

# Official Guidelines for Preparing Papers for the Cost Engineering Journal

(Rev. 2010-10-01)

First submit an abstract of your proposed manuscript by e-mail to: [editor@aacei.org](mailto:editor@aacei.org)

If your abstract is approved, send your manuscript and supporting documents by e-mail to: [editor@aacei.org](mailto:editor@aacei.org)

Or: mail documents to:  
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## **To Cost Engineering Journal Authors**

Step One in the process of having a manuscript considered for peer review and possible publication in the **Cost Engineering** journal is to submit a 200 word or less abstract. Please e-mail your abstract to [editor@aacei.org](mailto:editor@aacei.org). Please do not submit a full text manuscript until or unless you receive an e-mail that the *Cost Engineering Journal Review Committee* has approved your abstract as being a potential manuscript that will be peer reviewed and considered for publication.

Even if we've published your papers in previous years, please take a few minutes to sit down and read these instructions, then pass them on to the person who will be typing/word processing your paper if you are not doing so yourself.

As part of the goal of AACE to improving both the technical content and quality of all papers published in the **Cost Engineering** journal, we are asking that additional care be taken to make yours the highest quality possible. We ask that you make an extra effort to achieve our high quality goals. These papers are very important to the "Body of Work" in AACE. *Recommended Practices* get their start from a body of papers that address specific areas of our profession.

## **FORMAT REQUIREMENTS**

We are using Microsoft® Word for the papers, so we need your paper to be submitted in that format. Since there are so many papers that must be converted into our format in such a short period of time it is mandatory that you send it to us in Word. AACE has a standard template posted that must be used to submit papers. All figures, tables, pictures, etc. must be inserted in the document to help AACE publishing understand what the final document is suppose to include and look like. This is also necessary before a paper review can start.

When referring to AACE International, the legal reference must be "AACE International" or "AACE." Do not use a name as a plural or as a possessive because it is a trademark and is protected. It would be correct to state that "AACE requires copyright releases to be notarized," but incorrect to state "AACE's requirements to have copyright releases notarized."

## **GENERAL INSTRUCTIONS**

All manuscripts submitted for the **Cost Engineering** journal must include the following:

1. Complete references for any cited material (see requirements for references elsewhere in this document), and a PC compatible CD-ROM or Email of the manuscript (and of tables and figures if applicable). We must have a digital version of your paper in the correct format! If you are emailing your manuscript, please send it to [editor@aacei.org](mailto:editor@aacei.org).
2. A completed, signed, and notarized copy of the publications agreement (attached) from each author. Please see section on copyrights for complete instructions.
3. Biographical data should be included as a separate file and submitted with the full manuscript. Do not include the author biographical information or photos in the paper. Do not include author credentials, background, or curriculum vitae, etc. in the paper. All author information must be in the biographical data sheet or another document but not the paper. Do not include credits, honors, etc. of anyone in any exhibit because this is a paper written by the author and not a *Recommended Practice*, standard, etc. where groups of contributors participate and should be credited.
4. Submit a photograph of each author. Photos should be submitted at a resolution of 300dpi or higher.

### **—Length—**

The manuscript, including tables, figures, and references, should preferably not exceed 5,000 words. Papers must meet a 3,500 word minimum criteria.

### **—Title—**

If you want to change the manuscript title from the one given on the original submitted abstract, you must request this in writing. Titles will be limited to 6-10 words maximum. Longer titles will be edited.

Make sure that the paper's title accurately reflects the paper's content and sells the article to readers. It is critical that you carefully choose a title that grabs one's attention while providing the context to bring in the intended audience. More importantly, titles like "*What We Learned in the Swamp*" appear fun, but if the paper was titled to fit the actual paper content, it could be titled, "*Project Control Challenges After Hurricane Katrina*." This title provides a time reference, a location, and a focus point: "project control challenges."

#### —Abstract—

Include an abstract of your paper that accurately reflects your paper's content. The abstracts will be limited to 175 words maximum. Longer abstracts will be edited.

After the paper is finalized, review the abstract and make changes as necessary to synchronize the final abstract with the finished paper. As papers tend to evolve over time, it is critical to revise the abstract accordingly.

#### —Keywords—

Keywords are the words that are used to reveal the internal structure of an author's paper. Key words should be a list of nouns like: "Construction Management Earned Value Production Rate Productivity Forecast Labor", that would allow someone years from now to locate papers relevant to a search topic.

#### —Word Processing—

We use Microsoft Word® for Windows™ for preparation of **Cost Engineering** journal papers.

If you send a PC compatible CD-Rom, please list any file names with their formats on the disk label, and please make sure to include your name and paper title on the disk label as well. Make sure your last name is printed clearly and that the file of your paper contains your name. Indicate on the disk the program in which your manuscript is created and saved.

