Please fill out the following information and leave the rest of the first page blank. Manuscript text should begin on the second page. **Revisions to the title, abstract, and author information must be made online in** [**Catalyst**](http://catalyst.omnipress.com/). This page will be used for reference by the editorial staff and reviewers only and will not be included in the final conference proceedings. Please see the *First Page* section in the manuscript guidelines for more information.

|  |  |
| --- | --- |
| **Manuscript title:** | 13th North American Masonry Conference submission guidelines, author instructions, and manuscript template |
| **Author 1 name:** | Patrick B. Dillon |
| **Author 2 name:** | Fernando S. Fonseca |
| **Author 3 name:** |  |
| **Author 4 name:** |  |
| **Author 5 name:** |  |
| **Author 6 name:** |  |
| **Author 7 name:** |  |
| **Author 8 name:** |  |
| **Author 9 name:** |  |
| **Abstract:**  (300-word limit) | The use of consistent style and formatting throughout an edited publication creates a homogenous and professional appearance. Style and formatting guidelines vary widely between different publications, which can cause confusion and poorly typeset manuscripts if a publication’s style and formatting guidelines are not clearly conveyed to the authors. The guidelines presented herein were developed to give a clear understanding of the style and formatting requirements for manuscripts submitted to the 13th North American Masonry Conference. The guidelines are presented as both written instructions and examples for authors to read and see. The guidelines are presented in the form of a MS Word \*.docx file that authors can use as template for writing and formatting their own manuscripts. By adhering to the guidelines, authors will assist the editors to maintain a consistent and professional appearance throughout the conference proceedings. |
| **Keywords:** | The Masonry Society, North American Masonry Conference, submission guidelines, author instructions, manuscript template, style and formatting |

*Please ensure that the body of the manuscript starts at the top of the second page. (rev. 9/10/18)*

# General Guidelines

Thank you for your interest in submitting a manuscript for the 13th North American Masonry Conference. The success of the North American Masonry Conference has stemmed from the high-quality papers that have been submitted by authors from around the world. As an author, your initial goal should be to write a thorough, correct, and clear manuscript describing your study. These guidelines have been developed into a template to help support you as you write and assemble your manuscript. Furthermore, by adhering to the guidelines contained herein, you will assist the editors to maintain a consistent and professional appearance throughout the conference proceedings.

Please contact us at [13namc@masonrysociety.org](mailto:13namc@masonrysociety.org) if you have any questions not answered in this document.

## Language

Manuscripts, titles, and abstracts should be written in English using standard American spelling, grammar, and punctuation conventions. It should be noted that these conventions often differ from various international conventions. Resources for American English are widely available online or in publications, such as *The Elements of Style* by Strunk and White (1999). Additional guidance is provided in Appendix A.

## Titles

Authors should review and revise the titles of their submissions after writing their manuscripts. Authors should carefully choose a title that *concisely* and *uniquely* identifies their work and attracts the reader’s attention. The title is the first part of a published paper that readers will see when they look in the conference program or proceedings and is the authors’ first chance at inviting the reader to learn more about their work.

The title of a manuscript is its name, so it should typically consist of a noun phrase (or two noun phrases separated by a colon), not a complete sentence. Titles do not need to be lengthy to be effective. Excessively long titles detract from a manuscript’s appearance and may dissuade readers from wanting to read it.

*The title should be pasted directly into the Manuscript Submission form in Catalyst.* Titles should be submitted in *sentence case*; i.e., only the first word and proper nouns are capitalized, as shown on Page 1.

## Abstracts

Authors should review and rewrite their abstracts carefully after completing their manuscripts. The abstract to be submitted with the full manuscript will generally differ from that submitted to the Call for Abstracts. A final abstract should succinctly convey the purpose, research approach, major findings, and principal conclusions of the study; thus, it is generally best written after the manuscript is completed.

Abstracts accepted for publication will be printed with the published paper in the conference proceedings. Abstracts will also be printed separately in the Book of Abstracts and may be published online before the conference, so they must be able to stand independently from the paper.

