
Guidelines for authors

Presentation of Articles

Pavement Preservation Journal

Author 1* — **Author 2**** — **Author 3***

**Address of Author 1 & Author 3
Times New Roman
10pt text, line spacing: exactly 12pt
author1@e-mail.address
author3@e-mail.address*

*** Address of author 2
author2@e-mail.address*

ABSTRACT. This document comprising guidelines for authors is divided into several sections. The editor kindly requests that authors respect these guidelines. This abstract should be no longer than ten lines. It should be written in Times New Roman 9pt on 11pt, italic, with a space of 3pt in between each subsection.

KEYWORDS: five to six significant words should be chosen and presented as key words.

1. Introduction

This document provides style guidelines which **must** be respected by authors in order to ensure the uniform appearance of articles published in *Pavement Preservation Journal*. This document should be used as a model, particularly for the first page, the headers, sub-titles, headings, etc. Articles should be no longer than 20 to 30 pages, except for some special cases.

2. Appearance

The main body of the text is in Times Roman (Mac)/Times New Roman (PC), 10pt on 12pt, lower case, without breaks in the text, and with a 5mm indent at the beginning of each paragraph (Format>paragraph>indent>1st line>positive>0.5 cm). All text is justified. A space of 6pt should be left between each paragraph (format > paragraph > spacing after > 6pt). Sentences should not be isolated on the top or the bottom of the page. The following setting prevents such orphans: (Format > Paragraph > Line and Page Breaks > check Widow/Orphan Control box). Authors wishing to emphasise a term may use **bold** or *italic* but never underscore. All capital letters should not be used in the title or in the text. The first page of the article has a specific layout. Details are given in 4. The article itself begins at the top of page 2.

3. Format

3.1. Margins

The page should be set up as follows:

- width of text (or justification): 120mm exactly
- height of text (including notes): 190mm maximum

If using Word on a PC or Mac, the following settings give a block of text 120mm x 190mm. In the menu go to:

File > page setup > margins >

Top:	5.35 cm exactly
Bottom:	5.35 cm exactly
Left:	4.5 cm
Right:	4.5 cm
Header:	4.4 cm
Footer:	4.4 cm

3.2. Headers

View > Header and Footer > On the Header and Footer toolbar click the Page Setup icon > Click the layout tab > check the Different odd and even and different first page boxes

All headers should be in Times New Roman 9pt, appearance normal.

View > header:

even page > page number (#) followed by five blank spaces and then the journal title, Volume – issue No. and year; ex: Pavement Preservation Journal. Volume 6 – No. 1/2007

odd page > (short) title of the article: 40 characters maximum, then 5 spaces and the page number, all flush right (see headers of this document for an example).

4. First page of the article

– The title of the article must be informative and concise (maximum: 3 lines). When the title exceeds 40 characters, the author should provide a shortened version for the header of odd-numbered pages. The title is in Times New Roman, bold, 18 pt on 20 pt, aligned left. It is preceded by a carriage return and has an upper border 20 pts away (Format > borders and shading > top > width: ¼ pt; options > top: 20 pt. It is followed by two blank lines on 12 pts exactly. If there is a sub-title, it is in Times New Roman, bold, 14 pt on 16 pt, preceded and followed by a blank line.

– The author(s)'(s) names are next, in Times New Roman 12pt on 14pt, bold.

– The author(s)'(s) details (affiliation, professional address, e-mail address, no telephone number or fax) are in Times New Roman 10pt on 12pt, italic with a blank line above and below. The e-mail address is separated from the affiliation by 3pt. Details are preceded and followed by one blank line.

A model of this first page, with the example of several authors with different addresses is given at the end of this document.

– The abstract and keywords must be given in English in the following order (when the article is in English): Abstract. All of this is in Times New Roman, italic, 9pt on 11pt (except the headings *ABSTRACT*, *RÉSUMÉ*, etc., which are in small capitals, 7pt on 11pts), with 3pt between paragraphs. The first paragraph has an upper border (¼ pt) 4pt away, and the final paragraph is followed by a lower border (also ¼ pt) also 4 pt away.

