

1. Guidelines for GDCh Monographs

Publication of scientific abstracts for conferences held by
the GDCh Division of the Chemistry of Construction Materials

1. GENERAL

GDCh monographs are produced directly through a photomechanical process. For this reason, authors are kindly requested to submit their abstracts in a form that can be reproduced without time-consuming re-setting and editing.

The conference team will provide you with a template in MS Word with the basic format for your manuscript. All you need to do is open the attached Word document and activate the template.

2. FORMATTING

Please submit your manuscript **both as a .pdf file and as a Word file (.doc or .docx) to icccm@baustoffe.tu-berlin.de, or post a CD with your files to:**

Technische Universität Berlin
Department of Civil Engineering
Building Materials and Construction Chemistry
Schr. TIB1-B4
Mr Henning von Daake
Gustav-Meyer-Allee 25
13355 Berlin
Germany
E-mail: icccm@baustoffe.tu-berlin.de

Important: file names must include your abstract ID code.

The following formatting is obligatory (see example):

Format	DIN A4	
Font	Arial (regular)	
Margins	left	3 cm
	right	2.5 cm
	top	2.5 cm
	bottom	2 cm
Font size	Title:	20 pt (bold)
	Author(s):	14 pt
	Chapter headings:	16 pt (bold)
	Subchapter headings:	14 pt (bold)
	Text:	14 pt

	Graphics/table headings: 13 pt
Text alignment	Justified
Line spacing	Single
Forced line breaks	Use hard returns – NOT a series of spaces!
Length	Maximum 4 pages including tables and images (4 pages for plenary papers)
Other	No cross references (e.g. to quoted material) within the text

3. TABLES AND IMAGES

Please integrate tables and images within the text. Do not use colour: format in black-and-white, since the collected monographs will be printed in black-and-white.

In tables, the font sizes prescribed in Section 2 (table headings 13 pt) and the prescribed line spacing and line breaks are obligatory.

Image captions (13 pt) must be included in their entirety. The following spacing is to be used:

between text and top of the image:	2 blank lines
between image and caption:	1 blank line
between image caption and text:	2 blank lines

4. BIBLIOGRAPHY

Bibliography (11 pt) is to be placed at the end of your abstract and is to be punctuated and arranged as in the following examples:

- /1/ E. Badens, S. Veessler, R. Boistelle:
“Crystallization of gypsum from hemihydrate in presence of additives”
J. Cryst. Growth (1999) 198, 704-706
- /2/ Th. Koslowsk: „Zitronensäure – Ein Verzögerer für Gips“
Dissertation RWTH Aachen (1983)

Within the text, all bibliography references are to be numbered in sequence, with each number inserted between forward slashes / /.

5. CHEMICAL TERMS AND ABBREVIATIONS

Chemistry terms must conform to the recommendations of the IUPAC (International Union of Pure and Applied Chemistry).

Chemical entities and their symbols must correspond to the SI (Système International d'Unités).

Abbreviations are only to be used when clearly defined (in captions as well).