You can also e-mail your paper to us. However, if your file contains large graphics, it may be easier for everyone involved if you send it to us on CD-ROM. If you wish to send your paper via email and need to zip the file, please make sure to name it with this format: AACE\_PaperName.zip, otherwise it will not reach us because of our fire-wall and anti-spam filters.

Be sure to keep your own backup disk of any material you send us, just in case . . .

#### —Figures and Tables—

Figures and tables should be included in a paper only when appropriate to help the reader understand certain data or ideas, and should be referred to in the manuscript text. If the information presented in a figure or table is judged to be extraneous, redundant, or adequately covered in the manuscript text, the editor will not include it in the final layout.

Figures and tables submitted for the **Cost Engineering** journal must be professionally created, and should be scaled so that type is readable even when reduced. Screened or patterned backgrounds may be unsuitable for reproduction. Figures and tables should be included in a separate file. Figures and tables must be no larger than US standard paper size (8 1/2 x 11 inches, or 216 x 279 mm). We can use .tif, .eps, or .jpg graphic files. Please submit at 300 dpi or higher.

#### —Units of Measure—

Because we are an international association, AACE uses the SI standards of measurement and cannot accept for publication papers that do not use SI units of measure or show SI units of measure along with other units of measure.

#### —Copyright—

The AACE International **Cost Engineering** journal is published in the US. In accordance with US law, an AACE publication agreement must be signed, notarized, and submitted with each manuscript. In countries that do not have a notary system, any adult may witness the author's signature on the publication agreement.

Copyright releases or assignments are not required for papers prepared by employees of the US government in the course of their employment. US government employees, however, must submit a notarized AACE publications agreement form with their paper, attesting that it contains no previously published or copyrighted material without permission of the copyright holder. The AACE form accomplishes this purpose, as it specifically excludes copyright assignment on government work.

**Pictures:** Any pictures in the paper will need credited to the parties that took the pictures and those parties will have to provide written release statements to use the pictures.

**Project Data:** Information from projects may not be used unless the company has provided the author with written permission to use the data in a copyrighted document.

#### —Language—

English is the official language of the **Cost Engineering** journal.

#### **STYLE**

Basically, we want you to do as little formatting as possible. We will adapt all papers to our house style and format. Just type your paper in, and make the headings clear. It is a waste of time for you to do any other formatting, besides bulleting, bolding, italicizing, etc.

## —References—

There are no less than 100 different ways to format the same reference. No matter how consistently or precisely references are formatted, references with incomplete information are useless. Complete publishing information is given so that a reader can find the work referenced. This information includes: author, date of publication, titles (including volume and number), place of publication and publisher (for books only), page numbers, and anything else that might be helpful for the reader to locate the work (e.g., "unpublished master's thesis," "videotape," "oral presentation at the 34th Meeting of the Worry Warts International; no text.").

Here are examples of properly referenced books:

1. AACE International. **Skills & Knowledge of Cost Engineering**, 5<sup>th</sup> Edition. Dr. Scott J. Amos, PE, Editor. Morgantown, WV: AACE International, 2007.
2. O'Brien, James J. and Fredric L. Plotnick. **CPM in Construction Management**, Fifth Edition. Boston, MA: McGraw Hill, 1984.

Here are examples of properly referenced articles:

1. Atkins, James B., and Grant A. Simpson. *Substantial Completion, Where Art Thou*. **AI Architect**, January 2006.
2. Banister, Judith, and Erin Lett. *China's Manufacturing Employment and Compensation Costs: 2002-06*. **Monthly Labor Review**, (April 2009): 30-38.

List all of your references alphabetically by the primary author's last name, and then number the list. This is your reference section. Then, within the text of your paper, when you refer to one of the works listed in your reference section, give the number of the reference within brackets, not parentheses. This bracketed reference should always be within the end punctuation of a sentence. For example:

Thomas Edison defined genius as 1 percent inspiration and 99 percent perspiration [3].

**EXCEPTION:** If the author has a legal-style paper and wishes to use in-line legal referencing, then the author must request, in writing, a waiver and may be asked to submit an example. In-line referencing that is not formatted in the way used in legal papers will be denied. Never use footnotes for **Cost Engineering** journal articles.

Examples (Note that the summary of the case is one sentence in length. Longer summaries are not permitted.)

MCI Constructors, Inc., DCCAB No. D-924, 1996 WL 331212 (D.C.C.A.B. 1996) (awarding contractor loss of productivity damages for the interruption to its rhythm and sequence of contract work resulting from owner-caused delays, changes and accelerations)

See also United States Indus., Inc. v. Blake Constr. Co., 671 F.2d 539 (D.C. Cir. 1982) (holding that a subcontractor is entitled to recover damages where a contractor's failure to properly schedule and coordinate a subcontractor's work activities led to lost productivity)

Website references are only allowed if a PDF file of the page(s) references are included as attachments with your manuscript. We require you to do this as website content tends to change frequently.

## —Footnotes and Endnotes—

Do not use either footnotes or endnotes.