– At the foot of the first page the even header is reported as well as the pagination of the article. It is in Times New Roman 9pt and will be created by the production department when the whole issue is put together.

5. Paragraph titles and headings

All titles and heading should be aligned left, with no indent, numbered decimally (always in roman even if the following title is in italic). The spacing before and after headings depends on their location in the text (at the top of a page, followed by another heading, etc.). They are presented as follows:

2. Level one (24 pts above, 12 pts below)

2.1. Level two (24 pts above , 12 pts below)

2.1.1. Level three (12 pts above, 6 pts below)

2.1.1.1. Level four (12 pts above, 6 pts below)

Headings should not be isolated at the bottom of the page; they should always be followed by a paragraph.

6. Footnotes

Footnotes are numbered 1 to n in the body of the article, in 8pt¹. At the foot of the page the text of the footnote is in Times New Roman, 9pt on 11pt, justified with no indent. The main body of text and the text of the footnotes are separated by a thin line (¼pt) 2.5cm long. (This is the default style in MS Word).

7. Figures and tables

Figures, illustrations and tables should be incorporated into the text. Figures and illustrations are numbered 1 to n in the articles, as are tables. The legends are in Times New Roman 10pt, justified, with no indent, **Figure x** in bold, followed by a bold full stop, and the text of the legend in italic.

A frame/box is made with a thin (¼pt) line. There should be two blank lines above the box, one blank line between the figure or the table and the legend, and two blank lines after the legend.

Figure 3. Authors' guidelines

1. Note in 9pt, no indent.

8. Formulas and equations

Formulas referred to in the text are numbered from [1] to [n] in square brackets. The number is put on the first or last line of the formula, flush right. The formula is separated from the text by one blank line above and below. If the formula runs over one line, half a blank line should be left between each line.

9. Enumerations

Authors should use dashes for enumerations (bullets). Different sizes of dash can be used at each level. **Bullet points and arrows should be avoided.** Example:

– Enumerations should be indented, but if the enumeration runs over one line, the text should return to the left hand margin

In these enumerations the paragraphs are spaced at only 3pt instead of 6pt. The first line of each point should be indented, subsequent lines of the enumeration should return to the left-hand margin so that the body of text still respects the 120mm width.

10. Notes

The term ‘note’ is in small capitals, followed by a full stop, a space and then a dash:

NOTE. – ...

11. Punctuation and spelling

Authors are asked to observe the rules of American English according to Webster.

Acknowledgements (no bold, no italic, no indent)

Acknowledgements are placed between the conclusion and the bibliography, preceded by two blank lines. Here is a model:

The authors would like to thank...

12. Bibliography

These should be in Times New Roman, 9pt on 11pt. The references are listed at the end of the article in alphabetical order, separated from each other by 6pt. They are presented as follows: (Kolski, 1997) for a single author, (Kolski *et al.*, 1998) for

several authors. They are justified with a negative indent of 5mm (Format>paragraph>indent>1st ligne>negative> 0.5 cm).

– For books: title in italic, the rest in Times New Roman.

– For journal and proceedings, title of the article between quotation mark title of the journal/conference in italic, the rest in Times New Roman.

– For internal reports and thesis: all text is in Times New Roman.

Here are a few examples of the most common types:

Braun, T., Diot C., Hoglander, A., Roca, V., « An experimental user level of implementation of TCP », Report No. 265, September 1995, INRIA.

Robert, I., Sterbenz, R., “Pavement Preservation Systems”, *Pavement Preservation Journal*, Vol. 13, No. 6, 2007, p. 765-795.

Kolski, C., *Fog Seals*, Austin, 2007.

Umid, A., “Cracking in Pavements”, *Pavement Preservation Seminar 2007, Austin*, 26-28 October 2007, Austin, p. 53-68.