



Guidelines and rules for preparing publications for *Materials and Structures* by RILEM Technical Committees (RILEM TC)

14 April 2020

RILEM TC Recommendations

- Authored by some (e.g. members of a working group) or all members of a TC. All authors must be official **RILEM and TC members upon submission**. Exceptionally, current PhD students that were RILEM members in the past during preparation of the report can appear as authors, even if they are no longer RILEM members.
- Important contributions (excluding authorship) by people that are not RILEM members can be listed in the Acknowledgements section.
- Before submission to Materials and Structures, the recommendation must be reviewed and approved by all members of the TC. The draft must be disseminated among all TC members via e-mail and the comments may be addressed via e-mail or during the official TC meetings. The final draft is considered approved if no reservations are addressed by the TC members to the authors. This must be proven by means of minutes or electronic minutes. A statement at the beginning of the manuscript informs about the review and approval by the TC (see template).
- After being approved by the TC, the manuscript should be sent by the TC chair to the cluster convener and the General Secretariat for their information. The RILEM membership issues should be discussed with General Secretariat at this stage. The minutes (or electronic minutes) should be attached proving approval of the TC.
- At this point, the manuscript can be submitted online to Materials and Structures (Article Type: RILEM TC Recommendation).
- Full list of TC members is given at the beginning of the manuscript in a dedicated section. All listed members must be official RILEM and TC members. It is to be noted that this list is different from the list of authors, but the list must include all authors.
- After submission, the manuscript is handled by the TAC Chair as Deputy Editor-in-Chief. The manuscript is reviewed in the priority-review track.
- After acceptance, the recommendation is published in MS as free access paper (free access cost covered by RILEM).

RILEM TC papers (reports, original research papers stemming from the TC work...)

- Research papers with a topic that originates from the TC work, e.g. reports on the methods, reviews of the state of the art, round-robin tests, etc.
- Authored by some (e.g. members of a working group) or all members of the TC. All authors must be official **RILEM and TC members upon submission**. Exceptionally, current PhD students that were RILEM members in the past during preparation of the report can appear as authors, even if they are no longer RILEM members.
- Important contributions (excluding authorship) by people that are not RILEM members can be listed in the Acknowledgements section.
- Before submission to Materials and Structures, the report must be reviewed and approved by all members of the TC. The draft must be disseminated among all TC members via e-mail and the comments may be addressed via e-mail or during the official TC meetings. The final draft is considered approved if no reservations are addressed by the TC members to the authors. This must be proven by means of minutes or



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- At this point, the manuscript can be submitted online to Materials and Structures (Article Type: RILEM TC Report).
- Full list of TC members is given at the beginning of the manuscript in a dedicated section. All listed members must be official RILEM and TC members. It is to be noted that this list is different from the list of authors, but the list must include all authors.
- Regular rules for manuscript preparation as for original research paper apply.
- After submission, the manuscript is handled by the TAC Chair as Deputy Editor-in-Chief. The manuscript is reviewed in the priority-review track.
- Once published, cannot be part of a STAR.

Template for manuscript preparation to be submitted to Materials and Structures as RILEM TC-originated work

RILEM TC Recommendation

(see example: <https://link.springer.com/article/10.1617/s11527-017-1000-3>)

Title: Recommendation of RILEM TC...:

List of authors

Abstract

Keywords

This recommendation has been prepared [by work group within RILEM TC...]/[within a framework of RILEM TC...]. The recommendation has been reviewed and approved by all members of the TC....

TC Membership

Chair:

Deputy Chair:

TC Members:

RILEM TC Paper

(see example <https://link.springer.com/article/10.1617/s11527-017-1060-4>)



Title: Report/Article of RILEM TC...:

List of authors

Abstract

Keywords

This report/article has been prepared [by work group within RILEM TC...]/[within a framework of RILEM TC...]. The recommendation has been reviewed and approved by all members of the TC...

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