**Title Centered at Top of Page, 16 Point Times New Roman,**

**Bold**

<Author Name[[1]](#footnote-1), Co-author Name[[2]](#footnote-2), and Co-author name[[3]](#footnote-3)>

**Abstract**

These instructions have been prepared in the format that should be used for the preparation of manuscripts. All text except for the title should be 12-point Times New Roman, fully justified on A4 metric page size. Start the abstract three lines below the author(s) name(s). The abstract should be a maximum of 250 words, in a single paragraph.

**Introduction**

The paper text starts three lines below the abstract. All text must be single-spaced.

First-order headings are on a separate line in bold, as shown by “Introduction” above.

Second-order headings are bold, italic, and begin the paragraph. The first paragraph within each section should not be indented. Please read through all the information provided here. Issues raised in one section may be discussed more fully in a later section. Within each section, the second and subsequent paragraphs are indented by ½ inch.

**Research Significance**

Papers must address the significance of the work to researchers and/or practitioners, either in the abstract or introduction or in a separate section on “Research Significance.”

**Manuscript Length**

Manuscripts should be no longer than 7,500 words, counting figures and tables as 250-word equivalents each.

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***Copyright Transfer Agreement.*** A copyright transfer agreement form must be completed before the paper is published.

***Permissions.*** If a figure, photograph, or table has been published previously, the ***author*** must obtain written approval from the original publisher. ISCP cannot reproduce a previously-published item without this permission.

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***Margins.*** Your margin settings will depend on your word processing program and paper size. Imagine a box that would contain *any* element of your paper that should be reproduced (text, figures, tables, captions): the **width** should not exceed 5.75" (14.5 cm) and the **depth** should not exceed 9" (22.5 cm). Leave at least 1" (3 cm) *top* and *bottom* margins.

***Point size and font.*** Use 12-point type for text, captions, and author contact information. For texts within figures or tables, the 12-point size is preferred.

***Page numbers.*** Number each page of your manuscript, including pages with illustrations that may appear after the text. Most word processing programs have options for inserting page numbers as footers. Preferred design: insert the page number at the bottom-right of the page, below text; use Arabic numerals.

***Style.*** The paper must be written in the best possible technical and grammatical English.

Titles should be concise and should describe the content of the paper. If you have a long title, please consider a **Title: Subtitle** format.

***Mathematics.*** All mathematics included in the text should have typed characters. All variables must be identified.

***System of units.*** Each author must use the International System of Units (SI) and units acceptable in SI. Other units may be given in parentheses, or dual-unit tables.

**Captions and legends.** Illustrations should be numbered consecutively as they are presented (Figure 1, Figure 2, etc., and Table 1, Table 2, etc.). Callouts for each figure should appear in text using the “Insert/Cross-reference” function in Word.. A descriptive caption, including figure number, should be placed directly *below* each figure. A table number and descriptive title should be placed immediately *above* each table.

***Figures.*** Illustrations should be clean black-and-white or full-color originals (See Figure 1). Crooked “paste-up” and poor-quality photocopies (showing cut lines or spatters) will detract from the appearance of a paper. Figures must be embedded in the text near the text that discusses the item.



Figure 1: GFRP dowels of 34.9 and 38.1 mm-diameter

***Tables*.** Tables must be in editable format. Font: Times New Roman, 10 pt. Do not embed tables as images within the document. Tables must be embedded in the text near the text that discusses the item. Table 1 presents an example.

Table 1: Example table

|  |  |  |
| --- | --- | --- |
| **When You Know** | **Multiply by** | **To Find** |
| **Length** |
| inches (in)  | 25.4  | millimeters (mm)  |
| feet (ft)  | 0.305  | meters (m)  |
| yards (yd)  | 0.914  | meters (m)  |
| Miles (mi) | 1.61 | Kilometres (km) |

**Placement.** Figures should be placed within the body of the text. More than one figure may appear on a page. We recommend placement at the top or bottom of a page. Do *not* wrap text around the figure, even to save space. Landscape orientation is acceptable. Figures and captions should be centered.

**Photographs.** Photographs should be digitally inserted onto the page where they will appear in the text (or the gallery), with captions placed directly beneath the photograph.

***Author contact information.*** The information should be provided as a footnote on the first page. The following information may be provided for any or all authors of the paper: Author’s full name; academic degrees or honorifics; current employment affiliation; electronic mailing addresses; country; ORCID iD (if available).

***References.*** All references should appear together *single-spaced* at the end of the paper. References are listed alphabetically by the last name of the first author. When two or more references by the same author are listed, the year of publication is taken into account, and the earliest work is listed first. All listed references must be cited in the text. The proper style for references is shown in the list below.

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