

Journal of Advanced Concrete Technology  
**The Author' Guide** ver. 3.0

## INTRODUCTION

The Journal of the Advanced Concrete Technology, ACT, is committed to serve the diverse needs of authors. Modern equipment supporting the electronic media will allow substantial reduction in processing and publication time. Nevertheless, the Editorial Board can only deliver such smooth and fast processing services to those authors, who follow rigorously the instructions in this guide. The recommendations in this guide follow international standards, manuals and advices from literature on technical writing. By following the recommendations of this guide, author(s) will reduce the likelihood of a premature rejection of the article and speed up the publishing process.

The ACT offers to authors a modern design, paper-based and electronic reprints, online information on the processing status of the articles, electronic archiving and the feedback of a highly-reputed professional organization, the Japan Concrete Institute (JCI). The ACT will be pleased to receive contributions from authors worldwide.

## TYPES OF CONTRIBUTION

The ACT will primarily publish regular articles, i.e. original scientific papers or technical reports on innovative or advanced techniques of concrete industry. Articles should be original and of clear significance, in data or treatment, and be supported by consistent factual record.

Contributions submitted as sets of companion papers must be submitted together. However, they only will be reviewed as separate articles, if the ACT concludes to be this most appropriate and logical presentation of the work. Otherwise, if the ACT determines that the work should be presented as a single article, the manuscripts will be returned to author(s), who may then revise the work and resubmit as a single article. Authors are encouraged to provide a written justification for submitting their work as a companion papers.

Invited reviews and discussions may be eventually considered for publication. Discussions must comply with the ethical standards for publication of the JCI.

Note that all contributions must be free of evident commercialism or private interest, but must neither neglect references to trademarks [1] nor obscure proper description of products when required for the endorsement of the subject matter.

## SUBMISSION OF ARTICLES

Submission of an article implies that the work described has neither been previously published nor be under considered for publication elsewhere. Manuscripts based on materials available elsewhere may be considered for publication in ACT provided the manuscript has been extensively revised and given new significance. The published materials, however, must be supplied with such submission. If a previously published manuscript is considered of highly significance and its distribution has been very limited, the editor may waive the policy against dual publication.

The ACT allowed three main methods of submission including printed manuscripts to provide the maximum advantage to authors. However, after 5-year experience, electronic manuscript submission was found to be most efficient for authors and for ACT's processing and publishing.

Authors should bear in mind that for the initial submission, only the specified layout for the PDF article is relevant for the reviewing process, but not the software used to produce the typesetting or artwork. However, for the final submission and editing of the article, ACT will only be able to accept some specified electronic formats or the original prints of the artwork, as well as specified word-processing formats for the typesetting.

Authors may submit the manuscript in PDF using our [interactive forms and uploading](#) (this is the fastest and safest way for submission). Alternatively, for PDF more than 6MB in file volume, authors may submit the manuscript using free file transfer services. Please contact ACT secretary at <secretary@j-act.org> for detail. In both cases, authors should receive a confirmation by E-mail with the reference number of their articles within 48 hours. Yet, in case the author does not have access to (or would not rely on) Internet and E-mail, the submission may be by the conventional mail using either CD-R (ISO 9660 format) . These media will not be returned to the author. The package should be accompanied by a cover letter addressed to:

Dr. S. Tada, ACT Editorial Secretary  
Japan Concrete Institute, Sogo-Hanzomon bldg. 12F,  
1-7 Kojimachi, Chiyoda-ku, Tokyo 102-0083, Japan

## PREPARATION OF PDF FILE FOR SUBMISSION

### ***File Format of Electronic Manuscripts***

For the initial submission, the preferred format for the manuscript is a single PDF (Portable File Format) document containing text and artwork. PDF files can be created directly out of MS Word documents or PostScript files using Adobe Acrobat or using a shareware PDF distiller, which is included in the APFL GhostScript ver. 6.0 or later. All the

fonts used in the PDF should be embedded. Alternatively, if authors cannot produce a PDF document, they may send an MS Word file, which can be promptly converted into PDF and be used for the reviewing process.

For the final submission, the text and artwork should not be embedded into a single document. MS Word document is the preferred for the manuscript text. In summary, PDF in the initial submission will speed up the reviewing process. MS Word will require our editorial staff to edit and convert these into PDF prior the sending to reviewers. Yet, depending on difficulties and results of the conversion the PDF files may still be sent back to authors for proofreading prior the sending to reviewers. On contrary, for the final submission, PDF or PostScript files add substantial editorial work and publishing overhead.

