

The purpose of the PTI *JOURNAL* Publication Policy is to set minimum standards for the publication of technical and non-technical work related to the post-tensioned concrete industry. Adherence to such minimum standards will ensure both uniformity and quality of published work. The main objective of the PTI *JOURNAL* is to promote and further the knowledge in the area of post-tensioned concrete and masonry structures from a business and technical perspective. Articles related to the post-tensioning of other types of structural systems will be considered for publication (e.g., post-tensioned steel girders) after undergoing the review process set herein. The procedures established in this document are by no means to be construed as final, as they are subject to change, revision, and improvement in the interest of maintaining high standards. The Technical Director serves as the Editor-in-Chief of the PTI *JOURNAL*.

1. Authored Papers

The following information is intended to assist authors submitting papers and articles for consideration for publication in the PTI *JOURNAL*. This policy sets out the criteria for selection of material.

1.1 Acceptability Requirements

The following requirements must be adhered to for all papers submitted for review and possible publication in the PTI *JOURNAL*:

- **Brevity**: This important requirement should be adhered to strictly due to space limitations. Brevity requirements are summarized in Section 1.10 below.
- **Scope**: Only technical and non-technical papers dealing with post-tensioning will be considered for publication. Papers dealing with general structural analysis or engineering treatments common to other methods of reinforcement might be considered at the discretion of the Editor-in-Chief. Authors are also encouraged to submit articles related to the business aspects of the post-tensioned concrete and masonry industry.
- **Originality**: Originality refers both to authorship and publication. Authors should confirm in their submission letter accompanying the manuscript during initial submission that their paper has not been copyrighted by another entity, trade, or professional organization, or submitted for possible publication elsewhere.
- **Objectivity**: Authors are expected to be objective in treatment and avoid personalities and pleas of special interests. Published material should reflect good technical and professional taste.
- **Literature**: In the case of research oriented studies, literature review is important since it shows what others have presented, and what additions the author is contributing to the area of interest. The authors are encouraged, where appropriate, to summarize their findings with a *Conclusions* section, which will be considered an inherent part of the contribution. This section might not apply to all articles and will be left to the discretion of the individual author.
- **Adherence**: Adhere to Institute usage as to form and physical arrangement.

When submitting a manuscript, the author(s) should state for whom the paper is intended (anticipated audience) and the paper should include clear objectives. An author of a paper in a PTI Technical Sessions Proceedings is required to state the significance of the paper (for the guidance of the reader).

For PTI Technical Sessions Proceedings, the editor of the volume should prepare a statement indicating the significance of the Technical Session.

1.2 Method of Evaluation – Peer Review

The aim of the evaluation system is to: 1) maintain the quality of material to be published, 2) increase the number of papers meeting the minimum standards set herein, and 3) reduce the lag time between initial receipt and publication of acceptable papers. If papers fail to meet the minimum standards set herein, they will be promptly declined. Reasons for such immediate decline are:

- Obvious lack of significance
- Material is very similar to a previously published paper
- Poor organization and composition
- Subject matter unrelated to the area of interest of PTI
- Subject is only of interest to limited readership

Every contribution submitted for possible publication in the *PTI JOURNAL* will be preliminary reviewed by the Editor-in-Chief. At this stage, the Editor-in-Chief shall have the authority to decline the submitted paper for any of the reasons described above. Papers that pass the initial review by the Editor-in-Chief are referred to at least three reviewers who are experts in the various technical and/or subject matter fields for further evaluation. The reviewers will be given approximately four weeks to review and evaluate the paper. Four types of decision may result from the peer review and evaluation process:

1. Approved: The paper is accepted for publication with minor improvements.
2. Conditionally Approved: The paper is accepted with the condition that the noted comments are all taken into account.
3. Declined in Present Form: The paper is declined in the present form but the author is encouraged to resubmit the revised paper after a thorough consideration of the reviewers' comments.
4. Declined: The paper is declined based on the peer review and evaluation process.

