Conference proceedings papers differ from other book publications and journal articles as they need to be submitted as ‘Camera Ready Copy’, i.e. ready to be printed with all formatting done.

The MS template (downloadable from the conference website) has been designed to facilitate this and to ensure consistent formatting throughout the publication. In order to use the template, please copy each section of your paper into the template and apply the appropriate MS Word Style. The guide below details how to access Styles and how to select the correct one. If you do not wish to use the template the example paper on the conference website can be edited.

- Please do not alter any formatting features such as font size, column width or margins as these have been pre-set to adhere to our production guidelines.
- You will notice that the template document contains two red lines of text indicating different sections of the paper. This is due to the paper title, author names, affiliations and abstract having a one column format, and the remainder of the paper having a two-column format.
- Please ensure each part of your paper is incorporated into the correct part of the template before deleting this text.
How to access Microsoft Word Styles

Styles is a function on Word that allows pre-set formatting to be easily applied to documents. In order to access the designed Styles, click the square highlighted below from the main toolbar at the top of the page. This will cause a pop-up dialogue box to appear with the full list of Styles.

As you can see from the picture above, there are a number of Styles that relate to different sections of the paper. To apply the Style simply copy the text into the template, highlight, and select the relevant Style.

Please note, regarding headings, it is easier to type the heading out with the relevant number and applying the Style rather than copy and pasting.

The screenshots on the following pages indicate which Style is for each feature of the paper.
Abstract
BodyParagraphs (automatically adds one line space after each paragraph)

DispEquation
• Bullet List Paragraph

ReferenceList
PAPER STYLE

A.B. Author\(^1\), C.D. Author\(^2\) and E.F. Author\(^3\) (use style: first initial, middle initials, last name e.g. R.J. Taylor\(^1\), M.I Evans\(^2\))

\(^1\)First Author Affiliation name of department and organisation, City, Country
\(^2\)Second Author Affiliation name of department and organisation, Address, City, Country
\(^3\)Third Author Affiliation name of department and organisation, Address, City, Country

* Corresponding author

ABSTRACT Please do not exceed 200 words. Abstracts are text-only so please do not include figure numbers, table numbers, references or displayed mathematical expressions. The abstract must be in single column format and be left- and right- justified. Please note that the title “ABSTRACT” appears in full capitals and in bold style. The entire abstract is set in 9pt font.

Notation
Insert symbols and notation here where necessary.

1. Introduction
This document, saved in the standard Microsoft Word .docx format (2007 version onwards) is your guide to using the Manuscript Template. Please check your final paper against this guide before you submit it. You will need to ensure that the correct referencing style has been used and that the citations are in numerical order throughout the text. Your paper will not be accepted for publication if it does not follow the instructions below.

2. Formatting
2.1 Title
The main title of the paper will be 18pt, Full capital letters and centred.

2.2 Author names and affiliations
Author names and affiliations should immediately follow the title in the following format: first initial, middle name initials, family (last) name (e.g. B.D. Smith). Please do not include academic titles. Author names will be in 12pt font.

For multiple-authored articles, list the full names of all the authors, using identifiers to link an author with an affiliation where necessary (e.g. R.J Taylor\(^1\), M.I Evans\(^2\)).

The full affiliations of all authors should be listed below the author names and should include: the department name; the name of the university or company; the name of the city; and the name of the country. Affiliations will be in 10pt italic.

e.g. \(^1\)Department of Civil and Environmental Engineering Imperial College of Science, Technology and Medicine, London, United Kingdom.

2.3 Language
All papers must be written in UK English and spell-checked before submission. The Concise Oxford Dictionary, Chambers Technical Dictionary and Oxford Dictionary for Scientific Writers and Editors can be used as guides.

2.4 Page formatting
The final format of the published paper is demonstrated in this document. Please only use the styles available in the template.

2.5 Page layout
The paper must be in double column format, 8.8cm wide with margin separation of 0.4cm, and single spacing. This can be achieved by setting the left and right margins to 1.5cm wide.

All paragraphs must be justified, i.e. both left-justified and right-justified. The template provided has been set with the page layout required.

Please leave a single line space between paragraphs.

2.6 Footer
Page numbers shall be placed on the right-hand side of the ‘page footers’ on all pages. No other information is to be placed in the footer.

2.7 Text font
Use Times New Roman with a font size of 10pt.

3. Headings
3.1 Sections
All section headings need to be numbered and no more than 3 levels (e.g. 1, 1.1 and 1.1.1) of headings should be used.

The headings of each section that should be used are as follows:
A level headings

The A level section headings should be in bold font, 12pt (e.g. “1. Introduction”), with the paragraph starting on a new line. Only A headings have a full stop after the heading number.

B level headings

The B level section headings should be in italic font 11pt (i.e. “2.3. Section headings”). The paragraph should start on a new line.

C level headings: The C level section headings should be in italic 10pt font the text for that section should run on and not start as a new paragraph.

For all headings, please only capitalise the first word (This is a heading) rather than capitalising all major words (This is a Heading), except where using proper nouns.

4. Figures

4.1 Figures

Graphics can be full colour but make sure that they are appropriate for print (black and white) and online (colour) publication (at least 300 dpi for photographs). Line graphs should use dotted or dashed lines, or shapes to ensure that they can be understood in print. Avoid references in the text to colours in the figures.

Each figure should be explicitly referred to in numerical order and should be embedded within the text at the appropriate point. A maximum of four sub-figures are allowed per figure.

Figures should be centred and captioned as per the following example. In the two-column format, the figure will usually be the same width as the text column it has been set in. Occasionally, a wide figure or detailed graph will be set across two columns, in which case the figure will be set and centred as in the single column format.

Figure 1 Tunnel deterioration

4.2 Figure captions

Please position above the figure, in 11pt font. Captions should ideally be one sentence. If a figure has subfigures, all subfigures should also have a caption and should be identified by letters, e.g. ‘Figure 1(a) shows X, (b) shows Y, (c) shows Z, and (d) includes a full stop at the end’

4.3 Reference to figures

Refer to your own figures as follows:

Figure 1.1, Figure 1.1(a), Figures 1.1(a) and (b), Figures 1.1(a-c). Use double parentheses if needed (Figure 1.1(a)).
5. Tables

5.1 Horizontal lines
Tables should be formatted as shown in the example below with horizontal rules only.

Table 1 Example table

<table>
<thead>
<tr>
<th>Heading</th>
<th>Heading</th>
<th>Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1</td>
<td>Row 2</td>
<td>Row 1</td>
</tr>
<tr>
<td>Row 1</td>
<td>Row 2</td>
<td>Row 2</td>
</tr>
</tbody>
</table>

*This footnote is set below the bottom rule

5.2 Font
Please use Times New Roman 10pt for the main body, and Times New Roman 8pt for any footnotes.

5.3 Table footnote
List under the bottom rule using superscript letters. Table copyright/permission goes in a separate footnote (not in the caption).

6. Equations

6.1 Numbering
Equations should be numbered sequentially (1), (2), with the number positioned on the right-hand side of the page.

6.2 Size and position
Your equations will need to fit into a two-column print format and be single spaced. They should be left-aligned and inserted using the built-in Word equation editor. e.g.

Resolving forces in the positive \( x \) direction, we obtain

\[
(N_x + dN_x)a \, d\theta - N_x a \, d\theta + p_x a \, d\theta \, dx = 0
\]  

(1)

Integrating both sides with respect to \( x \) yields

\[
N_x = \int - p_x \, dx + k
\]

(2)

Use the correct symbols and operators (e.g. – not - (for minus), \( \times \) not \( \times \) (for multiplication))

Full points should not be used to indicate ordinary multiplication as in \( a \cdot b \) or 5 . 106. It should be \( ab \) or \( 5 \times 106 \).

References to equations should be made with the word Equation capitalised e.g. it follows from Equation (1) that …

7. Numbers and units

7.1 Numbers
Numbers up to ten are spelled out. Numbers from 11 are not spelled out.

Numbers used at start of a sentence should be written out in full except where they are a unit of measurement (in which case re-order the sentence appropriately).

Date ranges should be written in full, e.g. 1925–1929.

8. Conclusion

Please place the conclusion before the Acknowledgements section.

9. Acknowledgements

Please place your acknowledgements section after the conclusion and before the references section. Include acknowledgements of grants, financial aid and other special assistance in this section.

10. References

10.1 Citations in text
- If listing specific pages in a reference, use (Smith, 2009: p. 81; Jones, 1987: pp. 4–9), etc. Do not use page ranges in the reference list except to reference a chapter or article in a multi-contributor volume, journal, etc.

In the text, the name and date should be presented in these ways:
- Citations can be part of the text or in parentheses (e.g. ‘As stated elsewhere (Smith, 2009) …’ or ‘As stated by Smith (2009) …’)
- Citations with multiple authors: two – identify both (e.g. (Smith and Jones, 2008)); more than two – use et al. after the first author (e.g. (Smith et al., 2008))
- Multiple citations: list in alphabetical order rather than chronological (e.g. (Jones, 2009; Smith, 1979; Terry, 1985))
- Different citations with the same author and year: add letters to the years (e.g. (Smith 2008, 2010a, 2010b))
- Abbreviated organisations: for organisations that have an abbreviated name (ICE, BBC, WHO, etc.), use the abbreviation in the text and define it in the list. Note: the full name may need to be used in the text on occasion, depending on context (e.g. if the organisation is being discussed)

10.2. Reference list style
- Author names: no small caps, no punctuation except to separate them, close up initials. Omit hyphens from initials (e.g. Jean-Paul Al-Tabbaa becomes Al-Tabbaa JP)
- Multi-author references: list all authors if only two. If three or more authors, reduce to one and add et al.
- In press: unpunctuated at the end of the reference
of the Institution of Civil Engineers – Geotechnical Engineering, in press.

- **Multiple citations of abbreviated organisations**: expand in brackets on first use and then use the abbreviation for subsequent refs (e.g. see the Standards section, below)
- **Locations for books, report, conferences, etc.**: include the country, and the state abbreviation if USA or Canada. Examples: London, UK; Amsterdam, the Netherlands; Pittsburgh, PA, USA; Richmond, BC, Canada. Note: ‘the’ in ‘the Netherlands’
- **Abbreviated organisations**: list the abbreviation first with the definition after (omit the definition for subsequent citations) (e.g. WHO (World Health Organisation) (1986)...); see further example under ‘Standards’ below

### 10.2 Example references

#### Journal articles


#### Books


#### Conference paper


#### Patents

#### Reports


#### Theses

#### Standards


#### Websites
Website as main reference


Website as further information
Additional Information

The Conference Paper is to be prepared in MS Word format and then printed to PDF.

I) Permissions to reproduce

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II) PDF format requirement

All PDFs should be set as follows:

File names: The PDF file names will be consecutively numbered in the order that the papers are to be published. Please obtain this information from the editor of the conference proceedings:

- ‘01.pdf’ consecutively up to ‘99.pdf’

Version: Adobe PDF Version 1.4 (Acrobat 5)

Fonts: All fonts to be 'embedded subset'.

Colour: All figures and halftones to be supplied in full colour where possible.

Document properties:

Title: Full title of the paper.
Authors: All contributing author names to be included.
Subject: Full conference name and abbreviation.
Keywords: Enter a maximum of five keywords (use style: KEYWORD ONE, KEYWORD TWO, ...). Please try and select from one of the following list:

- General keywords
- Geotechnical content

All PDFs must be submitted in the format specified above.