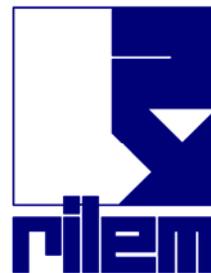


Guidelines

RILEM Proceedings

Version: 26/11/2012



Thank you for organising a RILEM event!



We are very grateful that you organise your conference as an official RILEM event! We really appreciate your efforts in bringing the scientific community together in order to exchange research results and practical experience on a topic related to building materials and structures. We thank you for organising this event under the umbrella of our international organisation, RILEM.

As an organiser of a RILEM event (see also RILEM document SG-N8), you are entitled to publish the proceedings within the series of 'RILEM Proceedings'. This series has become well-known, and contains many interesting volumes on advanced topics related to building materials and structures. RILEM will be pleased to guide you in publishing your proceedings as a valuable volume within the series of 'RILEM Proceedings'.

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What about the RILEM Proceedings?

There are two different options in publishing your volume as part of the 'RILEM Proceedings':

- Publishing and printing through Springer
- Publishing through RILEM, with a local printer

In both options, the proceedings will be printed as a volume within the series of 'RILEM Proceedings', containing reviewed papers protected by copyright. The main differences between the two options are summarised in the table on next page. Details are given further.

A quick glimpse on the two options concerning RILEM proceedings

	Publishing and printing through Springer	Publishing through RILEM, with a local printer
Proceedings published as a volume within the series 'RILEM Proceedings'	yes	yes
Manuscripts have to be reviewed	yes	yes
Copyright has to be transferred	yes	yes
The proceedings will have an ISBN number	Yes, ISBN number given by Springer.	Yes, ISBN number given by RILEM.
Who will prepare the layout?	Authors have to follow author's guidelines given by Springer. Springer will complete the final layout.	Authors have to follow author's guidelines given by RILEM. RILEM will provide information for cover and first pages. Final layout to be made by the conference organisers. An electronic version has to be handed over to RILEM.
Who will print the books?	Springer will print.	Printing can be done by a local printer.
Will the papers be cited in Thompson ISI Proceedings?	Springer will take care of this.	Not sure. Depends on Thompson.
What about visibility of the proceedings on internet?	Springer will also publish an e-book. The prepublication version (not the final version!) will also be p on RILEM website.	RILEM will put an electronic version on its website. An 'embargo period' can be negotiated with RILEM.
What about cost?	Fixed prices are agreed upon with Springer.	You have to negotiate with your local printer
What about printing quality?	Hardbound edition, quality guaranteed by Springer.	You have to negotiate with your local printer. A good quality should be assured!
Number of copies?	A bulk order of not less than 50 copies has to be ordered by the conference organisers. Conference organisers will get three copies of each volume free of charge. The organisers do not have to send copies to RILEM.	You have to negotiate with your local printer. The organisers have to send 15 copies to RILEM, free of charge.
How to start?	Contact RILEM. RILEM will provide further details and will bring you in contact with Springer. Springer will further guide you in preparing the RILEM proceedings.	Contact RILEM. RILEM will provide further details, and will guide you in preparing the RILEM proceedings.
When to start?	Now! Deadline for final papers has to be defined as soon as possible!	Now! Deadline for final papers has to be defined as soon as possible!

Details of the ‘Springer’ option

RILEM has a publication agreement with Springer concerning proceedings of RILEM symposia. Some elements, which are of importance to organisers of RILEM events, are summarised hereafter. Further details can be discussed with Springer.

- The volume editor(s), assisted by RILEM, provide the manuscripts to Springer. All manuscripts have to be critically reviewed before forwarding to Springer. Copyright will be taken care of.
- A separate contract will be concluded between the Conference Organisers and Springer in which all details regarding publication will be settled.
- Typescripts shall yield about 450 printed pages (not less than 250 and no more than 650 pages as a rule). Exemption from this restriction can be agreed on by the Organisers and Springer. The typescript will not contain colour pictures or colour photographs, unless agreed otherwise.
- The papers submitted for publication will be in LaTeX or Word format using the Springer style file. Springer will assist in any question regarding its use. The papers have to be submitted according to the guidelines given by Springer.
- The proceedings of RILEM symposia will be published as volumes in the series, having a uniform design and recognisable cover design, including the RILEM logo.
- Springer agrees to publish an e-book of each RILEM Proceedings Hardbound edition.
- Royalties shall not be paid to the Organisers. In lieu of royalties, the Organisers will get 3 copies of each volume free of charge. Organisers may obtain additional copies for personal use at a discount of 33 1/3 % off the list price directly from Springer.
- A bulk order of not less than 50 copies will be ordered by the Organisers. The pre-publication prices for 2009-2013 are as follows:

Books				
	# Copies Purchased			
	1-99	100-199	200-299	≥ 300
# Pages				
up to 299	23,00	20,00	18,00	16,00
300-399	27,00	24,00	22,00	19,00
400-499	31,00	28,00	25,00	22,00
500-599	35,00	32,00	28,00	25,00
600-699	39,00	35,00	31,00	28,00
700-799	42,00	38,00	34,00	31,00
800-900	45,00	41,00	37,00	33,00

All prices are in Euros and exclusive of VAT and shipping costs

Final arrangements have to be made between the Organisers of the RILEM event and Springer. RILEM takes no financial or other responsibilities in the contacts between Organisers and Springer.

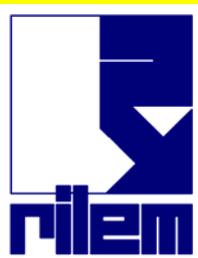
Details of the 'RILEM + local printer' option

RILEM encourages publishing and printing of the proceedings through Springer. Nevertheless, in some situations, we understand that it might be more appropriate to have the proceedings printed by a local printer. The publishing agreement between RILEM and Springer still makes it possible to go for this second option. Some elements, which are of importance to organisers of RILEM events, are summarised hereafter. Further details can be discussed with RILEM.

- The volume editor(s), assisted by RILEM, provide the manuscripts to the local printer. All manuscripts have to be critically reviewed before forwarding to the local printer. Copyright will be taken care of by RILEM. RILEM will provide ISBN number, and will prepare the cover and first pages of the volume.
- Author's guidelines will be provided by RILEM. These guidelines have to be followed by all authors. Authors should also sign a copyright form before the paper can be included in the proceedings.
- The proceedings of RILEM symposia will be published as volumes in the series, having a uniform design and recognisable cover design, including the RILEM logo.
- RILEM will put an electronic version on its website. An 'embargo period' can be negotiated with RILEM.
- The Organisers in their role as editors, will be responsible for ensuring that each volume satisfies the standards of high scientific quality. This requires that a reviewing procedure should be carried out.
- Royalties shall not be paid to the Organisers.
- The organisers have to negotiate with the local printer concerning price and number of copies to be printed. Printing should be of a good quality!
- The organisers have to send 15 copies to RILEM, free of charge.

Final arrangements have to be made between the Organisers of the RILEM event and RILEM, and also between the Organisers of the RILEM event and the local printer. RILEM takes no financial or other responsibilities in the contacts between Organisers and local printer.

For all questions, or to initiate the procedure concerning your proceedings, please contact:



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