### **Manuscript Layout and Typescript**

#### **•For Microsoft Word Files**

The manuscript text should be double-spaced, single-column format, printed in A4 or letter paper with generous margins. Use standard font families (Times, Helvetica, Courier or Symbol) with 12-point size for the entire text. Use italics for mathematical symbols (not for abbreviated name of functions such as sin, log) as well as title of journals and books. Use boldface for title and headings as well as to denote vectors and matrices in mathematics. Use subscripts and superscripts for indices in mathematical and chemical symbols ( $\delta_{ij}$ ,  $A_s$ ,  $t^2$ ,  $f$ ) or others when required ( $m^2$ ,  $^{\circ}C$ ). Most other formatting options such as hyphenation and justification will have to be removed and replaced during the processing of the article, hence keep the layout as simple as possible. Do not embed artwork (figures, charts and drawings) in the text. Instead, indicate the preferred position using logical numbering and appropriate caption text (Fig. 2, Table 3). Do not embed "graphically designed" equations and tables. Equation should be prepared using MS Equation Editor or MathType. Tables should be prepared using the MS Word and use grids or tabs to separate columns instead of spaces.

#### **•For Printable PDF or PostScript Files**

PDF and PostScript documents are rarely subjected to conversions due to exchange through different machines or operating systems and, hence, suitable for the reviewing process. This will speed up the reviewing process. The author should print and check the printed copy for printing errors before sending. Both formats may also be obtained by using file converters, word processors or typesetting systems (such as LaTeX) available online. Although the text layout should be exactly as described in section of layout for "*Microsoft Word Files*", the author may embed artwork in these files for the reviewing stage. PDF and PostScript files are not suitable for the final submission.

## **PREPARATION OF MANUSCRIPTS**

### **Manuscript Requirements**

#### **•Length**

Manuscripts should not exceed 10, 000 words or word-equivalents in length. Lengthy contributions may be reviewed after preliminary editorial decision based on budget, journal style, relevance and composition of the article. The editor will reserve the rights to remove tables, charts or any artwork considered by the referees as unnecessary for the clear understanding of the subject. The article may be accepted after reviewing if the length is judged adequate to succinctly treatment of the subject. The time of publication in this case may be longer than the other papers. Preferably, estimate the length of the page using automatic word counters from word-processors. As a rough estimate a page of artwork correspond to 900 words, hence determine the length of artwork and tabular material in word-equivalents proportionally to the occupancy on a page; e.g. a figure measuring half-page in height would be equivalent to 500 words. Discussions and closures contributions should neither include artwork nor exceed 1800 words.

#### **•Style**

The text must be in concise English and authors may adopt UK or US spelling but not combinations of both. As the ACT has an international audience, which includes non-native speakers of English, avoid colloquialisms and idioms (e.g. "connect" rather than "hook up", "system or apparatus" rather than "set up" as well as technical terms that are used only locally (e.g. "micron" obsolete technical slang used by some scientists and engineer to designate one millionth of a metre by the symbol m, replaced in the SI by micrometre, symbol mm). Authors may write in active or passive voice but avoiding gender specific words (midshipman, craftsman, spokesman, she, he, his) and pronouns (I, you, we, our). Gender specific words may be understood as discriminatory or sexist language. The use of pronouns often results in poor or imprecise constructions, or even mildly offensive.

e.g. When you fail to make accurate measurements...

(inaccurate or mildly offensive)

When the measurements are not accurate...

(introducing the potential consequences of inaccurate measurements)

When the engineer fails to attain accurate measurements...

(draw attention to the dependency on the qualifications of the professional)

The past tense is preferred to describe the actions in the development of the project or study, whereas the present tense is used to state the facts. For politeness, when referring or discussing published works particularly from primary Journals regard them as facts, i.e. in the present tense.

**1. Units:** Authors must use consistent units throughout the article and according to the International System of Units (SI). Only units named for a person and when abbreviated should be capitalised (e.g. Hz, Pa, g **but** hertz, pascal, gram). Do not use metric prefixes such as M (Mega), m (milli), etc. when using exponential notation ("0.556 m/s" **not** "5.56x10<sup>-4</sup> km/s". Use proper abbreviations, e.g. the correct abbreviated form of "seconds" is "s" whereas "sec." means secundum in accordance with, second, section, secant). Use space between number and units and a dot, space or solidus (/) between compound units (" 2 N m", "3 kg/m<sup>3</sup> or 3 kg m<sup>-3</sup>").

