *fib Model Code for Concrete Structures 2010*. For subsequent references, the shorter version *fib Model Code 2010* can be used and when space is very limited, for example, in a table or figure, '*fib MC2010*' may be used.

Online references:

References to online documents are discouraged due to the changeable nature of website addresses.

Redundancy

- Do not use the same photograph or diagram more than once in a bulletin.
- Do not use paragraphs with exactly the same wording in different chapters of the bulletin.

Language

If you are not an English native speaker, please have your text proofread or edited by a native speaker who is also an engineer. The bulletin will be edited again in the secretariat, but not necessarily by an English-speaking engineer, so a lot of time will be gained if the medium already conveys the meaning clearly.

British spelling conventions are preferred but American spelling is also acceptable. Whichever convention is followed should be consistent throughout the document.

Two language issues that can be dealt with during writing and/or the first proofreading have to do with the incorrect use of restrictive and non-restrictive relative clauses and the ambiguity arising from compound adjectives that are not hyphenated or are incorrectly hyphenated.

- Restrictive and non-restrictive relative clauses

The meaning of the sentence below changes depending on whether it contains a restrictive or a non-restrictive relative clause:

The erection of the slabs which are individually supported occurs after adjustment. (Restrictive clause)

In the above example only the slabs that are individually supported are erected after adjustment.

The erection of the slabs, which are individually supported, occurs after adjustment. (Non-restrictive clause)

In the above example all the slabs are erected after adjustment and they all are also individually supported.

It is sometimes easier to use ‘that’ instead of ‘which’ for restrictive clauses to ensure that you are saying what you mean, e.g. The erection of the slabs that are individually supported occurs after adjustment.

You cannot use ‘that’ for a non-restrictive clause. Non-restrictive clauses can only use a comma followed by ‘which’ (for objects).

- Adjectives

As an engineer, you often deal with events or actions that are made up of many different phases or steps. You may also have to describe new combinations of actions or events. Using hyphens for compound adjectives will ensure that your meaning is communicated clearly.

Below there are two adjectives before the noun. A hyphen may be necessary to make the meaning clear:

<i>ribbed</i>		<i>plank</i>		<i>floors</i>
adjective	+	adjective	+	noun

If there is no hyphen between the adjectives, i.e. *ribbed plank floors*, then the idea conveyed is that of ‘plank floors that are ribbed.’

If there is a hyphen between the adjectives, i.e. *ribbed-plank floors*, then the idea conveyed is that of ‘floors that are composed of ribbed planks.’

Since the text from which it was taken referred to ribbed, concrete planks and not floors made of wooden planks, the adjectives have to be hyphenated, i.e. *ribbed-plank floors*.

It is important to make meaning clear from the start because, as often happens when describing new or complex events or concepts in engineering, several more adjectives could be added before the hyphenated one in the example above.

Inclusivity

When referring to groups of people in general terms, use the plural to avoid exclusion issues:

Designers should work on initial plans carefully so that they can come up with structures that resist large lateral loadings.

AND NOT

The designer should work on initial plans carefully so that he can come up with a structure that resists large lateral loadings.

Acknowledging sources

The text in the bulletin must either be original, or the original source being quoted must be explicitly named directly before or after the quoted words, equations or tables. The source of the quoted text must appear in a list of references at the end of the bulletin.

Permission to reproduce printed material

As a bulletin author, you are responsible for obtaining permission to use tables, images or diagrams that have already appeared in print.

You have to contact the publisher or copyright holder of all the printed material you wish to reproduce to obtain permission to do so.

All the sources of the tables, images and diagrams that you have permission to reuse must be acknowledged explicitly.

All bulletins should be submitted with proof of permission to reprint material.

If you are using material from CEB, FIP or *fib* publications for a new *fib* Bulletin, you do not need to request permission from the *fib*.

Permission to use original works

Every photograph and diagram you use in your bulletin has a creator. The *fib* is required by law to obtain permission for publication from every creator of a photograph or illustration.

If the material you would like to use comes from a publication, you can request permission of the publisher (see above).

If the material to be used consists of photographs, diagrams or drawings that have not been published yet, the bulletin convener and/or authors must fill in the permission form provided (Appendix 2 or Encl. 3 191127_fib_Bulletin_Copyright images.docx) and all the copyright holders must sign it as proof of their giving permission.

The completed form must list all the photographs, diagrams and drawings in the draft bulletin.

