

GUIDELINES FOR CHAIRPERSONS OF PIANC WORKING GROUPS

Preparing Working Group Reports

Introduction

- Papers accepted become the copyright of PIANC. Contributors should bear in mind that they are addressing an international audience.
- WG-members are encouraged to have a look at previous WG-reports, in order to better understand the requirements and to avoid delays.
- WG-reports that do not meet the guidelines will be rejected.

Language and orthography

- A WG-report can be submitted in either English or French. Authors must use UK English orthography.
- A good linguistic quality must be pursued. It is recommended that the final text is proofread by a native speaker, in order to avoid delays if copy should be sent back for rewriting.
- WG-members are asked to mind the punctuation marks. For improving readability, it may also be better to split one long sentence in two.

Text files

- All manuscripts will be supplied as a MS Word-file.
- Pages should be numbered and footnotes must be avoided.
- For units, the International Standard Units System (SI) will be applied.
 - Temperatures are given in the Celsius scale (C°).
 - Symbols do not have an appended period/full stop (.).
 - 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).
 - The SI rule is that symbols of units are not pluralised, for example '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 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)
 - 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', 'm s⁻¹', 'm s⁻¹'. Only one solidus should be used; e.g., 'kg/(m s²)' or 'kg m⁻¹ s⁻²' are acceptable but 'kg/m²' is ambiguous and unacceptable.
 - The official UK spellings are 'deca', 'metre', and 'litre'.
 - 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).
- Tables, pictures and illustrations must be provided as separate files, and not included as part of the text.
- In the text file, authors must indicate at what place they want pictures, tables and illustrations to be included. They can do so, a.o. by including an 'Editor's note' or by inserting editing remarks in another colour.
- If a list of bibliographical references is appended, the references should have the following format:

- **Book with one author**

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

- **Book with two or more authors**

Sabatón, M., Feuillet, J. and Averett, D.E. (1980): "Stability of Rubble Mound Breakwaters", Vol. II, in PIANC Magazine On Course, Sydney: Pan Books, p. 3-5.

- **Books with an anonymous or unknown author**

"The University Encyclopedia" (1985), London: Roydon, p. 3-5.

- **World Wide Web page**

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

- WG-members will respect the existing hierarchy of titles and subtitles, as they are presented in previous WG-reports. This hierarchy is as follows:
 - Main title: 1. INTRODUCTION
 - Second title: 1.1 Second title
 - Third (sub)title: 1.1.1 Third (sub)title

Illustrations

- All pictures, illustrations and tables must be provided as separate files. In clear: PIANC will receive one text file (in MS Word) and one or more separate graphic files. For reasons of quality, pictures may not be included in the text-file.
- Full colour pictures and digitalised illustrations must be of superior quality, meaning that the pictures should have a minimal width of 80 mm while having a resolution of at least 300 dpi. Jpeg (maximum quality) or High Resolution PDF formats are to be preferred.
- Pictures can be provided as a print (for scanning), or in one of the following digital formats: tiff, jpeg, PDF or eps.
- Figures, pictures and formulae must be numbered. These numbers will be referred to in the text file.
- Every figure will be accompanied by a short explanatory caption.

Layout

- PIANC will take care of the layout.
- WG-members may want to suggest a layout of their own. They can do so by providing a PDF-file, in which figures and illustrations are already inserted. This has the advantage that PIANC editors may better understand at what place authors want the illustrations to be inserted, and how they like the layout to look like. However, such a PDF-file can only be provided as an example. In any case, an electronic text file (in MS Word) and separate graphic files are mandatory.

Final reports

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

Art. 66. Working Group reports

- a) The reports should be in accordance with the approved Terms of Reference and with the technical standards that PIANC wants to uphold.
- b) The Chairperson of the supervising Commission organises the review of the draft report and sends the approved version to the General Secretariat for translation and publication.
- c) 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.

d) Translation and publication of the report and the summaries will be organised by the General Secretariat as quickly as possible.

- 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.
- Working Group reports should include: a table of contents, a list of members (name, full address and e-mail address) of the Working Group, the Terms of Reference, as well as a summary of maximum 500 words.

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