**2. Numbers:** One-digit numbers should be spelled out, except where attached to a unit of quantity (e.g., 1 mm or 3 kg) or where expressions contrast or enumerate one-digit numbers with numbers of two or more digits ("3 out of 20 specimens", "5 mortar specimens and 15 concrete specimens". Numbers of two or more digits should be rendered in digits except where the context makes this awkward (e.g., use spelt-out forms at the beginning of a sentence).

In numbers above 10 000, spaces may be used between sets of three digits but not commas (as it is a violation of international scientific and engineering practice and standards). The comma is the decimal mark in many countries and also in the SI. The SI allow the decimal point be used in publications in English with spaces for the "Thousands" (e.g. 11 012.35).

For numbers between -1 and 1, insert a zero to the left of the decimal point to make more difficult for the reader to overlook the decimal point ("0.47 not .47").

**3. Quantities:** Use numbers instead of relative figures (small deformation, high stress) to present and discuss results. Relative figures are permissible only for assessing results and summarising conclusions. When intended to give a reference or assessment provide a reference value in parenthesis e.g., "...high temperatures (about 60 degree C)"

**4. Abbreviations:** Abbreviations may be used only when the term appears a few times in the text and should be spelled out in full next to its first appearance, e.g. high-performance concrete (HPC) or HPC (high-performance concrete). The rule aims to prevent possible misunderstandings and redundancies e.g., HPC is also found in the literature as "high-performance cement", "Helwan Portland cemen", "hybridised Portland cement" and HSC is usually used for "high-strength concrete" but in laboratories is also used for "high-speed centrifuge" In references to the finite element method (FEM), authors often repeat the word "method" as sentences appear not read well, e.g., "The FEM method was employed for the analyses"

Abbreviations by initials should be typed with no full point (e.g., JSCE, JCI, HPC, FEM). Abbreviations in which the last letter of the abbreviation is the same as the last letter of the word should also have no full point (e.g., Mr, St, BUT no., str., etc.).

**5. Headings:** In dividing articles under sections, make the headings indicative rather than explicative and preferably to fit in one line. Use numbering for the headings but only up to three levels (ex. 1, 2-1, (2)). Do not use the bullet.

**6. Equations:** Mathematical equations should only be used where absolutely necessary, and should be clear and easily understood by engineers. Each equation must appear in a separate line and be numbered consecutively, whether the number is necessary for cross-reference in the article or not. The number may be useful for reference in future works and discussion of the article. If the authors conclude eventually that the equation would have no significance for future reference, they should consider removing the equation. Only the relevant equations should be shown in the body of the text  $\Delta$  any development of an equation should appear, if essential, in an appendix.

**7. Symbols:** Symbols occurring firstly in equations should be defined preferably in the margin below the equation, e.g., "...the stress field is proportional to the forcing function  $F(t)$  defined as:

$$F(t) = \sum_{i=1}^m a_i q_i(t), \tag{1}$$

where  $a_i$  : response acceleration for  $i^{\text{th}}$  mode,  
 $q_i(t)$ : general coordinate for  $i^{\text{th}}$  mode."

However, if the article contain long lists of symbols accompanying mathematical developments they should not be presented in the body of the paper but at the end, in a *Notation* section containing all symbols. In both cases, authors must provide a notation list containing all symbols in separate page, where is necessary to define all symbols and clarify potential ambiguities in typescripts (such as the number one and the letter "ell", zero and "oh", "double you" and lowercase Greek omega, levels of subscripts, superscripts and exponents, etc.). The symbols in the *Notation* section and

additional list are arranged with the capital letters preceding the lower case. The Roman alphabet followed by the Greek one.

**8. Tables:** Tables should read top to bottom and not left to right and each column in a table must have a heading. Avoid abbreviations and equations, but when essential use single-level equations (e.g.  $1/(a + b)$ ) and define abbreviations in the legend. Footnotes are acceptable in tables but not elsewhere.

**9. Captions:** All artwork and tabular material must be identified by title with number, followed by the explanatory information. This material must not be lettered on the artwork

**10. Acknowledgements:** For expressing thanks to individuals and organizations for any help, advice or financial assistance, include an Acknowledgments section after the Conclusion section. Do not make any acknowledgements in the title page or elsewhere.

