

**RILEM TCs Chairs:
Editorial Advisory Committee of *Materials and Structures*
Instructions and information to referees**

1. Role of Referees

The TC Chairs – who are ex officio members of the Editorial Advisory Committee of our RILEM scientific journal *Materials and Structures* – act as reviewers of the papers submitted for publication in *Materials and Structures* in order to maintain the highest possible level of quality and to ensure that the RILEM journal reflects the most recent concerns of the scientific community in the field of materials. Referees remain anonymous to the authors.

2. Terms of Office

TC Chairs act as referees during the term of office of their Technical Committee. For the duration of the office, the referees are kindly requested not to circulate manuscripts before their publication, for confidentiality of the results.

3. Scope of Refereeing

The scope of review is that of RILEM scopes of interest, as reflected by the classification of Technical Committees into different clusters. More specifically, a TC Chair will be asked to review papers which fall within the scope of the activities of his TC. Reviewers within the TC membership are most welcome to contribute to this important activity.

The papers submitted are original scientific contributions reporting the results of research in the field of building materials and structures, and papers presenting technical applications based on scientific research linked to problems in the field of materials and structures.

The papers will be published in the order of their submission after the refereeing process. The papers should not exceed 20 typewritten pages, including illustrations.

There is one peer-review process and one existing publication schedule for all these papers.

4. Schedule

The referees are urgently requested to adhere to a strict schedule so that the period of time between the submission of a paper and its publication is not unduly increased, which is detrimental both to the authors and to the journal. For this purpose, a paper received for refereeing should be sent back with relevant comments to the RILEM Managing Editor, Mrs. Pascale Ducornet, **within 4 weeks, through the online Editorial Manager.**

Note: If a referee is unexpectedly unable to review a paper within the required time, he is kindly requested to send it back to the Editorial Secretariat of *Materials and Structures* by return mail and to inform the Secretariat of the date when he can resume activity as a referee.

5. Quality of Papers

It is RILEM policy to strive for the highest possible quality of the material published in its journal. There has been a significant increase in the number of papers submitted and rigorous selection is required.

Papers have always been judged on the basis of their scientific quality. In addition, the quality of the written language and presentation will also be taken into consideration. Submitted papers presenting unclear writing, numerous grammatical and spelling errors, poorly executed illustrations or other such problems should be declined.

The referee should suggest re-submission if he feels his comment can truly assist the author in improving his paper and making it acceptable for publication. However, if the referee has doubts about the basic quality or value of a submission, the paper should be declined.

6. Refereeing process

a) Contents

In order to ensure the quality of the journal, the referees are encouraged to be somewhat exacting as regards the acceptance of papers, especially when the author(s) appear to submit a “remake” of papers previously published elsewhere.

Except for particular cases led under the responsibility of the TC Chair acting as a referee, papers for which re-submission would be indispensable are better rejected. On one hand, re-submission implies that the paper is far from publication level. On the other hand, the time spent for revisions and re-submission delays publication, and consequently leads to the risk of publishing a less than up-to-date paper.

b) Presentation

The review process was changed in early 2006 and is now handled online through the Editorial Manager (use link at www.rilem.net), except for publications issued by a RILEM TC, to be sent directly to the Secretary General (pducornet@rilem.org).