Author guidelines

Legal Considerations

Originality

Papers must be submitted on the understanding that they have not been published elsewhere (except in the form of an abstract or as part of a published lecture, review, or thesis) and are not currently under consideration for publication elsewhere. The submitting author is responsible for ensuring that the article's publication has been approved by all the other coauthors.

Copyright

Manuscript submission

Manuscripts should be submitted by one of the authors of the manuscript through the online manuscript submission system available at *https://bipi.tuiasi.ro/ca/*. Submissions by anyone other than one of the authors will not be accepted.

General

Preferred formats for the text and tables of your manuscript are *.doc, .docx* prepared using Microsoft Word or other word processors software. It is important that the file be saved in the native format of the word processor used. In particular, do not use the word processor options to hyphenate words. Do not embed "graphically designed" equations or tables, but prepare these using the word processor facility. To avoid unnecessary errors you are strongly advised to use the "spell-check" and "grammar-check" functions of your word processor.

Review

Submitted manuscripts adhering to journal guidelines are reviewed by the Editor-in-Chief or an Editor, who will assign them to reviewers. The review process is single blind. The Editor prepares a decision letter according to the comments of the reviewers, which is sent to the corresponding author.

Manuscripts not adhering to journal guidelines will be returned to authors without scientific evaluation.

Manuscript Preparation

Style

The text should be as short and concise as possible, excluding anything which is not directly relevant to the subject matter but including any associated safety, environmental or ethical issues. The text should be readily understood by practicing engineers. All statements and references should be correct and accurate. Speculative material must be clearly identified as such. The text should be in the third person and should avoid colloquialisms – texts originally prepared for oral presentation therefore will usually need to be rewritten. The text should not refer to the names of individuals, organizations, products or services unless it is essential to understanding and then only appear once. Text must be neither gratuitously complimentary nor in any way derogatory about any person or organization. Principal participants in a project should be listed separately from the text in an Acknowledgement.

Organization

A paper for publication in the BULLETIN OF THE POLYTECHNIC INSTITUTE OF IASI. CONSTRUCTION. ARCHITECTURE SECTION (BIPCA) must contain a title, a list of keywords, a brief abstract at the beginning, a conclusion section at the end of the main body, and a list of references that follows the conclusion section. The manuscript must be type written with single spacing and wide margins, on a single side of an A4 paper. The text should be in single-column format. Hand written manuscript will not be accepted for review. Each page should be numbered beginning with the title page to facilitate review.

Abstract

Each manuscript must be accompanied by an abstract that should count 150...200 words and have a structured form which reflects your paper (background, material and methods, results, conclusion). The abstract should not include references, figure citations or acronyms. Domestic authors should also submit, on a separate page, a Romanian translation of the title, author's complete name(s), affiliation(s) and abstract. For non-Romanian author(s), the Editorial Board will provide the Romanian translation.

Key Words

The authors are requested to supply 4...6 Key Words, separated by a semi-colon, that can be used for indexing/abstracting purposes. Key Words should not repeat the title of the manuscript.

Headings

It is useful and recommended to divide the full text in paragraphs (or sections), with titles assigned with serial Arabic numbers and typed in capital all significant first letters, centered. The first paragraph is usually, but not obligatory, denoted as *1.*

Introduction, but the last becomes as a rule entitled *Conclusion* which reflects the findings of the author.

Nomenclature and units

Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI or, if SI units do not exist, in an internationally accepted unit.

Tables

Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article (e.g. in graphs). Tables should be numbered consecutively in accordance with their appearance in the text and given a suitable caption. Tables should be simple with brief column headlines (including all units) and as few rows and columns as possible. Each table should be numbered consecutively and referred to in the text (e.g. Table 1).

Preparation of References

All references should be cited in the text as: (Author, 2006) or (Author, 2006, p. 25) or (Author 1 & Author 2, 2006) or (Author et al., 2006). The form (Author, 2006 a, b) is used when there are two papers of the same author(s) published in the same year. The list of references is arranged alphabetically according to the first author; do not use numbers. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). All references must be complete and accurate. References will be given in the original language, using only the Latin alphabet (use transliteration if necessary). For references with more than one author, include the names of all authors (do not use et al. or other abbreviations). Papers "in preparation" or "submitted" are not valid references.

Artwork Instructions

Artworks can be divided into two types. Halftone artwork includes photographs, paintings or other images containing shades of gray. Line artwork consists of any figures such as graphs, charts, diagrams, maps and drawings that are entirely black on white with no shades of gray. Graphs, charts, diagrams, maps and drawings in which shading is indicated by stippling (dots) or crosshatching (lines) are also considered line art. All artworks – drawings, diagrams, photographs – are called figures and should be denoted and referred to as "Fig.", with capital first letter. They should be numbered serially by Arabic numbers and should be cite in paper (e.g. Fig. 1, Fig. 7 or Figs. 1 and 7). Ensure that each illustration has a caption that comprise a brief title (not on the figure itself) and a description of the illustration. Figures should be included wherever possible to enhance the understanding of the text. Color figures are for the time being not acceptable therefore they must be suitable for reproduction in black and white. For example use cross hatching rather than grey-scale. Detailed maps, CAD drawings and large charts do not reproduce well on screen and will not be accepted.

Artworks can be supplied as separate *.jpeg, .png, .pdf* or *.eps* files. Although we prefer artwork files in the foregoing format, we are also aware that a number of authors already (for convenience) submit their artwork in MS Ofice formats, therefore we support, for now, these submission types. When supplying artwork files, please ensure that files are supplied at the correct resolution: Line artwork: minimum of 300 dpi; Halftones artwork: minimum of 600 dpi; Combinations artwork (line/halftone): minimum of 600 dpi. Name the figure files with "Fig." and the figure number, e.g., Fig1.eps. Composite figures should be named by their parts, e.g., Fig2a.jpeg.

Font Information and Sizing of Artworks

In order to have a uniform look for all artwork contained in a single article, the lettering on the artwork should have a finished, printed size, no smaller than 7 pt for normal text and 6 pt for superscript and subscript characters. Smaller lettering will yield text that is hardly legible. Text in the illustrations should be typed in a sans-serif font (e.g. Arial). The maximum size of a simple or composite figure is 120 x 170 mm. For composite figures do not mount together their parts. You should note that during the production and typesetting processes your figures may need to be reduced or increased in size to fit the design of the BIPCA. To achieve the best results you are advised to prepare your artworks at the same size they will be reproduced in the BIPCA. In graphs, axis labels should be separated from quantities units by a comma followed by double spaced (e.g. Normal Stress, [kPa]). All lines should be at least 0.1 mm (0.3 pt) width.