



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
16th NCB INTERNATIONAL SEMINAR ON
CEMENT, CONCRETE AND BUILDING MATERIALS
03-06 December 2019, New Delhi

Guidelines for Preparation of Manuscripts of Full Paper (FP), One Page Abstract (A) and Presentation Material

I Manuscript of Full Paper (FP)

1. Manuscript should be submitted through Email and on CD/DVD in **MS-Word and PDF**.
2. The text should not exceed the print area of 16.5 x 22 cm (6.5" x 8.75") as per the enclosed specimen.
3. The manuscript should be typeset in 11 point Times New Roman with single inter-line spacing. However, the Title of the paper should be typed in CAPITAL LETTERS on the top of the first page within the area indicated in the specimen. The style of Title will be centralized text as follows:

TITLE OF PAPER	-14 pt capital bold in Times New Roman font
Author name	-11 pt upper/lower bold in Times New Roman font
Organisation name	-11 pt upper/lower light italics in Times New Roman font

4. All tables, figures and half-tone pictures be placed in the text where the reference is given. The size of pictures, graphs, illustrations and tables should be identical to the text and these should not be attached separately.
5. Length of the paper should not exceed 10 pages, including figures, tables, appendices, etc.
6. Once submitted to NCB, copyright of all the Papers & Abstracts published (print or electronic form) will rest with NCB. To republish it, the authors have to take written permission from NCB.
- 7.

Time Schedule for	Submission	Acceptance by Secretariat
Abstract (300-500 words)	31 March 2019	30 April 2019
Full Paper & One Page (max) Abstract (Final) with Figures, if any	31 May 2019	30 June 2019

The authors may please note that the Full Papers (FP) and the Abstracts (A) whose final manuscript on CD/DVD received on or before this date will be included in the CD/DVD of Seminar **Proceedings**. **The Seminar organisers will not be in a position to entertain any request for extension of date. Therefore, the authors are requested to submit their full manuscript of FP & A (Final) within the stipulated time, positively.**

8. Enclosed Check List and Copyright Declaration be returned duly signed along with the manuscript.

II Manuscript of One Page Abstract (A)

The Guidelines for preparation of manuscripts for abstract will be same as for full paper mentioned above, except that :

- I. The length will be limited to max. 1 page, including figures, tables, etc.
- II. The first page will not carry any short summary or abstract. It should start with brief introduction or background.
- III. All text, figures, charts, pictures etc. should be in black and white.

III Presentation Material

1. Average time for Presentation shall be around 10-12 mins. Authors may prepare the Presentation materials accordingly. Presentation material may be prepared on a CD in MS Powerpoint only. Let there be judicious use of animation, wherever needed.
2. CD containing the Powerpoint presentation may be sent to reach the Seminar Secretariat latest by **30 September 2019**, positively. The Presentation material will be presented through the Secretariat's Laptop only. The Seminar Organisers will not entertain loading of Presentation materials in the Seminar Venue.
3. The presenting authors may keep/bring an extra soft copy of the presentation material, while coming to participate in the Seminar, as a backup copy to meet any exigencies.



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CHECKLIST FOR AUTHORS

FULL PAPER

First Page – title and summary followed by text

Number of pages – 10

Manuscript on CD/DVD (in MS Word and PDF)

Two sets of manuscript (original + Copy)

Pages numbered in Pencil

Copyright Declaration

ABSTRACT

First Page – with no Summary or Abstract. It should start with brief introduction or Background

Number of Pages – 1

Manuscript on CD/DVD (in MS Word and PDF)

Two sets of manuscript (original + Copy)

Pages numbered in Pencil

Line diagrams and photographs in Black and white, if any

COMMUNICATION ADDRESS (in CAPITAL LETTERS) (ALL FIELDS ARE MANDATORY):

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Manuscript(s) along with the checklist, should be mailed to :

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