

# Template and Guidelines for Conference Papers (Insert Paper Title here)

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## Abstract

These guidelines have been prepared in the format that should be used for your paper. This file must be used as a template for full papers. The page limit of the paper is six pages. All accepted papers will be distributed in the electronic conference proceedings. The abstract shall not exceed 10 lines.

**Keywords:** Include a list of not more than 10 keywords, for example: post-tensioning; anchors; slabs; walls; high-rise buildings.

## 1 Introduction

All accepted abstract contributors are asked to submit a written contribution. A six-page full paper is required. It will be peer-reviewed by the Scientific Committee (SC).

Guidelines for the preparation and submission of full papers are given in this document. Although manuscripts will be reviewed and may be returned to authors for revisions before final acceptance. Initial submissions should be made in the final form, assuming that no revisions shall be necessary.

## 2 General instructions

The papers must be written in English. The style, grammar and phrasing should be edited by a person with an excellent command of English and a good understanding of civil engineering terminology. Papers with poor structure and many grammatical mistakes will be rejected.

### 2.1 First page

The first page of the full papers should include the title, information on the author(s) and a short abstract with keywords, followed by the introduction. The title (Calibri, bold, 16 pt, left aligned) should have a maximum of 75 characters without acronyms.

Authors linked to the same institution should be listed on the same line and separated using comma (,) (Calibri, bold, 12 pt, left aligned) followed by their affiliation on the next line (Calibri, italics, 12 pt, left aligned). Change line for authors with different affiliations. The email address of the contact author should be given (Calibri, 10 pt, left aligned) before the abstract.

The abstract should be a maximum of 10 lines (Calibri, 12pt, justified). A maximum of ten keywords (Calibri, 12pt) should be given after the abstract, separated by a semi-colon.

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## 2.2 Fonts and format

Please use this document as a template for the six-page full papers. Fonts, sizes and spacing should be used as they are used in this document. To do so, you can use the predefined styles present in your Microsoft Word ribbon.

Page size is A4, top margin 35 mm, bottom margin 25 mm, left and right margin 20 mm. The main body of the text should be in two columns of 80 mm wide, with a space of 10 mm.

**IMPORTANT:** The application of the margins is mandatory, and no deviations are allowed.

### 2.2.1 Body text

Body text should be written in Calibri 11pt justified with single line spacing. A new paragraph starts with a half blank line (6 pt) on a new line without indentation.

### 2.2.2 Headings

Headings should be limited to three levels and numbered appropriately using the decimal system. Main headings should be written in Calibri bold 14 pt. Subheadings should be written in Calibri bold 12 pt. Third level headings should be written in Calibri 11 pt. Provide a single line (12 pt) space between the previous section and all headings. Place a half blank line (6 pt) between all headings and the following text, graphic or table.

## 2.3 Figures and tables

Create graphs and line drawings electronically, and insert them electronically into the finished document. Characters in the figures should not be smaller than Calibri (or equivalent) 8 pt. Photographs should also be inserted electronically into the document. The resolution should be 150x150 dpi (dots per inch) for photographs and 300x300 dpi for drawings.

Tables should have borders at top and bottom of each line. Text in tables should be Calibri 10 pt. Bold can be used for the headings of table columns or lines.

All figures and tables must be inserted near the location where they are first described. They should be mentioned in the text as follows: Figure 1, Table 1. Provide a figure number and caption below each figure or photograph and a table number and caption above each table. Numbering should be done consecutively in the order in which they appear. The captions of figures and tables should be written in Calibri italic 11pt.



*Figure 1. This is a figure  
Table 1. This is a table*

<b>TI</b> <b>[units]</b>	<b>T2</b> <b>[units]</b>	<b>T3</b> <b>[units]</b>	<b>T</b> <b>[units]</b>
L1C1	L1C2	L1C3	L1C4
L2C1	L2C2	L2C3	L2C4
L3C1	L3C2	L3C3	L3C4

Each figure and table should be prepared in a way that fits preferably on single column i.e., within the column width of 80 mm or within the type area width of 170mm. Further, the figures with the fonts embedded will be highly encouraged. To place a figure or table over two columns, use section breaks as done for Figure 2. Figures and tables should be centred.



Figure 2. This is a figure over 2 columns

## 2.4 Equations

Insert all equations using the equation editor (integrated in Microsoft Word). Equations should be mentioned in the text as follows: Eqn. (1), Eqns. (1-5). Equations should be referenced with a number shown in brackets (1), to the right of each equation.

$$ax = b \quad (1)$$

## 2.5 Units

Use SI units exclusively. For decimal separator use a point '.' and not a comma ','.

## 2.6 Discussion, Conclusions and Acknowledgements

The paper should finish with a discussion, final comments and conclusions. Acknowledgements should be placed after the conclusions and before the references, if necessary.

## 3 Conclusions

Your paper is to be submitted electronically as a Word-File (.doc or .docx). File size must be less than 15MB.

## 4 References

References should be listed in a dedicated section at the end of the paper. They should be listed in the

order in which they appear in the paper and provided with a reference number in square brackets [1]. References should be made in the paper using the appropriate reference number in square brackets. Reference format should be done in Vancouver style, as shown below.

- [1] Burden E., Low Z., Bianchi P., and Tan S.M. Reinforced Concrete Dimensioning based on Element Nodal Forces. *ASCE Journal of Structural Engineering*. 2002; **120**(6): 1718-1731.
- [2] Smith L. *Limit Analysis and Concrete Plasticity*. New York: Prentice Hall; 2003.