



PILING 2020 Conference
15-16 September 2020, Durham University, UK

Instructions to Authors Part 1

Please read this text before you start preparing your paper for the Proceedings of the above conference.

The purpose of this guideline is not only to clarify a few points. **It is imperative that everyone complies exactly with the instructions** in order for the Proceedings book to be of the highest quality and to be published on time. **Failure to do so may mean that the paper is not included in the Proceedings.**

You should refer to the following documents:

1. PILING 2020 Conference Instructions to Authors Part 2 (PDF file)
2. PILING 2020 Conference Proceedings Styles Template (MS Word file)
3. Piling 2020 Example Paper (MS Word file).

The Styles Template has embedded styles and the instruction document explains how these styles may be used by highlighting text.

Alternatively, the Example Paper may simply be edited with your own content added.

Preparation and Submission of Papers

After receiving notification of acceptance of abstracts from the conference organisers, Authors are required to prepare a full-length paper of total length (including all text, tables, figures and references) of **not more than 6 pages** (30 pages for keynote papers). The full-length papers will be published (in black and white) in hard-copy form in a hardbound printed book and (in full colour) on an accompanying digital medium.

A MS Word template has been provided with these Instructions. You may either follow the instructions and use the template (using the embedded styles) or edit the example provided.

Structure of Paper

The paper should have a title and an abstract in English. The paper will be expected to be a complete treatment and presentation, with all the usual elements of a self-contained scientific or technical paper. It should comply in structure and layout with the instructions.

After preparation, the paper should be submitted as a PDF document. The document should be submitted electronically via the conference website www.chalk2018.org **by 1st December 2019**.

Review of Papers

The submitted papers will be reviewed for scientific/technical merit and checked for compliance with preparation instructions; Authors may be required to re-submit amended papers following this process. Material Contributions are accepted on the understanding that the paper is original and has not been published before. The papers should not be overtly commercial and should not be advertisements for a particular product or service. If the paper is deemed to be so, it will be rejected.

Text Format

The following points should be noted:

1. Layout: The layout of all sections that appear after the abstract have to be double-column. This means that only the double column layout is acceptable for publication. The two columns of text on the last page of each paper must be balanced (that is, adjusted to have the same vertical extent; use the column break to achieve this).
2. Type area and Page size: Do not amend the margin settings or page dimension within the template (or the example paper). In the template the layout leaves extra room, above the title, for metadata, and copyright information. NOTE that the publisher adds these elements.
3. Structure: Please adhere to the following order of presentation: Title, Author(s), Affiliation(s), Abstract, Main text, Acknowledgement, References. The title should be written as a sentence. Please ensure that the title of the paper is final on submission of the manuscript as changes beyond this point are no longer possible.
4. Author(s) should start with the Initial(s) and then the Family name. For example: I. Newton, J. Lewis & M.E. Jansen Titles or occupation (such as Prof., Dr., Eng. PhD etc) are NOT permitted, only in the main text titles will be allowed. For the text, a maximum of three levels of sections and subsections is allowed. Eg. 1. Introduction 1.1 Europe 1.1.1 History 1.1.2 Future 1.2 Asia 1.2.1 History 1.2.2 Further Bullet points should be numbered. NOTE: Papers should contain an Abstract and a Conclusions section.
5. Corresponding author(s): The name, title, postal address, telephone number, fax number and e-mail address of the corresponding author should be given via the online submission system. Please ensure that the sequence of author names is correct.
6. Abstract: The abstract should be readily understandable to most readers and may contain up to 300 words. Please do not include undefined abbreviations in the abstract.
7. Equations: Number equations consecutively and place the number at the end of the line, between parentheses. Refer to equations by these numbers.

8. References: References to the literature should be mentioned in the main text by stating the surname of the cited author followed by year of publication, all contained in rounded brackets i.e. using the Harvard or Parenthical referencing system. For example: 'The using of the pile foundation is accompanied by the demand of the determination of the pile load bearing capacity according to the results of its field tests (Smith 2004)'. A complete list of all the citations used in your text will need to be provided at the end of your paper under the heading 'References'. This needs to be presented in alphabetical author/originator order. As regards the content, form and punctuation of the References, authors should follow the format as indicated in the MS Word template or example paper, and use it consistently. For example: Author, A.N. 1995. Book Title, Publisher Name, Publisher Location. Author, A.N. 2004. Article title, Journal Title 20, 1012–1030. Author, A.N. Author, A.N. Author, A.N. et al. 2012. Article title, Journal Title 12, 12–19.
9. Illustrations and diagrams:
 - a. Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs.
 - b. Ensure that all figures are of the highest quality. Photographs must be scanned to at least 300 dpi.
 - c. Text labels in the figures must be embedded in the image, rather than wrapped or overlaid in MS Word.
 - d. Line drawings should be clear and uncluttered. For readability 8 pt should be the minimum size of lettering. Lines should be at least 0.2 mm (0.01") thick.
 - e. Leave about two lines of space between the actual text and figure (including caption). To place the figure in the text, select Picture from the Insert tab. Browse to find the figure required and select insert.
 - f. If a figure is reproduced from a previous publication, include the source as the last item in the caption
10. Tables: Give each table a caption. If the table is reproduced from an earlier publication, include the source as the last item in the caption. Number all tables consecutively and ensure all tables are cited in the text in sequential order. Do not write "the following table".
11. Terminology: Current stratigraphic terminology should be used in preference to the former terminology unless its usage is unavoidable or as part of comparative studies.

Submission

Electronic text of manuscripts should be submitted utilising the online submission system on the conference website www.piling2020.org. The submission of the final version of your manuscript should be as a PDF file.

English Language

For editors and reviewers to accurately assess the work presented in the manuscript authors should ensure that the English language should be of sufficient quality to be understood.