

AUTHOR'S GUIDE

THE PROFESSIONAL CONSTRUCTOR The Journal of the American Institute of Constructors

JOURNAL OVERVIEW

The Journal of the American Institute of Constructors (AIC) is a publication in which information and technical concepts can be shared with fellow colleagues in the construction industry. In this light, anyone can write and submit a paper for consideration for publication in the Journal.

To be acceptable, a paper shall be of value and interest to constructors. It shall be of original composition and may include such areas as: past practice, current interest and trends, suggested new fields of activity or results of construction related research. The paper must be a serious study that contributes to the educational, planning, management, construction, development, or business phase of the construction industry. It should contribute to the advancement of the industry and the professional constructor. The paper must be free of commercialism or private interest but may use proper names when required for an understanding of the subject matter. Publication of any article does not constitute an endorsement by AIC.

Previously published papers will be considered for acceptance. In this case the author must inform AIC where the paper has been previously published and submit written permission from the publisher to allow, if accepted, publication of the paper in the AIC journal. AIC takes no responsibility for copyright infringements of the author.

The articles submitted for publication in the Journal should provide research that will further the knowledge of the construction industry. This may include an in-depth description of a job, discussion on a subject related to construction, or be based on the results of research performed on a construction-related topic that would be of interest to the readership.

SUBMISSION OF PAPERS

All papers must be written in accordance with AIC's Manuscript Specifications as contained in this Author's Guide. All papers shall be submitted electronically in Word (.doc) format, to:

Dr. Jason D. Lucas, Editor
jlucas2@clemsn.edu

EVALUATION OF PAPER

The paper is sent to three reviewers, all of whom are experienced in the topics covered in the paper. They are requested to complete a standard evaluation form, which asks them to rate the paper on a scale of one to ten. It should be noted that the papers are sent to reviewers without the identity of the author(s) or their affiliation. Once all three reviews have been returned to the Journal Editor they are compiled. To be accepted the paper must be 'Accepted' or 'Accepted with Revision' by a majority of the reviewers and the total of the three reviewer scores must be at least 15. The results of the review stage are sent to the author along with any comments the reviewers might have. In many cases, the acceptance is conditional and requires incorporating

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the comments from the reviewers in a revised paper. In some cases, if the paper is judged to be marginal, recommendations may be made to the author to make major revisions and resubmit the paper for review. In any case, once the final paper has been accepted for publication, it is so scheduled.

MANUSCRIPT SPECIFICATIONS

Paper Size	Paper size should be 8½ x 11 in. Page orientation should be portrait.
Margins	All margins are set at one inch (1"). The Gutter is set to zero inches (0") and the footer is set at one-half inch (0.5")
Font	The font size should be 12 pt., Times New Roman for the body of the paper.
Paragraph	Single spaced paragraphs with a single hard return between each paragraph. Paragraphs are formatted in a standard block style and should be justified both left and right.
Journal Paper Length	AIC must limit the page limit of papers it publishes. A manuscript generally should be no longer than 12 letter-sized pages, single spaced, typewritten material, including the appendix, but not including figures and tables. Please contact the editor if you believe that your submission warrants an exception to this limitation.
Language	Submit the transcript in American English. Keep the language non-gender specific. <i>Do not use I, "he/she", he, or she.</i>
Page Numbers	Do not include page numbers.
Title Page	The title page should contain the title of the paper and the names and current affiliations of all authors. The title is Times New Roman, 16pt., bold, centered, and upper and lower case lettering. The author information, 12pt, centered, should include Name, University, and Email.
Author Information	Biographical details of each author should include the author's full name, affiliation and background information pertinent to the article. The biographical write-up should be short and concise (2-3 sentences).
Abstract and Key Words	The heading ABSTRACT in 12 pt. and bold and justified left precedes the abstract. The body of the abstract is written in Times New Roman, 12 pt., italicized, with no indent. The abstract is limited to 200 words with no hard returns. Immediately following the abstract, provide the heading Keywords: with up to five (5) keywords on the same line.
First Level Heading	Font size is 14 pt. Times New Roman, bold, all caps and justified left with a 12 pt. hard return above and below the heading.
Second Level Heading	Font size is 12 pt. Times New Roman, bold, with the first letter capitalized and justified left with a 12 pt. hard return above and below the heading.
Third Level Heading	Font size is 12 pt. Times New Roman, bold, <i>italicized</i> , with the first letter of each main word capitalized and justified left with a 12 pt. hard return above and below the heading.

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MANUSCRIPT SPECIFICATIONS cont.

Citations	References shall be noted in the body of the manuscript within parenthesis (author's surname and publication year). There is no comma between the author's surname and the publication year.
Tables	Tables should be embedded in the text. Number tables consecutively with Arabic numerals and give each table a title. The title is placed above the table, 10 pt. Times New Roman, bold and centered.
Figures	Place each figure at the appropriate location in the text. Number figures consecutively with Arabic numerals and give each figure a title. The title is placed below the figure, 12 pt. Times New Roman, bold and centered.
References	Arrange in alphabetical order and type all bibliographic references single spaced on a separate sheet in accordance with APA Standard. Be sure that references are complete, including the author's name, title or references, publisher, date and place of publication, volume or report number, page numbers and other requested information.

MANUSCRIPT ORGANIZATION

Papers should be concise and focused on one theme or question. Prior to submission author(s) are encouraged to have outside editors read and make corrections to grammar and format. A "clean" paper allows for fluent reading and will allow the reviewers to focus on the merit of the papers' content versus correcting grammatical and formatting errors.

The manuscript submitted for publication should be in final form with no further revisions anticipated. The organization of the papers should be submitted in the following sequence:

RESEARCH PAPER OUTLINE

Title

Abstract

Author Bios

Introduction

Literature Review

Methodology

Findings

Conclusions and Recommendations

References

Appendix

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