**11. Appendixes:** Use appendixes to record details and data that are of secondary importance or that are needed to support assertions in the text. Make sure the text contains references to all appendixes. Define special symbols and other nomenclature in an Appendix.

**12. Dates:** Use day-month-year system ("16 January 1990" **not** "January 16, 1990").

#### • Title of the Article

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#### • Authors' Name and Affiliation

Under the title of submission, type job title, full name and the affiliation of each author. Under the name of the corresponding author, type the e-mail address, the author's current affiliation and complete address. Former affiliation is permissible only if the author has changed affiliation after the submission of the work. Changes in number, name and order of the authors are not possible after submission.

#### • Abstract

The abstract used in primary Journals is often referred to as informative type (rather than the indicative type) and are designed to condense the article. It should not be viewed as a part of the text and should be complete in itself. It may be better understood as a brief description of all sections of the article. Hence, the abstract should (1) state the principal objectives and scope of the investigation or project, (2) describe the general methodology employed, (3) summarize the results, (4) and state the principal conclusions. Abstracts are often used for information retrieval and therefore have major role in promoting articles. They should be succinctly and clearly written within a maximum of 200 words. As it should stand alone, it must not contain abbreviations and mathematical expressions nor any specialised terms that may not be understandable in itself. References to other literature should be avoided, but if essential, then they should be cited in full and not included in the reference list at the end.

#### • References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the Abstract must be given in full. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as "in press" implies that the item has been accepted for publication.

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+If the **author's name occurs naturally in the sentence** the year is given in parentheses:  
e.g. In a popular study Hillerborg (1988, p.172) argued that ...

+If, however, **the name does not occur naturally in the sentence**, both name and year are given in parentheses:  
e.g. More recent studies (Schorn 1991, 1993; Schlangen 1993) show that ...

+When an **author has published more than one cited document in the same year**, these are distinguished by adding lower case letters (a, b, c, etc.) after the year and within the parentheses:  
e.g. Slowik (1990b) discussed the subject ...

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e.g. Tazawa and Miyazawa (1993) have proposed that...

+If there are **more than two authors** the surname of the first author only should be given, followed by et al.:  
e.g. Bazant et al. (2000) conclude that...

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e.g. A recent article (Anon 1993) stated that... However, if it is a **reference to newspapers or magazines where no author is given**, the name of the paper can be used in place of author or Anon whichever seems most helpful. You will need to use the same style in the reference list so the name of the newspaper may be more helpful.  
e.g. The Japan Concrete Institute (1996) stated that....

+If you refer to a **source quoted in another work** you cite both in the text:  
e.g. A study by Neville (1960 cited Nakamura et al. 2000, p.233) showed... (You need to place the work you have used, i.e. Jones, in the reference list.)

+Short **quotations**, of less than a line, you may be included in the body of the text in quotation marks but if it is longer start a new line and indent it. Include the page number if desired.  
e.g....so "good practices must be taught" (Kim 1996, p.15) and we should...  
or: Theory rises out of practice, and once validated, returns to direct or explain the practice (Stevens 1997, pp.92-93).

+Citing a **Web site** within the text of an assignment, give the address of the site (e.g. <http://www.j-act.org>). To cite a document from a Web site you must follow the author-date format. In both cases an entry will still be required in the reference list.

**Reference list:** A list of references contains details only of those works cited in the text. The reference list is arranged in alphabetical order on a separate page. Where an item has no author it is cited by its title, and ordered in the reference list in sequence by the first significant word of the title. The use of the expression et al. (= et alia) to indicate multiple authorship is permissible in the text, but not in the list of references, where all names should be given. Each entry in the reference list should use the elements and punctuation given in the following examples for the different types of published work you may have cited:

+Reference to a **book**

Author's Surname, INITIALS., (Year of publication). "Title." Edition. (if not the first). Place of publication: Publisher.  
e.g. Metha, P. K. and Monteiro, P. G. M., (1993). "Concrete: structure, properties, and methods." 2nd ed. New Jersey: Prentice Hall.

