



## Guidelines and rules for preparing publications for *RILEM Technical Letters* by RILEM Technical Committees (RILEM TC)

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### RILEM TC papers\*

- Synthesis/critical review on a particular issue or overall assessment of a TC (viewpoint paper), 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 *RILEM Technical Letters*, 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 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, the TAC Chair and the General Secretariat. The RILEM membership issues should be discussed with the 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 *RILEM Technical Letters*.
- 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 papers apply.
- Once published, the paper cannot be part of a STAR.

\* Recommendations, review papers that would have originally been published as STARS (Springer), results of RRTs or benchmarks are published in *Materials and Structures*.

### Template for manuscript preparation to be submitted to *RILEM Technical Letters* as RILEM TC-originated work

#### RILEM TC Paper

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

List of authors

Abstract



Keywords

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

TC Membership

Chair:

Deputy Chair:

TC Members: