



American Concrete Institute
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SP STYLE AND FORMAT GUIDELINES

Papers accepted for publication in an ACI SP should not exceed 20 single-spaced pages. Each manuscript must include the following:

- **Title of paper** – The title should not exceed 70 characters.
- **Brief abstract or synopsis** – The abstract/synopsis should not exceed 200 words and should contain the essential results and conclusions.
- **Keywords** – A maximum of nine (9) keywords is suggested. Print the word “Keywords” followed by a colon at the left margin at the bottom of the first page and insert keywords in alphabetical order.
- **Brief author biography** – The author biography should not exceed 75 words.
- **Dual units** – Either SI (metric) or inch-pound units of measurement can be used as primary units, and the secondary units must be provided in parentheses. Papers are not published without dual units. A metrication conversion guide is available here:

<http://www.concrete.org/Portals/0/Files/Excel/MetricationGuide.xls>

An example manuscript is included at the end of these guidelines.

Order of Elements

First page: The first page of the manuscript is reserved for the title, author name(s), synopsis, and keywords. Please center the paper title and authors’ names at the top of the page. Leave three lines blank, print the word “Synopsis” followed by a colon at the left margin, and then key in the synopsis. Keywords should follow at the bottom of the page.

Last page: Include a brief biographical sketch of each author at the end of the manuscript. Please limit each biography to five lines and include one blank line between each listing. Single space all text with a double space between paragraphs.

Other Guidelines

Basic format: All margins must be one inch (1”) on each side. Text must be single spaced, 10-point, Times New Roman font.

Headings: Major headings, e.g., INTRODUCTION, METHODS, RESULTS, etc. should be printed in all capital letters and centered on the page. Subheads should be underlined, flush with the left margin, and with only the first letter capitalized. Third level headings should be underlined, indented, the first letter capitalized, and run into the text using an em-dash (—) to separate it from the text.

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Brand names: Brand names, product names, and/or company names should not be in SP papers.

References: References should be indicated in the text by consecutive superscript numbers or should be in author/date format. Each full reference should be listed in a reference section at the end of the paper. (See Chapter 8 of the [Technical Committee Manual \(TCM\)](#) for details.)

Tables: Tables should be developed using Microsoft Word® and placed within the text of the SP or grouped together in sequential order, following the references. Do not develop tables in Microsoft Excel®. All tables should be numbered and have headings.

Figures: Figures should be placed within the text of the SP or grouped together in sequential order, following the tables. All figures should be numbered, with captions printed directly below the appropriate figures. The photo resolution should be 300 dpi or higher for optimum print quality.

Captions: Captions for tables and figures should be consistent. ACI recommends that authors include the table or figure number followed by an em-dash (—) and the caption information. For example:
Figure 1—Crack patterns for S1 and S2.

Additional Style Guidelines:

- Consistently use automatic word wrap (soft returns) for sentences within a paragraph, and the Enter or Return key (hard return) at the end of a paragraph.
- Except for paragraphs, do not use tabs in the text (i.e., do not indent blocks of text).
- Refrain from using text boxes. No figures, tables, captions, or text should be put in text boxes.
- Refrain from using hairlines in graphs (line widths below 0.5 pt).
- Use the numeral 1, not the lower case "ell" for the number one.
- Use the numeral 0, not the capital "oh" for zero.
- Use consistent spacing throughout the document.
- Use the word processor's automatic footnote capability.