



Fredericton, Canada

June 13 – June 16, 2018/ *Juin 13 – Juin 16, 2018*

REQUIREMENTS FOR PAPERS SUBMITTED TO A CSCE CONFERENCE

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Abstract: This set of instructions outlines the required format of full papers for CSCE Conferences. The abstract should be one single paragraph, 250 words maximum. (Please do not use the return key). The completed paper shall not exceed 10 pages. Author(s) are required to submit one electronic file document of the full paper as a Word document through the online submission system. The appropriate template and specified requirements must be used in the preparation of all papers.

1 INTRODUCTION

The Conference Proceedings will be prepared from an electronic file document (.doc format) supplied by the author(s). To ensure publication quality and uniformity, the following requirements have been established to assist authors in preparing papers for the conference. Papers which do not adhere to these requirements will be returned for revision and resubmittal. If excessive, the resulting time delay may cause a subsequent rejection of the paper due to publication deadlines.

2 SCHEDULE

The full paper must be received by the Paper Submission deadline indicated on the conference website. Late submission may result in omission of the paper from the conference proceedings.

3 GENERAL REQUIREMENTS

3.1 Length

Papers shall not exceed **TEN (10)** pages in length (or **FOUR (4)** pages for *Case Studies*).

3.2 Commercialism

All commercialism must be avoided. This applies to all authors, including those from universities, consultants, independent laboratories and manufacturers. Products should be defined by their properties. Organisation names may only be used once within the paper. Likewise, product names may only be used once within the paper and only where they are associated with the definition of properties. Papers that do not conform to this requirement will be returned to the authors for revision. Failure to conform to these presentation rules will result in rejection of the paper. Acknowledgement of sponsorship at the end of a paper is both appropriate and acceptable.

3.3 Clearances

The author(s) is/are responsible for obtaining written permission to profile the project or subject matter in their paper from any and all clients, owners or others who have been contracted for the work. Conference organizers assume the authors have duly requested and obtained the proper permission. Conference organizers assume no liability for the failure of the author(s) to obtain such permission.

3.4 Copyright Material

If a figure, table or photograph has been published previously, it will be necessary for the authors to obtain written approval from the original publisher for it to be reprinted in the Proceedings. The source of previously published material should be included in the caption for the table, figure or photograph.

3.5 Licence Agreement

The authors must complete a license agreement for their paper to be included in the Conference proceedings. This form is to be filled out through the online submission system.

4 WORD PROCESSING

4.1 File Format and Word Formatting Styles

The authors must submit an electronic copy of the full paper in Word format. This .doc or .docx file must be created from the “conference name_Paper_Template.doc” template file that is available on the conference website.

Authors are requested to use Word Styles for all paragraph formatting, as provided in the template file and described in these instructions.

4.2 File Name (suggested)

The file name should include letters, numbers and _ (underscore) only. Use _ (underscore) to separate words, no spaces. The entire name should be less than 50 characters. The file name should be constructed of the following elements:

The first author’s last name and first initial
If there are multiple authors, the words “et al”
The word “(insert conference name)”
The paper number assigned during abstract submission
The first two or three significant words from the title.

Example:

Authors: Linda A. Newton and Brian R. Kyle

Paper Number: 155

Title: Not Another Standard: Where Do We Stop or Should We?

File Name: Newton_L_et_al_CON_155_Not_Another_Standard.doc

4.3 Page Format

Page size should be set to letter size (8.5” x 11”). All page margins must be 1”. Page formatting must be single column, portrait orientation.

4.4 Typeface and Type Size

All text must be 10 point Arial font (except for paper title, which is bold Arial 14 point, and author names, which are Arial 12 point).

4.5 Headings and Page Numbers

The first page must contain the CSCE conference paper header (included in the Template File). Other pages contain no header and only the page number in the footer.

Each paper will be assigned a paper number at the time of abstract submission, and this number is used in the electronic conference proceedings. To facilitate printing and further referencing, this number along with local page numbering is used in each paper, starting from page one (1). The page number should be in the form “xxx-1”, where xxx must be replaced with the paper number assigned to your paper (please do this on both the first and second pages). This page number should be centered in the footer of each page of the document, in the margin, 0.5” above the bottom of the page. The page number in the footer should be formatted using the “Footer” style. Where there are specialty conferences associated with a general conference, the paper number will begin with the conference code e.g. GCxxx-1 (general conference); COxxx-1 (Construction specialty); MAxxx-1 (Materials specialty).

4.6 Spacing and Indentation

All text elements should be single-spaced. Paragraphs should be fully (right and left) justified. No indents should be used in any part of the paper. 36 points should be left before the title. Two open lines (20 points) should be left before the author names, abstract paragraph, and level 1 headings. One open line (10 points) should be left before **all** other paragraphs. This spacing is set in the template file and should not require any additional spacing to be added.

4.7 Title/Author

The full paper title should be typed in the appropriate “TITLE” section of the template. The title should use 14 point Arial font, bold, all capitals, and include 36 points open spacing before it. The title should be formatted using the “Title” style.

The complete list of authors should be entered into the “Authors” section of the template. Each author should be entered using first (given) name, middle initials, last (family) name, and a superscript numeral to indicate the corresponding author affiliation. Different authors should be separated by a comma with an “and” before the final author. Author names should be 12 point Arial font and should be preceded by two open lines (20 points). The authors should be formatted using the “Author” style.

