



1 GUIDELINES FOR PREPARING WORKING GROUP REPORTS

1.1 Guidelines

1.1.1 Introduction

- The PIANC Working Group reports are used worldwide as sources of information and recommendations on good practice. It is important that they are clear, unambiguous and accurate.
- The reports should be appropriate in content and language for their intended international audience. Working Group members are encouraged to have a look at previous Working Group reports, in order to better understand the requirements.
- All Working Group members shall comply with PIANC copyright requirements (see p.20).

1.2 Report Format and Language

- Working Group reports are to be submitted in English. We ask to comply with 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 Working Group members (name, full address and email address if agreed by the Working Group 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 Working Group reports.
- Final formatting and editing of the report is carried out by PIANC HQ.
- Pages shall be numbered.

1.3 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, etc.), so as to differentiate from the italic type used for variables (*m* for mass, *s* for displacement, etc.).
 - 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/m s²' 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'.

1.4 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.

Sabaton, 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.

PIANC WG 158 (2014): "Master Plans for the Development of Existing Ports".

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

- 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.

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

1.5 Illustrations

- Pictures and digitised illustrations must be of good quality, with a resolution of at least 300 dpi. Jpeg (maximum quality).
- Every figure will be accompanied by a short explanatory caption.



PIANC

The World Association for Waterborne
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1.6 Approval and Publication of Final Report

- 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. 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 translation and 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. Translation and publication of the report and the summaries will be organised by the General Secretariat as quickly as possible.
 - f. Translation of publications will be carried out by the relevant National Sections and facilitated by the General Secretariat.
- 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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