



- 1

Obtain approval by all TC members (in the form of minutes of TC meeting or e-mail chain)

✓ All authors of the paper must be **RILEM members**

✓ All TC members (also non-authors) **must approve**

✓ The paper should report in a dedicated section:  
(1) the **approval by all TC members**  
(2) the **list of all TC members**

✓ Exemptions from **standard formatting rules** are available upon request (max 15'000 words and max 25 figures+tables for M&S, max 6000 words for RTL)

Check **examples** of **TC recommendation** ([Link C](#)) and **TC paper** ([Links D](#))

2

Send the manuscript and the proof of approval by all the TC members to:

✓ M&S ([materstruct@rilem.org](mailto:materstruct@rilem.org)) or RTL ([RTL@rilem.org](mailto:RTL@rilem.org))

✓ Anne Griffoin ([a.griffoin@rilem.org](mailto:a.griffoin@rilem.org))

✓ RILEM Assistant ([assistant@rilem.org](mailto:assistant@rilem.org))

✓ Cluster Convener

✓ TAC Chair

3

Obtain approval by the General Secretariat about the TC membership reported in the manuscript

4

For M&S submission only: Decide whether to create a **Topical Collection** in M&S (at least 4 papers submitted in 2-3 years maximum)

Check **guidelines** for ([Link E](#)) and **examples** of ([Link F](#)) **Topical Collections**

✓ Propose a **Guest Editor** (= the Cluster Convener)

✓ Propose a **title** (most likely, same title as the TC) that should be approved by the Cluster Convener

✓ Notify **M&S** ([materstruct@rilem.org](mailto:materstruct@rilem.org)), the **General Secretariat** (Anne Griffoin, [a.griffoin@rilem.org](mailto:a.griffoin@rilem.org)) and the **TAC Chair**

5

Submit the paper

Paper handled by the **TAC Chair** as **Deputy Editor-in-Chief** of M&S or by the **Editor-in-Chief** of **RILEM Technical Letters**

LINKS

A) Types of publications and respective guidelines: [https://www.rilem.net/global/gene/link.php?doc\\_id=6347&fg=1](https://www.rilem.net/global/gene/link.php?doc_id=6347&fg=1)

B) Guidelines for RILEM Recommendation (TAC-N183): [https://www.rilem.net/global/gene/link.php?doc\\_id=6351&fg=1](https://www.rilem.net/global/gene/link.php?doc_id=6351&fg=1)

C) Example of TC recommendation: <https://link.springer.com/article/10.1617/s11527-017-1000-3>

D) Example of TC paper in M&S: <https://link.springer.com/article/10.1617/s11527-022-01927-7> RTL: <https://letters.rilem.net/index.php/rilem/issue/view/7>

E) Guidelines for Topical Collection: [https://www.rilem.net/global/gene/link.php?doc\\_id=6348&fg=1](https://www.rilem.net/global/gene/link.php?doc_id=6348&fg=1)

F) Examples of Topical Collection: <https://link.springer.com/journal/volumesAndIssues/11527?tabName=topicalCollections>