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Note that your manuscript should not exceed 11,000 words or word-equivalents (including figures and tables). Use the *word count* feature offered by the word processing software you are using. Number all pages, including the figures and tables. Please refer to the [PTI Journal Publication Policy](#) for more information regarding formatting and length of manuscript.

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
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- ☐ State for whom the paper is intended (anticipated audience)
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**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). 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. Must have figures and images be at least 300 dpi and sent separately as well as incorporated into 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).
- ❑ 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".
- ❑ 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 Conversion?