Author affiliations (name of organization) and country should be typed in the “Author Affiliation” section of the template. Author affiliations should be 10 point Arial font with no preceding space. Each affiliation should begin with a superscript numeral referring to the corresponding author. Following the author affiliations, the email address of the corresponding author may be provided, also with a corresponding superscript numeral. The author affiliations and email address should be formatted using the “Author Affiliation” style

4.8 Abstract

Each paper should begin with an abstract of no more than 250 words in a single paragraph (please do not use the return key). The Abstract should be entered in the “Abstract” section of the template file. The abstract paragraph is preceded by two open lines (20 points), and must begin with the word “Abstract:” in bold font. The abstract should be formatted using the “Abstract” style.

4.9 Numbered Headings

Within the paper, Primary (level 1) headings are formatted in all capitals preceded by two open lines (20 points). Other headings (level 2 and 3) are written in bold type face with the first letter of each word capitalized, preceded by one open line (10 points). Headings are numbered as follows:

1. HEADING 1

1.1 Heading 2

1.1.1 Heading 3

Headings should be formatted using the styles “Heading 1”, “Heading 2”, and “Heading 3”.

4.10 Numbered and Bulleted Lists

Numbered lists should be formatted using the “List Number” style. Additional paragraphs with the same indent should be formatted using the “List Continue” style. Secondary numbered lists (sub-lists) should be formatted with the styles “List Number 2”, “List Continue 2”, “List Number 3”, and “List Continue 3”.

Bulleted lists should be formatted using the “List Bullet” style. Additional paragraphs with the same indent should be formatted using the “List Continue” style. Secondary bulleted lists (sub-lists) should be formatted with the styles “List Bullet 2”, “List Continue 2”, “List Bullet 3”, and “List Continue 3”.

Lists of short text may remove the open lines between list items.

4.11 Equations, Formulas, Symbols and Units

All equations and formulas should be aligned with the left margin (do not center in the page) and numbered consecutively. Equation numbers should be placed flush at the left margin in square brackets. Refer to equations in the body of text using these numbers (e.g. “Eq. 1” or “Equation 1 shows...”). SI units and Arabic numerals may be used, but do not use italics. Equations should be formatted using the “Equation” style. An example equation is shown below:

$$[1] AP = \sigma$$

4.12 Illustrations

Illustrations (whether drawings or photographs) should be numbered consecutively in order of appearance and referred to as Figure 1, Figures 2 to 4, etc. Illustrations should be placed as close as possible to where they are first referenced in the text. Avoid placing illustrations sideways on a page; however, if this is not possible, no other text should appear on that page. Photographs should be of good quality contrast. Figure lettering should be approximately the same size as the text (10 point Arial font) with a minimum of 2 mm. Lines should preferably be 0.2 mm thick. Proper acknowledgment of illustrations borrowed or adapted from another source is required as mentioned in Section 3.4. Captions should be placed immediately below the illustrations and centered on the page. Figures should be formatted using the “Figure” style and figure captions should be formatted using the “Figure Caption” style. An example figure caption is shown below:

Figure 1: Deflection of a plate subjected to a uniform temperature rise

4.13 Tables

Tables should be numbered consecutively in order of appearance and placed as close as possible to where they are first referenced in the text. Refer to tables as Table 1, or Tables 1 and 2, in the body of the text.

Place the caption above the table. Both the table and the caption should be centered on the page. Tables should use horizontal lines on the top and bottom edges of the table and below the column headers; omit vertical lines used as separators between columns in the table. All table text should be Arial 10 point font.

Units should be indicated in the line immediately below column headings as appropriate; avoid using abbreviations in column headings (other than units). Table captions should be formatted using the “Table Caption” style and all table text should be formatted using the “Table Paragraph” style. Text is normally center aligned, but can be aligned to the left for longer text. An example table is shown below:

Table 1: Example table caption

Heading*	Heading Subheading (units)	Heading Subheading (units)
Line heading	1234	4321
Line heading	1321	8765

*Footnote~ for this table

4.14 Acknowledgements

Sponsor(s), design engineer, project engineer, contractors, and/or owners that were involved should be acknowledged. The acknowledgements should be the last section prior to the References section. The acknowledgement heading should be formatted using the “Heading Un-numbered” style.

4.15 References

References should use Chicago referencing style. Within the body of the text, references should be made in parentheses with the authors’ surnames and the year of publication (e.g., Beaulieu 2010, Flint and Smith 2012, Seed et al. 1977). At the end of the paper, list all references in alphabetical order of the first author’s surname. The first line of each entry in the reference list is not indented; the following lines should have a two-space (10 point) indentation. Do not leave an open line between references. Book titles and names of journals, reports and conferences should be in italics. The references heading should be formatted using the “Heading Un-numbered” style; each reference item should be formatted using the “Bibliography” style.

The format for books is:

Last name, Initials. Year. *Book Title*, Publisher, City, State/Province, Country (of publisher). For example:
Terzaghi, K. and Peck, R.B. 1987. *Soil Mechanics in Engineering Practice*. 2nd ed., McGraw Hill, New York, NY, USA.

The format for journal papers is:

Last name, Initials. Year. Article Title. *Name of Journal*, **Volume number**(Issue number), pages. For example:
Ingold, T.S. and Miller, K.S. 1983. Drained Axisymmetric Loading of Reinforced Clay. *Journal of Geotechnical Engineering*, ASCE, **109**(2): 883-898.

The format for conference papers is:

Last name, Initials. Year. Article Title. *Name of conference*, Publisher, City, State/Province and Country where conference took place, **volume number**: pages. For example:

Leshchinsky, D. and Perry, E.B. 1987. A Design Procedure for Geotextile Reinforced Walls. *Geosynthetics*, IFAI, New Orleans, LA, USA, **1**: 95-107.