Abstracts must be written using the third grammatical person. The focus of each abstract should be the study itself, not the manuscript or authors. Abstracts should generally be written in the past tense because they describe a study that was previously performed. Detailed information from the study, such as literature reviews, experimental design, description of specimens, interpretation of data, and discussion of results, should typically be reserved for the manuscript itself and not be included in the abstract. Abstracts should not contain citations, equations, figures, tables, photographs, or abbreviations.

*The revised abstract should be pasted directly into the Manuscript Submission form in Catalyst.* The revised abstract should be submitted in plain text. Any text formatting in the abstract will be removed by the typesetting software.

## Keywords

The authors may make updates to the keywords at the time of manuscript submission. A minor issue in Catalyst has been corrected that prevented multiple words in the first keyword field. During the manuscript review period, the editors will assemble a list of keywords from submitted manuscripts and may make minor adjustments to keywords to reconcile differences between equivalent terms.

## Manuscript Submission

Authors must submit their manuscripts through Catalyst by uploading it on the manuscript submission form. Only MS Word files will be accepted. The manuscript submission will also require an updated title and abstract, which must be pasted into the respective fields on the form. The submitter should also update the keywords and verify that author information listed in Catalyst is correct.

# Manuscript Formatting Guidelines

## Manuscript Length and Size

The body of the manuscript must not exceed 10 pages in length, which includes text, tables, figures, and equations but excludes the abstract page and references. References should not extend more than two pages past the end of the body text. A manual page break should not be inserted before the references section.

Do not adjust text or paragraph spacing or change the margin widths from those listed below. If additional length is required, revise your wording to be more concise and direct. “The most valuable of all talents is that of never using two words when one will do” (Thomas Jefferson). If it would be infeasible to fit the manuscript into the above limits, please [contact the chairs](mailto:13namc@masonrysociety.org) about the possibility of splitting it into multiple manuscripts or submitting the manuscript to TMS Journal.

## Typeface

The typeface (i.e., font family) used for text is Times New Roman. Equations and notation should be typeset using Cambria Math, which is the only typeface available in the latest MS Word equation editor.

## Text Formatting

The text styles feature of MS Word has been used in developing this template to help authors in following the template guidelines. Authors should use the text styles feature to maintain a consistent appearance throughout the manuscript. A summary of the test style properties is presented in Table 1.

### Headings

Major section headings should be written in 13-point bold and small-cap font and should be separated from adjacent lines with an 18-point space above and a 4-point space below (for example, see the **General Guidelines** heading above.) Minor section headings should be written in 12-point bold font and should be separated from the following line with a 3-point space (for example, see the **Text Formatting** heading above.) Subheadings should be written in 11-point bold and italic font and should be separated from the following line with a 2-point space (for example, see the ***Paragraphs*** heading below.) Headings should be left justified and written in title case. See Appendix A for addition information on title case.

**Table 1.** List of Font Style Properties

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Font Style Name | Typeface | Size (pt) | Shape | Alignment | Line Spacing | Spacing (pt) | Indent (in.) |
| Body text |  |  |  |  |  |  |  |
| Heading 1 | Times New Roman | 13 | Bold, small caps | Left | Single | Before: 18  After: 4 | — |
| Heading 2 | Times New Roman | 12 | Bold | Left | Single | After: 3 | — |
| Heading 3 | Times New Roman | 11 | Bold, italic | Left | Single | After: 2 | — |
| Body text | Times New Roman | 11 | — | Justified | 1.15 | After: 10 | — |
| List paragraph | Times New Roman | 11 | — | Left | 1.15 | After: 10 | — |
| Table text | Times New Roman | 10 | — | Varies | Single | — | — |
| Equations | Cambria Math | 11 | — | Left | Single | After: 10 | 0.5 |
| Specialty text |  |  |  |  |  |  |  |
| Caption label and number | Times New Roman | 10 | Bold | Centered | Single | — | — |
| Caption text | Times New Roman | 10 | — | Centered | Single | — | — |
| Equation numbers | Times New Roman | 11 | Bold | Right | Single | After: 10 | — |
| Table footnotes | Times New Roman | 8 | — | Left | Single | After: 3 | — |

The font style can be quickly selected by clicking the respective style name in the Styles toolbar on the MS Word ribbon. To prevent formatting errors in the document, the built-in styles in this template should not be modified.