When the review shows that the paper could be improved by condensation, the author(s) will be asked to do so. Means of condensation and conservation of space are:

- Omission of tables in favor of graphs showing the same thing.
- Placement of certain parts of the paper in appendices (e.g., derivation of equations, numerical examples, etc) that can be set in smaller font type, published on the *PTI JOURNAL* website, or not published at all, but rather be offered separately to interested readers.
- Limiting bibliographies to most pertinent references except in papers dealing with state-of-the-art review.
- Condensation of the paper to the maximum number of words allowed, as per Section 1.10 below.

Manuscripts that do not substantially comply with suggestions for condensation and are resubmitted a second time for final review will be declined. Second submissions will be reviewed by the Editor-in-Chief. Upon completion of initial review of a contribution, the author will be advised promptly whether the manuscript has been accepted or declined and of final modifications requested (i.e., final submission).

The Editor-in-Chief shall have certain editorial prerogatives such as, but not limited to, format, punctuation, abbreviation, and minor revision for greater clarity. In some instances, the number of accepted papers will exceed the maximum number that can be accommodated in an upcoming issue. In this case, the Editor-in-Chief will have the final say as to which papers go in the upcoming issue, and which are to be published in later issues. The general rule is that in any particular issue, half the papers will be related to construction/business practices, while the other half will be related to research and academia. A reviewer may recommend a paper for publication in the PTI Technical Sessions Proceedings. It should be noted that all papers accepted for publication will be published in the PTI *JOURNAL*, and in most cases, on a first-come-first-serve basis.

It is the policy of PTI that all papers submitted for publication shall remain confidential until their final release for publication.

1.3 Appeal

An author may appeal a decision regarding decline of a submitted paper to a PTI publication. Such appeal must be submitted with supporting documents to the PTI Technical Director. The Technical Advisory Board (TAB) will review such appeal, the supporting documents, and the review process of the paper. TAB shall have the final say with regard to the acceptance or decline of papers submitted for publication in the PTI *JOURNAL* or other PTI publications. Due to time constraints, TAB will make every effort to internally review the paper in question, unless TAB's Chair decides to seek additional external review.

1.4 Frequency of Publications

The PTI *JOURNAL* is published semi-annually.

1.5 PTI Technical Sessions Proceedings

A paper that is declined for publication in the PTI *JOURNAL* may be considered for presentation at a PTI Convention and a subsequent possible publication in the PTI Technical Sessions Proceedings.

1.6 Discussions

Papers and reports of a technical nature published by the Institute are open to discussion. Closing date for discussions is indicated in each periodical (and certain special publications). The response to a discussion (closure) is the exclusive privilege of the author(s) of the paper discussed. Discussions are subject to the requirements of primary contribution and to the scope of the contribution discussed. Discussions submitted for publication should offer some benefit to the general audience. Those that do not will be returned or referred to the author for private reply.

1.7 Compilations

Periodically, the Institute may collect from previously published PTI *JOURNAL* publications, articles and documents related to a specific topic and issue these as a compilation volume. PTI reserves all the copyrights to consider such publications either in part or in whole, and shall not need to seek approval from original authors.

1.8 Algorithms and Spreadsheets

The Institute encourages the submittal of algorithms and spreadsheets for consideration for publication in PTI publications. An algorithm or a spreadsheet is a computational or logical procedure consisting of a prescribed set of well-defined rules and sequence of operations for solving a specific type of problem. Such rules and procedures might be organized through flowcharts. Each algorithm or spreadsheet should be a useful contribution to the literature and relate to the field of analysis, design, or construction of post-tensioned concrete structures. Using the PTI *JOURNAL* as a forum provides the opportunity for the testing, discussion, and use of these algorithms or spreadsheets, and in enhancing the field of post-tensioned concrete technology.

Contributions of algorithms or spreadsheets will be subject to the same peer review process as other contributions to the Institute publications.

