



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
15th NCB INTERNATIONAL SEMINAR ON
CEMENT, CONCRETE AND BUILDING MATERIALS
05-08 December 2017, New Delhi

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

Submission of One Page Abstract & Full Paper	Communication of Acceptance
30 September 2017	15 October 2017

Kindly Note: The Title of your Abstract might have been modified by the Technical Committee. You are advised to adhere to the modified title, if So, henceforth.

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. Copyright of all the Papers & Abstracts published (print or electronic form) will rest with NCB.
7. **Last date for submission of the papers is 30 September 2017.** 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 by 30 September 2017, 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 :

1. The length will be limited to max. 1 page, including figures, tables, etc.

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 31 October 2017, 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):

Name (First Author): _____
Designation : _____
Deptt/Organisation: _____
Address: _____
PIN/ZIP: _____ Country : _____
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I confirm that the Paper is original and has not been published earlier.

I agree that the copyright of our Full Paper & Abstract published (print & electronic form) will rest with NCB.

(Signature of the first author)

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Manuscript along with the checklist, should be mailed to :

The Organising Secretary

15th NCB International Seminar on Cement, Concrete and Building Materials

National Council for Cement and Building Materials

34 KM Stone, Delhi-Mathura Road (NH-2)

Ballabgarh-121 004, Haryana, INDIA

Email Id : seminar@ncbindia.com

Ph.: +91-0129-4192222,

247, 279; 2242051

Mob. : +91-9818604898

Fax : +91-0129-2242100,
2246175