

**6<sup>TH</sup> INTERNATIONAL SYMPOSIUM ON FIBRE-REINFORCED POLYMER (FRP)  
REINFORCEMENT FOR CONCRETE STRUCTURES (FRPRCS-6)**

**Submission of Full Manuscript**

**CHECKLIST – Paper Ref: S\_\_\_**

1. General:
  - \_\_\_ Either UK English or US English has been consistently used throughout
  - \_\_\_ No reduction or enlargement of manuscript when filmed; so please ensure format is adhered to.
  - \_\_\_ Trade-names should not be mentioned in the manuscript. Company or Organisation names may however be included under "Acknowledgement" only.
  
2. Paper Length:
  - \_\_\_ Max. 10 pages
  - \_\_\_ Even number of pages (e.g 6, 8 or 10 pages)
  - \_\_\_ Text Area (7.3" by 4.7" or 185 mm by 119 mm)
  
3. Title of Manuscript:
  - \_\_\_ 12 pt boldface, upper case
  - \_\_\_ Max. 90 characters, including spaces; max. 2 lines
  - \_\_\_ No abbreviations except FRP (Fibre-Reinforced Polymer), AFRP (Aramid FRP), CFRP (Carbon FRP), GFRP (Glass FRP), RC (Reinforced Concrete) and PC (Prestressed Concrete)
  
4. Authors' Names:
  - \_\_\_ 10 pt, upper case
  - \_\_\_ First (and middle) initial (s), followed by surname (last) name; Do not include titles
  - \_\_\_ Authors from the same organization being grouped together
  
5. Authors' Affiliation/Address:
  - \_\_\_ 10 pt, italics
  - \_\_\_ Max. 2 lines
  - \_\_\_ Do not include telephone no., fax no. or e-mail address
  
6. Abstract:
  - \_\_\_ 10 pt, single-line spacing
  - \_\_\_ Indented on both sides by 0.25 inch (6 mm) from main body of the text
  - \_\_\_ Max. 300 words
  
7. 1<sup>st</sup> Section Headings:
  - \_\_\_ 11 pt boldface, upper case
  - \_\_\_ Separated from preceding text by 20 pt, and from subsequent text by 12 pt
  - \_\_\_ Max. 1 line
  
8. 2<sup>nd</sup> Section Headings:
  - \_\_\_ 11 pt bold italic, upper and lower case
  - \_\_\_ Articles and conjunctions such as "and", "the", "on", "of", should begin with a lower case
  - \_\_\_ Max. 1 line
  - \_\_\_ Separated from preceding text by 12 pt, and from subsequent text by 6 pt

9. 3<sup>rd</sup> Section Headings:  
\_\_\_ 11 pt italics, sentence case (i.e, only 1<sup>st</sup> character should be in upper case)  
\_\_\_ Separated from preceding text by 12 pt, and from subsequent text by 6 pt
10. Text:  
\_\_\_ 11 pt New Times Roman, single-line spacing  
\_\_\_ Paragraphs should have its first line indented by 0.25 inch (6 mm) except where the paragraph is preceded by a heading.  
\_\_\_ Use (a), (b), (c), instead of bullets or (i), (ii), (iii)
11. Figures/Illustrations:  
\_\_\_ Figures are centered; no text to wrap around the figures  
\_\_\_ Caption heading in 10 pt, centered below figure  
\_\_\_ Figures to be in black and white  
\_\_\_ Figures must be in high resolution, sharp enough for reproduction  
\_\_\_ Figures to be embedded after paragraph in which they were first mentioned  
\_\_\_ Gloss prints of figures may be submitted, in which case sufficient blank spaces should be provided  
\_\_\_ Do not split a figure over two pages  
\_\_\_ Text should be at least 11 pt, Roman
12. Tables:  
\_\_\_ Tables are centered; no text to wrap around the tables  
\_\_\_ Caption heading in 10 pt, centered above table  
\_\_\_ Text in 11 pt italics; numbers in 11 pt non-italics  
\_\_\_ No right or left vertical border lines; inner vertical border lines to be avoided as far as possible  
\_\_\_ Tables to be embedded after paragraph in which they were first mentioned  
\_\_\_ Do not split a table over two pages
13. Footnotes:  
\_\_\_ Use preferably for tables only  
\_\_\_ Indicate by a character superscript<sup>a</sup>
14. Mathematical Text:  
\_\_\_ All symbols are in italics  
\_\_\_ All numbers are non-italics, e.g.  $0.5 f_y$   
\_\_\_ All equations are centered and numbered in sequence  
\_\_\_ All equation numbers are indented 0.25" from the right margin of main body of text  
\_\_\_ All equations are mentioned in the text immediately preceding them
15. References:  
\_\_\_ References should be denoted by number superscripts<sup>1</sup> in text only. Do not indicate references in Section Headings.  
\_\_\_ References should be listed numerically in the sequence that they are cited  
\_\_\_ Follow the format in template :  
Reference 1 – Example of Special Publication, Technical Reports  
Reference 2 – Example of Conference Paper  
Reference 3 – Example of Journal Paper  
Reference 4 – Example of Book