## —Equations—

Equations should be numbered flush right, as shown below.

$$E = MC^2$$

(equation 1)

5. Even though your paper will be peer reviewed by the *Cost Engineering Journal Review Committee*, please have your business colleagues or peers review the paper for suggested improvements prior to formal submission.

6. Your audience will be experienced AACE members and interested professionals. Focus the paper to that audience's need for the latest and greatest information that will help perform work better and become informed of the latest issues.

7. Please remember that the paper cannot contain commercials for individual/company products or services. Do not submit papers on company letterheads. Authors will be asked to revise papers and presentations to remove all company and product logos. This will be strictly enforced to reduce the liability of AACE since authors can not extend indemnity to AACE. The goal is to enhance the body of knowledge of AACE members.

8. Papers will be rejected if company names, project names, locations, etc. are used. Submitting internal company documents is not acceptable. It is acceptable to state: "Company A", "Project B", and "manager 1" at location "1Delta in the Northwest". Papers should be focused on practices, systems, and methodologies related to the advancement of cost engineering.

9. Include a skill level for the paper based on the definitions in this section. The skill level is not to reflect the skill level of the author, but to advise the reader of the level of expertise that may be needed to find the material most beneficial.

*Basic Subject Level*

Reader Audience: Practitioners who are developing prerequisite skills and knowledge that is fundamental for proficient work.

Authors present concepts which have been reduced to the simplest and most significant form possible to teach the developing practitioners.

#### *Intermediate Subject Level*

Reader Audience: Practitioner who demonstrates solid knowledge and ability, and can apply the competency with minimal or no guidance in the full range of typical situations.

Authors present concepts to give practitioners guidance to handle novel or more complex situations.

#### *Advanced Subject Level*

Reader Audience: Subject material is oriented for the practitioner who demonstrates advanced knowledge and ability, and can apply the competency in new or complex situations.

Authors serve as subject matter experts to other professionals.

10. AACE publishes help on the website for authors to use:

- a) "How to Write a Technical Paper"
- b) "How to Present a Technical Paper"
- c) "Basic Technical Paper Template"
- d) "Author Guidelines" (this document)
- e) "Technical Paper Evaluation Criteria (TPEC)"

AACE highly encourages authors to review items a) and b) in writing papers for potential publication. Items c)-e) are required governance items.

11. It is the responsibility of the author to have the paper edited before submitting the paper to AACE to be published. AACE will require revisions to any paper that do not reflect the quality and standards of the organization. AACE will attempt to provide authors reasonable feedback and time to make revisions. In cases where the paper does not meet minimum acceptable quality or there is insufficient time to make corrections, AACE will advise the author that the paper will be rejected.

12. All papers will be reviewed by the *Cost Engineering Journal Review Committee* using the latest version of the TPEC. The final determination of paper acceptance is governed by the review score. Authors will be given feedback and if changes necessary for publication will be documented in the TPEC and the authors will be given a time frame to make any necessary changes and re-submit their paper. Where necessary, the Technical Board will also review papers for content evaluation.

Instructions on how to prepare your paper, along with a copyright release form are available from our website at: [www.aacei.org/resources/guidelines/](http://www.aacei.org/resources/guidelines/). When you submit your paper, be sure to include these important documents. The copyright release is critical because U.S. copyright law prohibits us from publishing any paper for which we do not have proper clearance. If we do not receive these forms, your paper will not be published in **Cost Engineering**. If you have questions, our Editor, Marvin Gelhausen ([mgelhausen@aacei.org](mailto:mgelhausen@aacei.org)) will be glad to help you. Papers may be e-mailed to: [editor@aacei.org](mailto:editor@aacei.org)

You should read and review: "*How to Write a Technical Paper.*" It is posted at [www.aacei.org](http://www.aacei.org).

#### **Time Line**

Please give the *Cost Engineering Journal Review Committee* 2 to 3 weeks from e-mailing an abstract to notify you whether or not the proposed manuscript will be accepted or rejected for peer review and possible publication. Acceptance of the abstract is no guarantee of publication. The peer review process can take up to 3 months to complete. Papers that pass peer review will be scheduled for future publication. No publication date will be projected. Papers will be published on an as needed basis. AACE International reserves the right to reject publication even after a paper has passed peer review.

#### **Summarizing**

- Submit an abstract to the *Cost Engineering Journal Review Committee* before submitting a full paper.
- If the Review Committee approves the abstract, write and e-mail a full paper for peer review.
- Have your paper reviewed by your business colleagues or peers.
- Update your abstract if needed to ensure it reflects the contents of your paper.
- Download our Publication Agreement/copyright release form from [www.aacei.org/resources/guidelines/](http://www.aacei.org/resources/guidelines/) and submit with your paper.
- Complete your paper and submit it to the Publications department.
- Forms, manuscripts, and any other required documents may be sent by e-mail to: [editor@aacei.org](mailto:editor@aacei.org).