1.9 Submission of Manuscripts

1.9.1 Initial Submission:

Submit all contributions offered for possible publication in the PTI *JOURNAL* electronically to:

Emily Emanuelsen
Technical Director / Managing Editor, PTI *JOURNAL*
Post-Tensioning Institute
38800 Country Club Drive
Farmington Hills, MI 48331
emily.emanuelsen@post-tensioning.org

Please e-mail your paper in both unformatted MS Word and PDF format. The initial submission should follow this guidance:

(a) Email submission letter to include:

- Title of paper
- Author's name(s)
- Anticipated audience (for whom is the paper intended)
- Paper's objectives
- Attach the PTI *JOURNAL*-Copyright Release Form

(b) Paper format guidance:

- **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 should be comprised of one paragraph.
- **Keywords** should be a maximum of 10. Keywords are used for indexing and other information retrieval purposes.
- **Introduction**
- **Research Significance** should be limited to 90 words stating the significance the reported work to the post-tensioning industry.
- **Manuscript Text** should not exceed 11,000 words in length and be submitted in an unformatted electronic format. Equations should be numbered and in MathType or MS Equation format. Notation section should be provided if notations are used in the manuscript and equations. Dual units of measurement should be either in in.-lb units with SI units in parenthesis or in SI units with in.-lb units in parenthesis.
- **Summary and Conclusions**
- **Acknowledgements**
- **Notation** section should be provided if notations are used in the manuscript and equations.
- **References**
- **Author's Biographical Information** should include a maximum of 80 words per author.
- **Figures and Tables** should be placed in a separate file and not within the manuscript text. All figures and tables should have captions and be referenced in the manuscript text.

1.9.2 Final Submission

Once all review comments are received by PTI, the following steps will be taken:

1. The principal (corresponding) author will be notified, through e-mail, whether the manuscript has been approved or not.
2. If approved, the author will be asked to edit the manuscript as per reviewers' comments. Comments will be e-mailed to the principal (corresponding) author.
3. Final submission must be in accordance with the following procedure:
 - 3.1 The principal (corresponding) author will e-mail the final manuscript in both MS Word and PDF format.
 - 3.2 It is important **to separate all figures and tables from the paper and place them in separate files**. Acceptable electronic formats for the figures are limited to *.tif, *.jpg, *.bmp, *.eps, and *.dwg (CAD). Please make sure to print and check hard copies of all *.dwg files for proper thickness of line weights, as some line weights appear clear on the screen but too thin when printed. Figures and tables can be emailed in a zip folder. All figures and tables must be at least 300 dpi quality.
 - 3.3 Once PTI puts the paper in its final publishable format (PDF), the principal (corresponding) author will have 48 hours to review the manuscript and respond with any corrections.
 - 3.4 Any errors or corrections must be e-mailed back to PTI within 48 hours. Please e-mail a note to the Managing Editor with a summary of the corrections (e.g., page numbers, paragraph numbers, line numbers, and corrected words).

- 3.5 If PTI does not receive any response from the principal (corresponding) author within 48 hours, the final manuscript will be published as is. Please note that **major revisions will not be accepted at this point**, and only minor typographical errors will be accommodated.

1.10 Formatting, Length Limitations, and Units of Measurements

1.10.1 Papers

Generally, the maximum acceptable length of a paper for the *PTI JOURNAL* is 11,000 words or word-equivalents. For the text portion, all words (including articles) are counted. Appendices or other supplementary material referred to in the text can be filed permanently with PTI and made available to interested readers. Such material is not included in the word count of the published paper.

1.10.2 Discussions and Closures

Discussions deal with previously published work in the *PTI JOURNAL*. A discussion must be submitted to PTI within three months after the date of publication of the article discussed. Discussion should be brief (1800 words). References cited in the original paper should not be repeated, but rather cited by original number. Discussion should be about the paper, not some new or outside work on the same subject. Use references wherever possible instead of repeating available information. The author's closure should be related to the discussion received. Discussions do not have abstracts, introductions, or conclusions

When discussions are approved for publication, the author of the original paper is asked to prepare a closure, i.e., a response that provides clarification of and conclusions to the points raised in the discussions. Closures are published together with the discussions and are final with no follow up discussion permitted.

1.10.3 Units of Measurement

Authors submitting papers to PTI have the option to either use the in.-lb units with the International System of Measurement (SI) in parenthesis (soft conversion – a direct mathematical conversion with a reasonable number of significant digits), or use in.-lb units throughout and to provide a table of conversion at the end of the paper. The former option is preferable. Conversions shall conform to the latest revision of ASTM E 380 supplemented where applicable by ASTM E 621.

1.10.4 Mathematical Expressions

Mathematical expressions should be presented in a clear and unambiguous manner. Every symbol must be defined in the *Notations* section, and care should be taken to avoid using the same symbol for two different variables. Care must be taken to ensure that numbers and letters are not intermixed. For example, capital "O" should not be used as the number "zero", and so on.

In display equations using fractions (except superscripts), numerators should be stacked over denominators, rather than placed on a single line and separated by a slash (/). Very large and very small numbers should be expressed in scientific notation, e.g., 3.62×10^9 , 3.62×10^{-9} .

The use of equation writers such as MathType or MS Equation is encouraged.

All equations must be numbered consecutively, as in the following example:

$$\lambda = \left(\frac{\sqrt{X^2}}{3 \alpha \frac{5}{6}} \right) \dots\dots\dots(1)$$

When referring to an equation number within the body of the text, use the abbreviation “Eq.” instead of the full word “Equation”. For example, one would say “....as given by Eq. (1)” or “.....as given by Eqs. (1, 3, and 4)”.

1.10.5 Gender-Specific References

Avoid "he," "she," " his," "her," hers," and constructions such as "s/he" and "he/she". The word "their" and the phrases "he or she" and "she or he" are acceptable.

1.10.6 References

Describe references within the body of the text by using last names of authors with a numerical superscript. The use of the first author and “et al” is also acceptable. References should be listed in the **References** section in the order of their appearance within the body of the manuscript. They must be cited in sequential order within the body of the manuscript. Use last name, first initial and middle initials for all referenced authors (see example below). Separate individual referenced authors using semicolons. Referenced title of work should be in double quotations. Name of referenced journal or proceeding should be in italic. This shall be followed by referenced volume number, issue number, date, and page. Double-space the reference section and include it at the end of the text of the manuscript after acknowledgments.

Example: The body of the manuscript will include the following:

“.....where this has been reported by David and Anderson²⁰,”

Or equivalently

“.....where this has been reported by David et al²⁰,”

The reference will appear as follows in the *References* section:

20. David, M.E.; and Anderson, K.E., “The Use of Unbonded Tendons for Strengthening Existing Bridges,” *XYZ Journal*, Vol. 5, No. 6, August 1994, pp. 154-187.

1.10.7 Section Numbering

Each paper will start with two sections: an ABSTRACT, followed by KEYWORDS. Please do not number either section, and make sure to place them separately on the first page, directly below the title of the manuscript.

The electronic paper can be submitted with unformatted text, however, if you prefer please use the formatting guidelines below.

The first page will be followed by an INTRODUCTION section similar to the following example, with a section number:

1.0 INTRODUCTION

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First level section headings (i.e., those that start with section numbers 1.0, 2.0, etc..) shall be Arial, No. 11 fonts, all caps, and bold. The main body text will be Times New Roman, No. 12 font size, and shall start on a new line. None of the paragraphs throughout the document shall be indented.

Second level headings shall be Arial, No. 10 fonts, Title Case, and bold.

Third level headings shall be Arial, No. 10 fonts, Title Case, and underlined or bold. Third level headings can be left un-numbered.

Subsequent level headings shall be left to the discretion of each individual author.

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