
Guide for Authors

Topics in Civil, Environmental & Building Engineering (TICEBE) are dedicated to archiving conference proceedings in all areas related to Civil, Environment, Energy and Earth Sciences. The journal covers the technological and scientific aspects as well as social and economic matters. Topics in Civil, Environmental & Building Engineering (TICEBE) aims to increase the visibility and enhance the profile of the scientific events, as well as to highlight the work of the contributors. It provides a safe long-term open-access record of the conferences in order to make the proceedings citable and widely usable by the scientific community. Its services are fast, affordable and suitable to large international conferences as well as small workshops and meetings.

Submission of Manuscript (Paper)

Manuscripts should be submitted by one of the authors of the manuscript through email attachment. Regardless of the source of the word-processing tool, only electronic Word (.doc, .docx) files can be submitted. There is no page limit. Submissions by anyone other than one of the authors will not be accepted. The submitting author takes responsibility for the paper during submission and peer review. Authors can send articles by e-mail to LIBRARY@UAF.EDU.PK

After successful submission of manuscript, authors will receive Manuscript ID within one week for their submitted article and this id should be used for further communications.

Authors may suggest two reviewers. Please provide the name, postal address, e-mail address, telephone and fax numbers, and fields of interest of suggested reviewers. Any technical queries will be referred back to the author, although the Editors reserve the right to make alterations in the text without altering the technical content. All enquiries concerning the publication of accepted papers should be addressed to irfan.ali@uaf.edu.pk

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Manuscript Details

The manuscript of a research article should be arranged as follows :

1. Title Page
2. Abstract and Keywords (optional: graphical abstracts & highlights)
3. Introduction
4. Material & Methods
5. Results & Discussion (both can be given as separate headings)

7. Unknown Mechanism (For Bad Science Journal only)
8. Conclusion
9. Acknowledgement
10. References

The manuscripts must be double-spaced typed, written in clear, grammatical English with no typographical errors.

Title Page

Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. Author names and affiliations. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.

Corresponding author. Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication.

Abstract

A concise and factual abstract is required (200-300 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, they must be cited in full, without reference to the reference list. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Graphical abstract (Optional)

Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files.

Highlights (Optional)

Highlights are also optional. They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate page in the manuscript. Please use 'Highlights' as the title and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

Keywords

Immediately after the abstract, provide a maximum of 5 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, “and”, “of”). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Subdivision – Numbered Sections

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to ‘the text’. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material & Methods

Provide sufficient detail to allow the work to be reproduced. What is the material or equipment used to conduct the study. Methods already published should be indicated by a reference: only relevant modifications should be described.

Results & Discussion

Results should be clear and concise. This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

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. You are urged to consult the International Union of Pure and Applied Chemistry (IUPAC) <http://www.iupac.org> and International Union of Pure and Applied Physics (IUPAP) <http://iupap.org/> for further information.

Figures and Other Illustrations

Upon submission of an article, authors are informed to include all figures and tables within the text of the manuscript. In addition to that Figures should be submitted in separate zip files containing all figures. All figures should be cited in the paper in a consecutive order. Figures should be supplied in either vector art formats (Illustrator, EPS, WMF, FreeHand, CorelDraw, PowerPoint, Excel, etc.) or bitmap formats (Photoshop, TIFF, GIF, JPEG, etc.). Bitmap images should be of 300 dpi resolution at least unless the resolution is intentionally set to a lower level for scientific reasons. If a bitmap image has labels, the image and labels should be embedded in separate layers.

Tables

Tables should be cited consecutively in the text. Every table must have a descriptive title and if numerical measurements are given, the units should be included in the column heading.

References

Manuscripts must contain at least 10 references. The references must cite recent and relevant research only. At least half (50%) of the references should be published within the last 5 years.

Citation in Text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list.

Reference Style

Text : Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given. Example: '..... similarly derived [5,8]. Fleming and Carlos [8] explained this theory as' List : Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

Examples:

Reference to a Journal Publication:

[1] D. Wang, Y. B. Fu, M. A. Ashraf, Artifacts reduction in strain maps of tagged magnetic resonance imaging using harmonic phase, *Open Med.* 10 (2015), 425–433 DOI: 10.1515/med-2015-0074

Reference to a Book

[2] M. Hosseini, M. A. Ashraf, Application of the SWAT Model for Water Components Separation in Iran, first ed., Springer, Japan, 2015

Reference to a Book Chapter

[3] M. A. Ashraf, S. Batool, M. Ahmad, M. Sarfraz, W. S. Aqma , Biopolymers as biofilters and biobarriers, in: P. Torgal, I. Karak, J. Jonkers (Eds.), *Biopolymers and Biotech Admixtures for Eco-Efficient Construction Materials*, Elsevier Woodhead Publishing, India. 2016, pp. 401-424.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Journal Abbreviations Source

Journal names should be abbreviated according to the List of Title Word Abbreviations : <http://www.issn.org/services/online-services/access-to-the-ltwa/>

Ensure that the following items are present:

- One author has been designated as the corresponding author with contact details:
- E-mail address
- Full postal address
- Phone numbers
- All necessary files have been uploaded, and contain:
- Keywords
- All figure captions
- All tables (including title, description, footnotes)
- Further considerations
- Manuscript has been 'spell-checked' and 'grammar-checked'

- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa

Review Process

Manuscripts not adhering to the journal guidelines will be returned to authors without scientific evaluation. Submitted manuscripts adhering to journal guidelines are reviewed by the Editor-in-Chief or an Associate Editor, who will assign them to reviewers. The Editorial Board will prepare a decision letter according to the comments of the reviewers, which will be sent to the corresponding author.

After Acceptance

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