Additional Information for Authors

The Cement, Concrete, and Aggregates (CCA) journal is a biannual publication sponsored by ASTM technical committees C-1 on Cement and C-9 on Concrete and Concrete Aggregates with support from C-13 on Concrete Pipe and C-27 on Precast Concrete Products. Each published paper and technical note has been peer-reviewed. Papers and technical notes are open to brief written comments in the Discussion section of the Journal, which also includes authors' written responses.

The Technical Editor may consider a paper submitted to the Journal as a Technical Note if: it gives a reasonably brief description of ongoing studies with or without providing interim, tentative data, and conclusions, or both; it reports phenomena observed in the course of research requiring further study; it provides mathematical procedures for facilitating reduction and analysis of data; or it reports promising new materials prior to undertaking extensive research to determine their properties.

The decision as to whether a manuscript is published as a paper or a technical note resides with the Technical Editor.

The guidelines that follow describe our manuscript selection, peer-review, revision, and publication processes. Following these guidelines will ensure expeditious handling of submitted material.

Submission

The name, mailing address, position, affiliation, and telephone and fax number of each author must be supplied in a cover letter. The submitting author is to provide the names, affiliations, addresses, and telephone numbers of five to six individuals who are qualified to review impartially the paper and the research leading to it, and who are not employed at the same institution or company as any of the authors. While these names may or may not be used for the review, we will add them to our pool of potential reviewers. Also, a statement needs to be included that the paper has not been published and is not under consideration for publication elsewhere. All permissions for previously published material used in the paper must be submitted in writing at this time.

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Five copies of the manuscript with clear copies of each figure are required. Original art work and computer disks should accompany the final revision.

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The hard-copy text can be produced on any letter-quality printer. Text is to be printed double-spaced with left and right margins of 1 in. (25.4 mm) using left justification. New paragraphs are to be indented five spaces, and end-of-line returns are not to be used.

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An abstract of 100 to 150 words and a list of 5 to 10 keywords that can be used to index the manuscript are required.

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Sample References


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Three or more reviewers, selected by the Technical Editor, review each paper for technical content, originality, logical conclusions, sound data, reproducibility of results, and clarity of presentation; two or more reviewers provide reviews of each technical note. Their comments are compiled and evaluated. The reviewers’ anonymous comments and any other comments from the Technical Editor or his designee are then returned to the author for revision.

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The Technical Editor will evaluate all revised manuscripts and make the final decision regarding publication in the Journal. The Editor may: (1) accept the revised manuscript for publication, (2) require further revision or explanation, or (3) reject the revised manuscript. A revised manuscript may be sent for re-evaluation to a reviewer who has found major flaws in the original manuscript.

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Each accepted paper is edited by the ASTM staff for style, organization, and proper English usage. The edited manuscript is returned to the author before typesetting. The typeset page proof is also sent to the author and the Technical Editor for final review prior to printing.

If ASTM does not hear from the author by the time designated for return of the edited paper and page proof, or both, ASTM will proceed with the publication process.

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Dr. R. Doug Hooton
Technical Editor
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