### Paragraphs

Body text should be written in 11-point regular font and should be fully justified (i.e., both left and right aligned). Proper hyphenations is recommended where needed. The automatic hyphenation feature of Word may be used but authors should verify that words are hyphenated correctly.

Paragraphs should not be indented and should be separated from following paragraphs and headings by a 12-point vertical space. The line spacing of paragraph text should be 1.15.

### Lists

Ordered and unordered lists (i.e., numbered and bulleted lists) should have the same font size and line spacings as paragraphs.

### Sentence Spacing

A *single* horizontal space should be used after the end of one sentence and before the start of the next sentence within the same paragraph.

### Page Size

All page sizes must be ANSI Letter, which is 8.5 inches by 11 inches (215.9 mm by 279.4 mm).

### Margins

Margins for all pages must be 1 inch (25.4 mm) around each page.

### Header and Footer

Do not add anything in the header or footer of the manuscript document. The editors will add and typeset headers and footers in the final proceedings.

### First Page

The editors will typeset the first page of each paper in the final proceeding using the information provided by the submitter in Catalyst, i.e., title, authors, abstract, and keywords. Submitters should verify that information submitted in Catalyst is correct.

### Start of Text

The first page of this template is a cover sheet form that should be filled out by the submitter and will only be used by the editorial staff during the review process. Authors must verify that the manuscript text starts at the top of the second page.

### Page Numbers

Do *not* insert page numbers *anywhere* in the manuscript (including headers and footers). Consecutive page numbers will be added after the entire proceedings have been compiled.

## Cross Referencing Features

The built-in caption, citation, numbering, and cross-reference features of MS Word should not be used for the final copy, as they frequently lead to broken link errors. The cross-reference features may be used while drafting the manuscript, but all cross references and labels should be converted to regular text in the submitted manuscript, as is shown in this set of guidelines.

# Tables, Figures, and Equations

Each table and figure must be introduced and referenced in the text *before* it appears in the manuscript. Afterward, it may be referenced again at any place later in the text. Tables and figures must appear in the same order as they are first referenced in the text. Tables and figures should be placed such to minimize the amount of white space at the bottom of the pages. Where possible, tables and figures should appear on the same page as its first reference. If excessive white space occurs on a page, a table or figure should be moved to the following page.

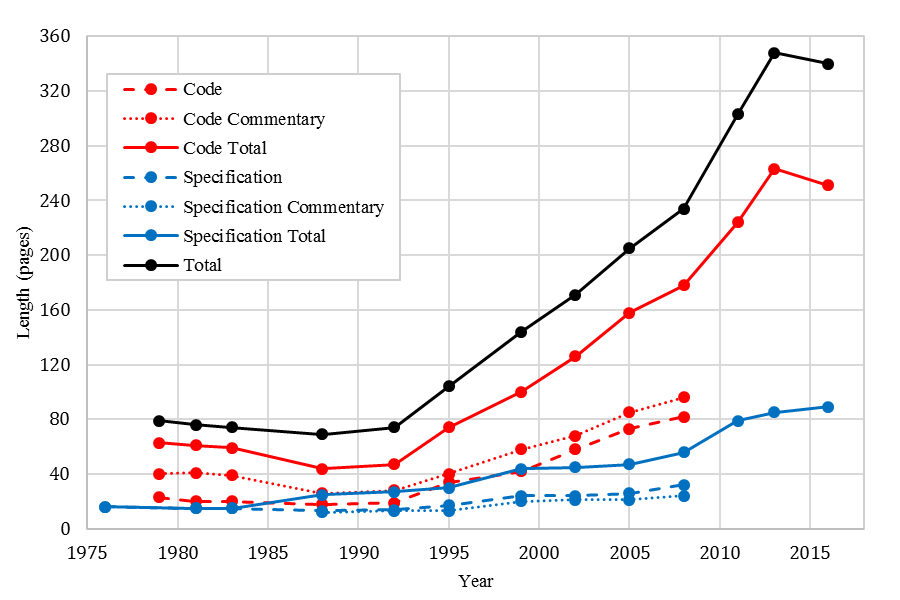
Tables and figures must have captions. Tables, figures, and their captions should be centered on the page and kept completely within the margins. Wide tables or figures and their captions may be rotated 90 degrees counter-clockwise on the page. Table and figure captions are 10-point Times New Roman font. The label and number of each caption are bolded and followed by a period. Captions for tables are written in *title case* and centered immediately *above* the table without a space. Captions for figures should be written in *sentence case* and centered immediately *below* the figure. No vertical space should be placed between a table or figure and its caption. Long captions should be wrapped so that they do not extend beyond the sides of the table or figure. Tables and figures that are reproduced from other publications must include a citation in the caption (even if the other publications were written by the same authors.)

