

Guidelines for Preparing PIANC Working Group Reports

Introduction

- PIANC WG-reports are used worldwide as sources of information and recommendations on good practice. It is important that they are clear, unambiguous and accurate.
- Reports should be appropriate in content and language for their intended international audience. WG-members are encouraged to have a look at previous WG-reports, in order to better understand the requirements.
- All WG-members shall comply with PIANC copyright requirements (<https://www.pianc.org/uploads/files/2021-06-08-PIANC-COPYRIGHT-checklist.pdf>).

Report Format and Language

- WG-reports are to be submitted in English. Use UK English orthography.
- Good linguistic quality must be pursued. The final text should be proofread by a native speaker.
- Avoid jargon, and explain where necessary. Avoid long sentences.
- Working Group reports shall include: a detailed table of contents, a list of WG-members (name, and full address and e-mail address if agreed by the WG-members), and the Terms of Reference, as well as a summary of maximum 500 words.
- The report is to be submitted as a Microsoft Word file, using the PIANC template for WG-reports (<https://www.pianc.org/publications>, on the bottom of this page).
- Final formatting of the report is carried out by PIANC HQ.
- Pages shall be numbered.

Units

- For units, the International Standard Units System (SI) shall be used.
 - Temperatures are given in the Celsius scale (C°).
 - Symbols do not have an appended full stop (period) (.).
 - Symbols are written in upright type (m for metres, s for seconds), so as to differentiate from the italic type used for variables (*m* for mass, *s* for displacement).
 - SI symbols of units are not pluralised, for example use '25 kg' (not '25 kgs').
 - A space separates the number and the symbol; e.g., '2.21 kg', '7.3×10² m²', '22 K'. This rule explicitly includes the percent sign (%). Exceptions are the superscript-type symbols for plane angular degrees, minutes and seconds (°, ' and "), which are placed immediately after the number with no intervening space.
 - Commas are used as a thousand separator (1,000,000) in order to reduce confusion. For figures below 1,000, no commas are used (e.g. 500). Figures containing tenths are marked with a period (e.g. 50.36 ; 1,000.23). The decimal point should be a full stop (period).
 - Symbols formed by division of two units are joined with a solidus (/), or given as a negative exponent. For example, the 'metre per second' can be written 'm/s' or 'm s⁻¹'. Only one solidus should be used; e.g., 'kg/(m·s²)' or 'kg·m⁻¹ s⁻²' are acceptable but 'kg/m²s' is ambiguous and unacceptable. Use brackets very carefully.
 - Currency units are either put behind the number and in official abbreviation (e.g. 1,000.23 EUR/USD/GBP) or in front of the number when using the symbol (e.g. €/\$/£ 1,000.23).
 - For consistency use , 'metre', and 'litre', not 'meter' or 'liter'.

References

- *Reference list*: a complete list of all the cited references used in the report should be included in an appendix, with full bibliographic details, and links where available.
- *Citation in the text*: this is the brief indication of the source within the text immediately following the use of the source whether quoted or summarised. the references should have the following format:
 - Example of full reference details:

Sabaton, M. (1980): "Stability of Rubble Mound Breakwaters", Vol. II, in PIANC Magazine 'On Course', Sydney: Pan Books, p. 3-5.

PIANC WG 158 (2014): "Master Plans for the Development of Existing Ports".
 - Examples of citation in text:

Sabaton, M. (1980)

PIANC WG 158 (2014)
- *Internet sources and documents available on the internet*: reference details should also include a link to document or website.
 - Example:

Sabaton, M. (1980): "Stability of Rubble Mound Breakwaters", [Online], Available: <http://www.pianc.org/publications.php> [24 Aug 2010].

Illustrations

- Pictures and digitised illustrations must be of good quality, with a resolution of at least 300 dpi. Jpeg (maximum quality) or High Resolution PDF formats are preferred. .

Approval and Publication of Final Report

- The final report of a Working Group is approved by the supervising Commission. See: PIANC's Rules & Regulations, Article 66c:

Art. 66. Working Group reports

- a. Working Group reports are only available electronically since the 1st of January 2011. (except: see Art. 63 f.)
- b. The reports should be in accordance with the approved Terms of Reference and with the technical standards that PIANC wants to uphold.
- c. The Chairperson of the supervising Commission organises the review of the draft report and sends the approved version to the General Secretariat for publication.
- d. Management summaries of maximum 500 words will be produced in order to:
 - provide guidance to decision makers;
 - be published in the magazines of Sister Organisations.
- e. Publication of the report and the summaries will be organised by the General Secretariat as quickly as possible.
- f. National Sections are allowed to translate publications or they can be facilitated by the General Secretariat. The General Secretariat is not responsible for any translational errors. National Sections are asked to inform the General Secretariat about possible translations.

- Only the Chairperson or the Secretary of the supervising commission will transmit the final report to PIANC's Editing Officer, in order to avoid misunderstandings about the report having been cleared. There will be no direct contact between the Editing Officer and the Chairperson or members of a Working Group. Contact will be between the Editing Officer and the Chairperson or the secretary of the supervising commission.

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