+Reference to a **contribution in a book**

Contributing author's Surname, INITIALS., (Year of publication). "Title of contribution." Followed by *In*: INITIALS. Surname of author or editor of publication followed by Ed. or Eds (if applicable). *Title of book*. Place of publication: Publisher, Page number(s) of contribution.  
e.g. Topping, B. H. V., (1999). "Neural networks in advanced computational problems." In: Z. Waszczyszyn Ed. *Neural Networks in the Analysis and Design of Structures*. Wien: Springer-Verlag, 197-248.

+Reference to an **article in a journal**

Author's Surname, INITIALS., (Year of publication). "Title of article." *Title of journal*, Volume number and (part number), Page numbers of contribution.  
e.g. Zaitsev, Y. B. and Wittmann, F. H., (1984). "Simulation of crack propagation and failure of concrete." *Materials and Structures*, 14 (83), 357-365.

+Reference to a **conference paper**

Contributing author's Surname, INITIALS., (Year of publication). "Title of contribution." Followed by *In*: INITIALS. Surname of editor of conference proceedings (if applicable) followed by Ed. or Eds. *Title of conference proceedings* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

e.g. Springenschmid, R., (2002). "Experimental research on surface cracking of concrete." *In*: H. Mihashi and F. H. Wittmann, Eds. *International conference on control cracking of early age concrete, Sendai 23-24 August 2000*. Lisse: A. A. Balkema Publishers, 1-8.

+Reference to a **publication from a corporate body**

Name of Issuing Body, (Year of publication). "Title of publication." Place of publication: Publisher, Report Number (where relevant).

e.g. JSCE, (1985). "Standard specification for design and construction of concrete structures." Tokyo: Japan Society of Civil Engineers, or RILEM, (1998). "Prevention of thermal cracking in concrete at early ages." R. Springenschmid, Ed. London: FN Spon. RILEM report 15.

+Reference to a **thesis**

Author's Surname, INITIALS., (Year of publication). "Title of thesis." Designation, (and type). Name of institution to which submitted.

e.g. Walraven, J. C., (1980). "Aggregate interlock: a theoretical and experimental analysis." Thesis (PhD). Delft University of Technology.

+Reference to a **patent**

Originator, (Date of publication). "Title of patent." Series designation.

e.g. Philip Morris Inc., (1981). "Optical perforating apparatus and system." European patent application 0021165 A1.

+Reference to a **non-alphabetical article**

Translate the bibliographical data into English and attach the name of the original language in parenthesis to the end of the data.

e.g. Takahashi, Y. and Suzuki, I., (1984). "Simulation of crack propagation and failure of concrete." *Concrete Research and Technology*, 2 (1), 67-75. (in.Japanese)

**Citing electronic sources:** Citation in the text must follow the author-date procedure as outlined above.

References End of a Work:

+Reference to **individual works**

Author/editor, (Year). "Title [online]." (Edition). Place of publication, Publisher if ascertainable). Available from: <URL> [Accessed Date].

e.g. Holland, M., (1996). "Harvard system [online]." Poole, Bournemouth University. Available from: <http://www.windsor.igs.net/~nhodgins> [Accessed 18 Feb 1999].

or Library Services, (1995). "Internet user glossary [online]." North Carolina, North Carolina State University. Available from: <gopher://dewey.lib.ncsu.edu:70/7waissrc%3A/> [Accessed 18 Feb 1999].

+Reference to article in **E-Journals**

Author's Surname, INITIALS., (Year). "Title." *Journal Title* [online], volume (issue), location within host. Available from: <URL> [Accessed Date].

e.g. Tazawa, E.-I., (1998). "Effect of Self Stress on Flexural Strength of Gypsum-Polymer Composites." *Advanced Cement Based Materials* [online], 7 (1). Available from: <http://www.sciencedirect.com/web-editions> [Accessed 20 Feb 2002].

+Reference to **article in conference**

Author's Surname, INITIALS., (Year of publication). "Title of contribution." Followed by *In*: INITIALS. Surname, of editor of conference proceedings (if applicable) followed by Ed. or Eds. Title of conference proceedings including date and place of conference location within host. Available from: <URL> [Accessed Date].

e.g. Slowik, V., Leite, J. P. B. and Zaitsev, Y. V., (2000). "Mesolevel Modelling of Concrete Fracture by using Particle and Truss Models." *In* Werkstoffwoche-Partnerschaft Ed. *Materials Week 2000 - Proceedings* [online], conference on advanced materials, their processing & applications, Munich, Germany, Sept. 25-28, 2000. Available from: <http://www.materialsweek.org/proceedings> [Accessed 10 May 2001].