Table text should be regular 10-point font and should be *vertically* aligned in the middle of each row. The leftmost column of table text should generally be *horizontally* aligned to the left side of the column. Place horizontal borders between table sections, below heading rows, and at the top and bottom of the table. Vertical borders should be used to separate text on the same row that is not related to each other (an example is shown in Table A.1 in Appendix A.) Table footnotes should be placed immediately below the table and should be written in regular 8-point font, as is shown in Table 1.

Plots and line drawings should be drawn electronically and digitally inserted into the manuscript. Figures must be inserted “in line” with text; the text wrapping feature should not be used. MS Excel graph must not be pasted as a linked graph but should be imported from a .tff file or pasted in without linked data.

Text within figures should be scaled so that they are 9-points tall in the finished manuscript. Color is permitted in figures but authors should verify that the figures are still readable when printed in grayscale. Photographs, scans, and images inserted into the manuscript should have a resolution of at least 300 dpi (dots per inch). Figures should generally appear *without* a border. An example of a properly formatted and captioned figure is shown in Figure 1.

Related graphics may be grouped together side-by-side within a single figure. Subfigures should be separated from each other by a 0.5-inch (13 mm) space. The subfigures within a figure should also be captioned and should be numbered using bold lowercase letters enclosed in parentheses: **(a)**, **(b)**, etc.



**Figure 1.** Evolution of TMS 402/602 length over the past 30 years

## Equations

Equations are considered to be part of the text and are treated the same as a noun in a sentence. Prior to presenting an equation, the equation should be introduced (but not referenced) in the sentence text. Sentences that contain equations should be punctuated the same as a typical sentence. If the equation comes at the end of a sentence, it should be followed by a period. Equation symbols that have yet to be defined in the manuscript should be defined immediately after the equation, typically in the same sentence by introducing them with the word “where” (lowercase).

Equations should be left-justified and indented by 0.5 inches (13 mm). A proper example is

(1)

where is the shear span ratio, is the net shear area (in2), and is the compressive strength of the masonry (psi). For the sake of brevity, all subsequent notation will be intentionally omitted from the remainder of these guidelines and assumed to have been previously defined.

Equation numbers should be right justified, enclosed in parentheses, and regular font. Equation numbers are not considered part of the text. Since equations *are* part of the text, equations should only be referenced in the text *after* they appear. For example, Equation 1 can be substituted into

. (2)

It should be noted that Equation 2 comes at the end of the sentence because it is followed by a period. A single space may be added between the equation and any following punctuation marks so that the mark does not appear to be part of the equation. When referencing equations, the word “Equation” should be capitalized because it a proper noun.

In the cases exemplified by Equations 1 and 2, the equations are not preceded by a colon because it would not be grammatically correct. A colon should be limited to cases when an equation or list of equations follows an independent clause. For example, the strength design provisions of TMS 402/602 (2016) contain four equations that must be checked for the shear strength of bend-bar anchor bolts:

, (3)

, (4)

, and (5)

. (6)

However, only one equation is required to determine the development length of reinforcing bars:

. (7)

Equations must be numbered sequentially throughout the manuscript and in-text references must match the corresponding equation number.

### Symbolic Notation

Common symbolic notation should follow that used in current published design standards and research most relevant to the work. Authors are free to define notation for terms that are not presently defined in existing publications but should attempt to avoid using symbols that are already in use for other terms. Symbols must be defined in the text after they first appear.

A separate notation section is *not* required.

# Numbers and Units

Numbers presented within the manuscript should be rounded to the number of significant figures that best represents the resolution and precision of the value’s measurement. In most studies, reporting values with more than three significant figures is typically not justified.