If the image's creator cannot be located or if they refuse to give permission, the image has to be replaced.

Bulletin copyright

The *fib* protects contributions to *fib* Bulletins by copyrighting them in the name of the *fib*. All contributors of work for publication must give written permission for the transfer of copyright via the copyright transmission consent form (Appendix 3 or Encl. 2 191127 fib bulletins Copyright text transfer consent form.docx).

Other than copyright, which will belong to the *fib*, individual contributors reserve patent rights to their own individual contributions as well as the right to use their own material as it was submitted to the *fib* in future works of their own, such as lectures, reviews, personal websites and text books.

Digital images

The *fib* prefers to publish in black and white. Please submit high-resolution files of all the images to be published.

If you wish your images, illustrations and graphs to be published in colour, please submit high-resolution colour image files.

A digital image usually looks good on screen in low resolution, for example, in 72 dpi (dots per inch¹) for 10cm x 15cm, but the resolution would not be sufficient for printing at the dimensions mentioned.

If you want to use a photograph or illustration in a bulletin, the image has to be in 300 dpi for the desired print dimensions, i.e. for a photograph that should print at 8cm x 4cm, the dpi should be 300.

To find out an image's DPI in Windows, right-click on the file name and select Properties > Details. You'll see the DPI in the Image section, labelled Horizontal Resolution and Vertical Resolution. On a Mac, you need to open the image in Preview and select Tools > Adjust Size. It is labelled Resolution.

Obtaining high-quality photographs

Photo-editing software allows users to resize photographs; however, do not change the dpi of a low-resolution photograph to 300 dpi in the hope of creating a larger image. Changing the dpi of a photograph that was originally 8cm x 4cm in 72 dpi to 8cm x 4cm in 300 dpi, for example, will only create noise and result in a very low-quality large image that will also be unprintable. This is because digital photographs are pixel-based. Vector-based diagrams can be enlarged using the correct software without loss of quality, but pixels will become distorted with resizing.

The only solution to obtaining good-quality photographs is to take them at a sufficiently high resolution or to scan printed images at high resolution. When taking photographs, it is better to store them in TIF or RAW format because no compression takes place. If you have no choice but to take them in JPEG format, make sure that you use the highest quality setting on your camera. The shortest side of your image should be over a thousand pixels for the photograph to be at all printable. Pictures that are 2 MP (megapixels) in size are acceptable for printing a 10cm x 20cm.

Further points

- All tables and figures should be cited at least once in the text.
- Please verify the sequential numbering of sections, figures and tables for duplicate numbers or gaps in numbering.

How to submit a bulletin

Before being submitted to the secretariat for publication, a bulletin must be formally approved for the intended bulletin category by the appropriate group within the *fib*.

Category	Minimum approval required prior to publication
Technical report	Approval by a task group and the chairpersons of the commission
State-of-the-art report	Approval by a commission
Manual, textbook, guide (to good practice) or recommendation	Approval by the <i>fib</i> Technical Council
Model code	Approval by the <i>fib</i> General Assembly

Approval of the bulletin should be documented in the notes of the relevant meeting and the date of the approval should be communicated to the secretariat along with the final version of the bulletin for publication.

¹ For the sake of simplicity, dpi (dots per inch) will be used rather than ppi (pixels per inch). In general, dpi is used when talking about printing resolution and ppi when referring to the resolution of photographs.

The final manuscript for publication should be submitted to the secretariat as both a revisable electronic file (Microsoft Word) and as a reference copy (printout or PDF file) that is identical in content and layout to the Word file. Both versions should include all figures inserted in the appropriate locations.

The following elements have to be submitted to the secretariat:

- The bulletin text in both Word format and PDF, prepared in accordance with these guidelines
- A completed and signed bulletin submission form (Appendix 1 or Encl. 4 190108_fib_Bulletin_Submission form.docx)
- A completed and signed copyright permission form (Appendix 2 or Encl. 3 191127_fib_Bulletin_Copyright images.docx)
- A completed and signed copyright transfer consent form (Appendix 3 or Encl. 2 191127 fib bulletins Copyright text transfer consent form.docx)
- Separate high-resolution (minimum 300 dpi at publication size) image files for all figures
- Appropriate cover images with a minimum width of 21 cm in 300 dpi along with captions and photo credit references. At least one image is required for the front cover (250 mm wide and 130 mm high). You will be asked for a different image if the quality of the ones supplied is not sufficiently high.
- A complete list of the authors, their postal addresses (for the complimentary bulletin), telephone numbers and e-mail addresses
- An abstract of 200 to 250 words, which will be made available on the website and used for promotional purposes
- The peer-review forms (Encl. 5 191125 fib Bulletins PaperPeerReviewForm_002.pdf)

Files can be submitted via email to publications@fib-international.org or communications@fib-international.org or, if very voluminous, by uploading them to the *fib* Dropbox at <http://dropbox.yousendit.com/fib-international>. If you use Dropbox, please zip all the files together into a single folder. You can also send a link to your own file-sharing account. Alternatively, send a CD or DVD of the material to our postal address.

