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CIMAC Congress 2019

Instructions for Paper Writing

This guidance document shall enable authors of a paper for the CIMAC Congress 2019 to create their document in such a way that it complies with our requirements.

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1 Introduction

The paper shall be written in English and should begin with the Introduction, Main body and Conclusion. These should be followed by Nomenclature, Acknowledgements, References and/or Bibliography. The paper should be written in the first or third person perspective, the writer(s) being referred to as "the author(s)".

The paper has to be written in MS WORD 97-2003 format by using the template available as download from the CIMAC Congress website. The format is a two column A4-format (210 mm x 297 mm).

Note: There is no mechanism to handle hardcopies of papers!

1.1 Cover Page

The paper's cover pages will be generated automatically by the EPS, using authors' data given when submitting the abstract. The cover pages will consist of the CIMAC logo, paper title and no., address details of the author(s) and the abstract. **Therefore, you should start your paper with the 'INTRODUCTION' at page 3.** The manuscript should not exceed 15 pages (page 3 – 17) including diagrams, tables and photographs, references etc. Papers which do not observe this limit are in danger of being rejected.

1.2 Publication

Please note that we may offer you a publication of your paper later in co-operation with our media partners such as MTZ industrial (<https://www.cimac.com/press-media/index.html>).

In case you are interested in such a publication we suggest you to consider the limited space of the articles beforehand when writing your paper. MTZ industrial limits one article based on a Congress paper to 18,000 characters including space characters.

2 Main Body of the Paper

A proper outline is the framework upon which a good paper is readily written.

The text should be organized into logical parts or sections. The purpose of the paper, or the author's aim, should be stated at the beginning so that the reader will have a clear concept of the paper's objective. This should be followed by a description of the problem, the means of solution, and any other information necessary to properly qualify the results presented and the conclusions. Finally, the results should be presented in an orderly form, followed by the author's conclusions.

The text should be typed in single spacing in two columns within the specified size by using the template. The page size, margins as well as spacing and indenting are specified in the template. Please aim for a uniform line length and divide words rather than having very short lines.

Major headings are to be in capital letters, bold and left justified with spaces above and below as specified. Subheadings within a section should be as mentioned in the template, using the corresponding 'Sub-heading' style with the body in 'standard' or 'paragraph' style.

The standard paragraph text font is 10 point Arial with main headings in 11 point Arial and bold.

2.1 Units and Abbreviations

Only S.I. units should be used. The decimal point should be shown as a full point, not a comma. Unless accompanied by a unit, numbers from one to ten are usually spelt out in full.

Unless abbreviations are in common English usage (e.g. UK, USA) they should be spelt out in full when used for the first time. Most abbreviations have capital letters, but some of the more commonly used ones have lowercase letters with full points.

These include:

a.m., p.m., d.c., a.c., e.g., i.e., r.m.s.

2.2 Equations and Notations

A list of notations used in the paper should be provided at the end of the main text as an optional section. Nomenclature should follow customary usage. The nomenclature list should be in alphabetical order (capital letters first, followed by lowercase letters), followed by any Greek symbols, with subscripts and superscripts at last, identified with headings.

Mathematical expressions, chemical equations, etc. should be separated from each other and from the preceding and following text by 1 line of space. They may be numbered for reference by figures in round brackets ().

Care must be taken in the typing of mathematical expressions, particularly in the correct positioning of subscripts and superscripts and in the alignment of the various parts of an expression.

2.3 Diagrams, Tables and Pictures

These should be properly numbered and captioned. They must also be kept within the framework stated in the previous section. Authors shall place their illustrations at appropriate positions near the relevant text which refers to them as explained in the template.

Photographs must be glossy "black-on-white" or color. Figure numbers and captions should be below the illustrations.

Small tables can be typed within the width of a column in the text close to the point of first reference (as in the given examples). Large tables can be typed across the full page width, either within the text or separately at the end, whichever is most convenient. Tables should be numbered consecutively, separately from the illustrations (they should not be designated as figures). The title of the table should be typed in initial capitals and lowercase above the table.

3 References and Bibliography

Reference numbers should be in square brackets [] in the text. References should be listed at the end of the paper in the sequence in which they appear in the text. Do not leave an open line between references. Type book titles and the names of journals, reports and conferences, etc. in *italics*.

Format for books is: [Reference] Last name, Initials. Year. *Book title*, Publisher, City, State, Country (of publisher). For example:

[1] Terzaghi, A. and Peach, R.M. 1967. *Engineering Best Practices*, 2nd ed., McGraw Hill, New York, NY, USA.

Format for journal papers is: [Reference] Last name, Initials. Year. Article title, *Name of Journal*, volume number, pages. For example:

[2] Smith, H.B. and Mueller, A. 2010. An improved method of determining limits, *International Journal of Geotechnical Engineering*, 4(4): 549-555.

Format for conference papers is: [Reference] Last name, Initials. Year. Article title, *Name of Conference*, