

TYPING INSTRUCTIONS FOR CALCIUM ALUMINATES 2020 *[18pt bold caps]*

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[Five lines space between affiliation and Summary]

SUMMARY: These instructions explain how to prepare and type your paper for publication in the Proceedings of *Calcium Aluminates 2020*. They are to help you to present it clearly and consistently with the other papers. Guidance on layout, typing style, illustrations, copyright and references is given. The layout is intended to be a model for you to copy.

Keywords: Conference papers, copyright, format, illustrations, publishing, references, typing. *[Keywords in alphabetical order]*

[Two lines space above main headings]

INTRODUCTION

[Main heading 12pt bold caps]

[One line space below main headings]

These instructions are for authors of papers at the International Conference *Calcium Aluminates 2020* in Cambridge, England, from 1–3 June 2020. They are laid out exactly as your paper should appear. If you are unsure about any aspect of the layout or format of your paper, make the appearance as close as possible to these instructions. If you have any queries contact us using the details given by the website.

Conference proceedings must be published rapidly: poorly presented and late papers jeopardize the schedule for the whole book.

Your paper should be no longer than 12 pages, including figures and tables. If you consider that more pages are needed, you should check with the Conference organisers that this is acceptable – overly long papers will not be accepted.

Send your paper by e-mail as a Microsoft Word file, accompanied by a pdf copy that shows your preferred layout. A dropbox or similar will be set up so larger word files can be transferred. However in case of difficulty sending a file, please let us know and we will find a way. Large electronic files can also be transmitted by WeTransfer (<http://www.wetransfer.info>).

If you are writing your paper with other authors, make sure that they see these instructions and are aware of the copyright requirements discussed later.

TEXT

Paper, layout [*Sub-heading 12 pt bold w/l case*]

Set page to A4 paper (210 × 297mm). Use the full depth and width of the typing area, but do not put any text or illustrations outside the margins. Equally look critically at figures to ensure that they are sharp images and that necessary details are discernible.

Style and spacing of text, headings and other features

Use the following details for your paper:

- *Margins and text area*: set the left, right, top and bottom margins at 30 mm, giving a text area of 235 × 150 mm, and the header and footer to 15 mm.
- *Tabs*: set tabs at 10 mm.
- *Text*: use 12 point Times New Roman, single line spacing and (full) left and right justification. We prefer that you do not use **bold** for emphasis as this can look like and be confused with titles. Use capital letters for main headings, and for the first letter only of sub-headings, captions, names and proper nouns.
- *Title and author*: keep the title short and clear (no more than 10 words). Include initials and family name only (A. B. Brown), without titles or qualifications. Include the name of your organisation, postal address, city and country.
- *Abstract and keywords*: maximum 200 words. Start five lines below the last author affiliation. Indent both sides by 10 mm. Below the abstract, include up to six keywords or phrases in alphabetical order, describing the key topics covered.
- *Headings*: main headings should be in bold capitals, centred, with two blank lines above and one below. Sub-headings should be bold upper and lower case, ranged left, with one blank line above. If a heading falls at the foot of the page or with only one line of text below, move it on to the next page. Sub-sub-headings in *italic* or roman type. Do not use underlining for headings or for emphasis.
- *Paragraphs*: indent the first line of paragraphs, apart from the paragraph below each heading, which should be ‘full out’. Do not leave blank lines between paragraphs.
- *Lists*: Use Arabic numerals (1. 2. 3.) or small bullet points (●). Indent each item as in this list. Leave a blank line below lists, but no space between the items.

Tables

Put tables in the text, soon after where they are mentioned. They should be aligned left and generally look best at the top or bottom of the page. Keep tables simple and compact; do not space them out to fill the page width. Use 10 pt Times New Roman (or 9 pt if a table is large or complex). Centre the entries in each column.

Table 4. *Example of correct layout of a simple table. [10 pt bold/italic, caption above the table]*

Location	Mix Type	Compressive strength (MPa)	Size of core	
			Length (mm)	Diameter (mm)
1	1:2:2	32.3	101.5	99.5
2	1:3	34.2	103.0	99.5
3	1:2:3	29.7	103.4	100.0
4	1:3.5	33.5	104.1	99.8

Put the table number and caption on the line above the table, ranged left. Leave one blank line above the caption and one below the table. If a very large table will not fit upright on the page, put it sideways or ‘landscape’ on a separate page with the caption in the same orientation, but avoid this necessity if possible.

Equations, symbols and units

Display equations indented with one blank line above and below. Number equations in parentheses on the right margin without dot leaders. Using simple tables for equations can help with aligning them neatly.

$$P = \frac{RT}{v_m} \ln \left(\frac{IAP}{K_{50}} \right) \quad (1)$$

IAP = Ion Activity Product; K₅₀ = solubility product; v_m = molar volume; T = Temperature; R = ideal gas constant.

Use SI units. If other units are needed, give SI equivalents in parentheses, or include a conversion table as an appendix or footnote. Leave one space between the value and the unit, e.g. 23 MPa, apart from %, i.e. 20%.

Authors have latitude with layout of equations as there are many types, including cement chemist shorthand/notation describing reactions. Some authors may prefer to use traditional chemical notation. For sulfate we prefer this to be shown Š but we recognise that some authors will use the dollar sign but for the sake or consistency within each paper we ask that diagrams, equations etc. match the way they are show in the text.

ILLUSTRATIONS

General

Clear, well laid-out illustrations make your paper attractive and interesting. Small unreadable or poorly scanned diagrams will deter readers. The Proceedings will be printed in colour, but even so it is authors are encouraged to consider clarity when producing diagrams.

Line diagrams

Line diagrams should be clear and simple. Although the Proceedings will be printed in colour use symbols, tints or line styles as well as colour to distinguish between different areas, plots or lines. When your paper is reduced for printing, faint lines, minute lettering, hatching and tints may be unreadable. To check if your diagrams will appear clearly, print them out and photocopy them in black and white at a reduction of 82%.

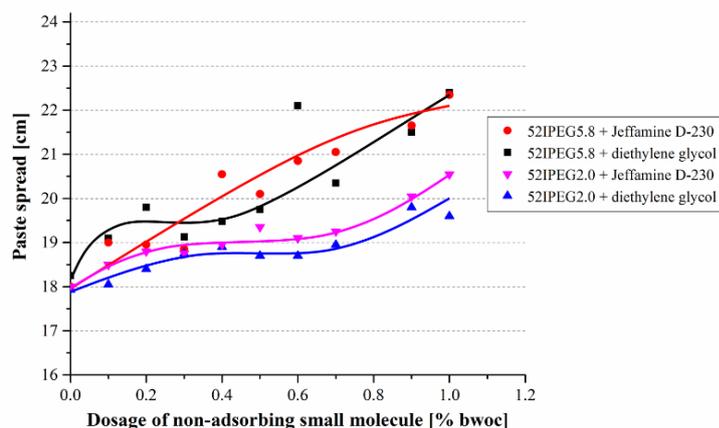
Keep labels and annotation simple, i.e. minimum capitals and punctuation. Annotation on diagrams should be in a sans serif typeface, preferably Arial for clarity and readability. Do not put boxes round diagrams.

Photographs

Photographs should be carefully selected, high-resolution images with good contrast. Crop them to help the readers concentrate on the key features. On any micrographs or photographs where the scale is important, include a scale bar as part of the image, or make the scale clear in the caption (eg ‘image width 50 μm’). Do not put ‘magnification ×50’ as this will change when the paper is reduced for printing.

Position and caption

Put illustrations soon after they are mentioned in the text. Align them on the left margin. If an illustration is narrow (less than about half the width of the column) the text can wrap around it, but if it is wider than this, keep the text above and below the image.



Each figure must have a short descriptive caption in 10pt Times New Roman. Number all diagrams, figures and photos sequentially, Fig. 1, Fig. 2 etc. Do not number photographs separately as ‘Plates’. Leave a blank line below the caption. Captions should be aligned to the left margin, and should be the same width as the illustration.

Fig. 1: Influence of diethylene glycol and Jeffamine® D-230 on the dispersing performance of the synthesized IPEG-PCEs at $w/c = 0.30$.

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REFERENCES

Use the Vancouver system with references numbered in superscript and in square brackets throughout the text in the order in which they appear, thus ^[1]. Type the list at the end, indented and aligned as below. Use single spacing with no blank lines. Give enough detail for each reference so that readers can obtain the documents easily. Use references to pages or documents on websites with caution – check that the page link exists before including it.

Here are some examples of the preferred style for references:

- [1] Fernández-Carrasco L and Vázquez E. *Reactions of fly ash with calcium aluminate cement and calcium sulphate*. Fuel, 2009, 88(9), pp 1533-1538.
- [2] ASTM. C 109. *Standard test method for compressive strength of hydraulic cement mortar (using 2-in or [50-mm] cube specimens)*. 2008.
- [3] Fryda H, Lamberet S and Dunster A. *Calcium aluminate cement concrete in old marine*

structures. Calcium Aluminate Cements: Proceedings of the Centenary Conference 2008, Avignon. Fentiman C H, Mangabhai R J and Scrivener K L. (Eds). HIS BRE Press, Bracknell, 2008, pp 209-220

[4] Japan Cement Association. *Report of Committee on Properties and Micro Structure of Hardened Cement*. JCA, Tokyo, 2001.

[5] Cement and Concrete Science. CA2020 author instructions. Available at: <https://cacements.com/authors-instructions-2/>.

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