Checklist for Authors Submitting Papers to Nordic Concrete Research

Item			Mark if yes or OK
1	Number of pages =	Number of pages ≤ 20	☐
2		Are the author photos & descriptions presented on the first page following the guidelines?	☐
3		Paper title of type size 14, **bold** lower case letters with Initial Capitals and limited to two lines.	☐
4	Number of abstract words =	Number of abstract words ≤ 100	☐
5		Is a number (≤ 7) of relevant keywords given and written with lower case letters?	☐
6		Are the rules for **HEADINGS** & **subheadings of first** & *second* order followed?	☐
7		Are paragraphs separated by one line?	☐
8		Are equations presented in a clear way & numbered correctly?	☐
9		Is decimal point used consistently (instead of decimal comma)?	☐
10		Are all variables written in *italics* both in equations and in the text?	☐
11		Are mathematical operators, numbers and indices written upright (roman or non-italicized text)?	☐
12		Are illustrations clear & readable also in the reduced format (81 %) that NCR is printed in?	☐
13		Are coloured illustrations interpretable also in the printed version of NCR that is limited to printing in **black** & **white**?	☐
14		Are tables clear & without unnecessary vertical & horizontal lines additional to the three horizontal ones that are recommended?	☐
15		Are illustrations & tables numbered & provided with captions written in *italics*?	☐
16		Are references in the main text numbered & written according to the Vancouver system, i.e., with a number within brackets, []?	☐
17		Has a person very familiar with the English language checked the language of the paper?	☐
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?	☐
19		Are rules for citation signs, punctuation, Capital Initials & *italics* followed for each reference in the reference list?	☐
20		The NCR Best Paper Award is awarded every 3rd year to an author below 35 years. If you are interested, state your birth date: Year-Month-Day:	