Bulletin submission form

Please fill in and submit this form along with your draft bulletin

Bulletin title: (maximum number of characters per title, excluding spaces, is 70)

Bulletin type:

- | | |
|--------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Technical report | <input type="checkbox"/> Guide to good practice |
| <input type="checkbox"/> State-of-the-art report | <input type="checkbox"/> Recommendation |
| <input type="checkbox"/> Manual/textbook | <input type="checkbox"/> Model code |

Keywords:

Date of approval for publication (by TG and COM chairs / by COM / by TC / GA):

Date of meeting minutes confirming approval:

If approval was given via correspondence, please submit a copy along with this form.

Permission to use published material (images that have already been published):

- Permission has been obtained from the relevant publishers to use the following material:

Please include copies of the relevant correspondence and/or documents confirming the permission(s) obtained. Note that all necessary permissions should be obtained before submitting the draft bulletin to the fib secretariat for publication.

Permission to use original works (images that have never been published):

- The copyright permission form (Appendix 2) has been filled in and signed by all the necessary parties.

Checklist

The following **mandatory documents** have been submitted to the secretariat along with this form:

- Minimum of one cover image (specify file names of images provided):
Cover image name:
Cover image credits:
- Complete document in Microsoft Word format
- Complete document in PDF or as a printout for editorial reference
- High-resolution image files for all images
- Complete list of the authors and their postal addresses (for the complimentary bulletin), telephone numbers and e-mail addresses
- Completed copyright permission form (Appendix 2)
- Completed copyright transfer consent form (Appendix 3)

Appendix 1

- Abstract of 200 to 250 words, which will be made available on the website and used for promotional purposes

Insert the abstract in the following text box or send it as a separate Word file:

Signature

Date of submission for publication of all the mandatory documents to the *fib* secretariat:

Send a download link to your file containing all the mandatory documents to the fib Secretariat at fib@epfl.ch

OR

Send a DVD containing digital files along with printouts to:

fib Secretariat
Case Postale 88
1015 Lausanne
Switzerland

Copyright transfer consent form

The International Federation for Structural Concrete / Fédération internationale du béton (*fib*) is a not-for-profit association committed to advancing the technical, economic, aesthetic and environmental performances of concrete construction worldwide.

The *fib* relies on the work of international experts in the fields of structural and civil engineering in disseminating knowledge about concrete structures - their design, construction and maintenance – via scientific publications.

The *fib* appreciates the dedication and professionalism of its expert contributors.

The *fib* protects contributions to *fib* Bulletins by copyrighting them in the name of the *fib*. All contributors of work for publication in the form of an *fib* Bulletin must give written permission for the transfer of copyright.

Copyright transfer consent

Each contributor:

- has to be the sole owner of the work he/she submits,
- must not have transferred the ownership of or the copyright to the work to any other person or entity,
- explicitly acknowledges in the work any portions copied from another person's work and gives due credit to it in the form of bibliographic references,
- has to fill in the *fib*'s 'Copyright permission form' for any original graphic content such as (but not limited to) photographs, illustrations, charts and graphs that the contributor has created,
- has to provide the copyright holder of any original graphic content such as (but not limited to) photographs, illustrations, charts and graphs with the *fib*'s 'Copyright permission form', if the contributor is not the creator of the graphic content submitted,
- understands that the *fib* will become the copyright holder of the work submitted for publication as an *fib* Bulletin,
- understands that he/she as contributor reserves the patent rights and the right to use all or part of his/her submitted work in future works of his/her own such as (but not limited to) lectures, reviews, personal websites and text books.

	Chapters/sections written	First name	Family name	Date	Signature
Contributor 1					
Contributor 2					
Contributor 3					
Contributor 4					
Contributor 5					
Contributor 6					
Contributor 7					
Contributor 8					
Contributor 9					
Contributor 10					