Numbers should be reported using common English notation, where the decimal mark is a point “.” and thousands separator is a comma “,”. The thousands separator should be used when there are more than four digits before the decimal point (i.e., for values of or more). Digits after the decimal point are not grouped together.

Number values should include the corresponding units. Units should be either SI units or US customary units with SI units in parentheses. When a unit is part of a value it may be abbreviated using its standard abbreviation. Display units should be selected to minimize the quantity of leading or trailing zeros displayed for number values.

# Citations and References

Manuscripts should reference other works to demonstrate how the topic connects with the existing masonry literature. References to other works should be cited in the text and included in the *References* section at the end of the manuscript.

The in-text citation convention used in the proceedings will follow the author-year scheme. Both textual and parenthetical citation may be used in the manuscript, but authors should avoid citing the same reference both ways in a single sentence. Parenthetical citations should be enclosed within parentheses. When multiple parenthetical citations are grouped together, separate each citation by a comma. Examples of textual and parenthetical citations are shown in Table 2.

**Table 2.** Examples of Textual and Parenthetical Citations

|  |  |  |
| --- | --- | --- |
|  | Textual citation | Parenthetical citation |
| One author | Jaffe (2017)… | (Jaffe 2017) |
| Two authors | Eisenhauer and Klinger (2017)… | (Eisenhauer and Klinger 2017) |
| Three or more authors | Redmond et al. (2016)… | (Redmond et al. 2016) |
| Multiple citations | Kim and Bennett (2002) and Liu et al. (2006)… | (Kim and Bennett 2002, Liu et al. 2006) |

# Acknowledgements

The authors wish to recognize the contributions of Phil Samblanet, Jason Thompson, Bennett Banting, and Joseph Eixenberger for their reading of these guidelines and constructive suggestions.

# References

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Eisenhauer, J. T. and Klinger, R. E. (2017). *Masonry Structural Design, 2nd Ed.*, The Masonry Society (TMS), Longmont, CO.

Jaffe, R. C. (2017). *Masonry Basics, 2nd Ed.*, The Masonry Society (TMS), Longmont, CO.

Kim, S. K. and Bennett, R. M. (2002). “Flexural tension in unreinforced masonry: evaluation of current specifications,” *TMS Journal*, 20(1), 23-30.

Liu, L., Tang, D., and Zhai, X. (2006). “Failure criteria for grouted concrete block masonry under biaxial compression,” *Advances in Structural Engineering*, 9(2), 229-239.

Redmond, L., Kahn, L., and DesRoches, R. (2016). “Shear and tensile strength equations for analysis of grouted masonry,” *TMS Journal*, 34(1), 29-38.

TMS 402/602 (2016). *Building Code Requirements and Specifications for Masonry Structures,* The Masonry Society (TMS), Longmont, CO.

# Appendix A: Style Guide

This appendix is included to provide some guidance to maintain consistent and professional style in all submitted papers. A detailed explanation of each topic is beyond the scope of this document. Authors are encouraged to consult existing publications for detailed information and clarification about each topic.

## Title Case

The APA style guidelines for title case text are to be used in heading and table captions. A concise reference guide and infographic are available at <https://www.bkacontent.com/how-to-correctly-use-apa-style-title-case/>.

## Serial Comma

A comma should be place before the words *and* or *or* in a series of three or more terms. The serial comma is also known as a series comma, Harvard comma, or Oxford comma (note the use of the serial comma before the word *or* in this sentence.)

## Punctuation

Note that the rules for placement of punctuation marks varies considerably in American English versus British English. A complete explanation is outside the scope of this document. More information on the difference between the two conventions can be found at <http://www.thepunctuationguide.com/> or another similar reference.

## Grammatical Person

Manuscripts should generally be written using the third grammatical person. It may be acceptable in special contexts to use a different grammatical person (i.e., first or second,) but such cases are typically limited.

## Voice

Authors should favor using active voice over passive voice in writing their manuscripts. However, it is acceptable to use passive voice in some instances, such as when the authors want to place emphasis on the object receiving the action (rather than the subject performing the action) or when the subject is unknown.

## Noun Plurality

Some English nouns have irregular plural forms, as listed in Table A.1. These nouns tend to be used more frequently in technical writing than in every-day writing. Some of these nouns also have regular plural forms that are becoming increasing more common while others are more frequently used in their traditional form. The traditional form, such as those shown in Table A.1, should be used in preparing manuscripts.

**Table A.1.** Frequently-Used Nouns with Irregular Plural Forms

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Singular | Plural |  | Singular | Plural |  | Singular | Plural |
| addendum | addenda |  | erratum | errata |  | parenthesis | parentheses |
| analysis | analyses |  | formula | formulae |  | phenomenon | phenomena |
| apex | apices |  | hypothesis | hypotheses |  | radius | radii |
| appendix | appendices |  | matrix | matrices |  | spectrum | spectra |
| atrium | atria |  | maximum | maxima |  | stratum | strata |
| axis | axes |  | medium | media |  | syllabus | syllabi |
| basis | bases |  | memorandum | memoranda |  | symposium | symposia |
| criterion | criteria |  | millennium | millennia |  | thesis | theses |
| curriculum | curricula |  | minimum | minima |  | vertex | vertices |
| datum | data |  | minutia | minutiae |  | vortex | vortices |
| ellipse | ellipses |  | momentum | momenta |  |  |  |

Verbs and determiners should agree with the form of the noun that is used. A common issue in technical writing is to mistake a plural noun for a singular noun. This mistake is common for nouns with irregular plural forms and that more commonly appear in their plural form than in their singular form:

* Data
* Criteria
* Media
* Errata
* Minutiae

## Acronyms

Acronyms should be used to replace lengthy terms that are repeatedly used throughout the manuscript. Acronyms should not be used for terms that are only used once or twice in the manuscript. Define each acronym once in parentheses when the term first appears in the text and use the acronym consistently throughout the remainder of the manuscript. The grammatical number of an acronym (i.e., whether it is singular or plural) should be the same as the term it represents, which is most typically singular except for some terms that are always plural. For example, if the term *Canadian daily climate data* is represented by CDCD, then the noun CDCD would be treated as plural noun because *data* is always a plural noun. As a common exception, it should be noted that the proper noun *The* *United States* and its corresponding acronym *US* are always treated as singular nouns.

Singular acronyms can be made plural by following the same grammatical convention as singular words. To make the plural form of an acronym ending in an H, S, or X, a lower-case *es* should be added to the end; otherwise, a lowercase *s* should be added. When making an acronym plural, an apostrophe should *not* be placed before the *s* or *es*. The possessive form of an acronym is formed by placing an *’s* after the acronym, such as when referring to TMS’s publications.

## Abbreviations

Words and terms should generally be written out in full in the text. As an exception, units associated with a number may be abbreviated in the text. Abbreviations for commonly abbreviated words and terms may be used in tables and figures.

# Appendix B: Obligation of Authors

This appendix is not intended to address all responsibilities and obligations of authors. For more information on these topics, authors should consult the guidelines recommended by the Committee on Publication Ethics (COPE) outlined at [www.publicationethics.org](http://www.publicationethics.org).

## Authorship and Acknowledgement

The correct determination and attribution of authorship is solely the responsibility of the authors. The standard protocol in scholarly publishing is to list as authors only individuals who contributed significantly to the reported study, actively participated in the preparation of the manuscript, reviewed and approved the manuscript before submission, *and* accept accountability for the integrity of their portions of the work. Contributors who do not meet these authorship criteria should be included in the acknowledgement section for their contributions but should not be listed as authors. It is inappropriate to list guest authors or gift authors. In addition, the use of ghost authors (i.e., contributors meeting all author criteria but whose names are omitted) and anonymous authors are not permitted.

Sponsors should be thanked in the acknowledgement section for their contributions to the work.

## Responsible Practices

Authors should only submit works that are original and that have not been published or submitted for publication elsewhere, in any language. Plagiarism, including self-plagiarism, and falsified research data are not acceptable. All references to previous works, including those by the authors, must be properly cited in the body of the manuscript and included in the references section at the end. Submissions should be substantially different from any other publication and include new original results. Research in progress and preliminary results are not appropriate for submission.

Manuscripts may not be written with an obvious commercial orientation, which includes makings endorsements, marketing, and discussing proprietary products and technologies. Authors interested in making commercial presentations should consider presenting at the Innovative Technology Session of the conference.