+Reference to **electronic media (BPO): [3]**

Author/editor's Surname, INITIALS., (Year). "Title [type of medium]. (Edition)." Place of publication, Publisher (if ascertainable). Available from: Supplier/Database identifier or number (optional).

e.g. Bogaerts, W.F.L., (1998). "Active library on corrosion 2.0: an interactive adventure [CD-ROM]." Elsevier Science.

**Recommended Structure of the Article**

### • Introduction

The purposes of this section are: (1) present sufficient background information for the understanding and evaluation of the results of the reported study, as well as their relationship to earlier work in the field; and (2) provide the purpose and validation for the present study. It should not, in general, exceed two typed pages. Unanimous rules for a good Introduction are: (1) present the problem investigated or project reported, in terms of nature and scope; (2) review of the pertinent literature, but only at the required extent to orient the reader; and (3) state the chosen methods and perhaps the reasons for the choice, but not describing them. As for promoting technical and scientific matter, an extra rule is also convenient to capture the attention of the reader: (4) advance in condensed and highlighted manner the principal result or conclusion suggested by the results, which will be substantiated in later sections. The reason behind the latter rule is that otherwise a reader initially planning to study the entire article might naturally neglect the abstract and loose motivation to read the article to the end.

### • Methods and Materials

The purpose of this section is to provide sufficient information on methodology and materials employed, so that competent professionals can reproduce the experiments, numerical simulations or projects reported. For scientific and technical merit, the possibility of reproduction of same or similar results must exist. In case of serious doubt about the viability for reproducing the work, reviewers are encouraged to reject the manuscript. Provide the exact technical specifications and quantities of materials, as well as source or method of preparation. Statements and references should be accurate but free of speculative or advertising material. The text should not refer to the names of individuals, organizations, products or services unless it is essential to understanding and in neither complementary nor derogatory. The Methods and Materials section usually has subheadings, which usually depend on the nature of the reported work (e.g. experimental and/or analytical). Examples of usual elements of a Methods and Materials section are: (a) the procedures for preparing materials, for setting or operating equipment, and for performing measurements, (b) the detailed description of equipments, specimens and constitutive materials, in terms of dimensions, quantities, sources and conditions, (c) the analytical modeling and assumptions; (d) the aspects of mathematical simulations and analyses; (e) evaluation approaches and criteria. Only methods or their variations, which are truly new or have not been accurately presented in the literature, should be described. Others should be only cited with appropriate references.

### • Results and Discussion

The Results and Discussion may eventually be separated into two independent sections when the article presents a large volume of raw data in text, tabular or graphical form. Though in this case further care is required to avoid redundancies in the sections. The Results section would present the factual data to substantiate the discussion and conclusions in subsequent sections. Results are presented in figures and tables and some results not requiring documentation are given solely in the text. Do not repeat tabular and graphical data in text and if you adopt separate sections, leave the discussion for the subsequent section. Preferably, use absolute numbers and allow the reader evaluate the results. Only use statistics and relative numbers if they are meaningful and the more logical way of presenting the results. The discussion should be concise and focused on the interpretation of the results rather than a repetition of the Results section. In the Discussion section, (1) Derive principles, relationships and generalizations based on the presented results, (2) point out exceptions, lack of correlations and any unsettled points and provide known or hypothetical reasons for them, (3) demonstrate how your results and interpretations agree or contrast with the previous work, (4) provide the evidence for each conclusion, and (5) discuss the potential applications of your work. The subheadings of the results should preferably match those of the methods.

### • Conclusion

In the *Conclusion* section, summarize the conclusions based on evidence provided in the article and highlight the significance of the results and/or project. Avoid cite previous work in the Conclusion section. Indicate the potential applicability of proposed methods, with assessments if possible. In research related articles, authors may recommend further directions of the research, as suggested by the results presented in the article.

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+**Material little different from some previous publication**

+**Hopelessly poor organization and composition**

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When the review shows that the article could be improved by condensation, the author will be asked to do so. Means of condensation and conservation of space might be through omission of tables in favour of graphs showing the same thing, putting parts of the paper in appendixes, which can be set in smaller type and condensation of relatively unimportant discussion. Certain editorial prerogatives are reserved to the editor, e.g., format, punctuation, abbreviation, and minor revision for greater clarity.

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## **AFTER PUBLICATION**

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