

Checklist for Authors Submitting Papers to Nordic Concrete Research

Item			Mark if yes or OK
1	Number of pages =	Number of pages \leq 20	<input type="checkbox"/>
2		Are the author photos & descriptions presented on the first page following the guidelines?	<input type="checkbox"/>
3		Paper title of type size 14, bold lower case letters with Initial Capitals and limited to two lines.	<input type="checkbox"/>
4	Number of abstract words =	Number of abstract words \leq 200	<input type="checkbox"/>
5		Is a number (\leq 7) of relevant keywords given and written with lower case letters?	<input type="checkbox"/>
6		Are the rules for HEADINGS & subheadings of first & second order followed?	<input type="checkbox"/>
7		Are paragraphs separated by one line?	<input type="checkbox"/>
8		Are equations presented in a clear way & numbered correctly?	<input type="checkbox"/>
9		Is decimal point used consistently (instead of decimal comma)?	<input type="checkbox"/>
10		Are all variables written in <i>italics</i> both in equations and in the text?	<input type="checkbox"/>
11		Are mathematical operators, numbers and indices written upright (roman or non-italicized text)?	<input type="checkbox"/>
12		Are illustrations clear & readable also in the reduced format (81 %) that NCR is printed in?	<input type="checkbox"/>
13		Are coloured illustrations interpretable also in the printed version of NCR that is limited to printing in black & white ?	<input type="checkbox"/>
14		Are tables clear & without unnecessary vertical & horizontal lines additional to the three horizontal ones that are recommended?	<input type="checkbox"/>
15		Are illustrations & tables numbered & provided with captions written in <i>italics</i> ?	<input type="checkbox"/>
16		Are references in the main text numbered & written according to the Vancouver system, i.e., with a number within brackets, []?	<input type="checkbox"/>
17		Has a person very familiar with the English language checked the language of the paper?	<input type="checkbox"/>
18		Are all necessary data given for all references, e.g., author name, author initial, publication name, report identification, publisher, city, country, year (or journal, volume, No., month & year), pages?	<input type="checkbox"/>
19		Are rules for citation signs, punctuation, Capital Initials & <i>italics</i> followed for each reference in the reference list?	<input type="checkbox"/>
20		The NCR Best Paper Award is awarded every 3 rd year to an author below 35 years. If you are interested, state your birth date: Year-Month-Day:	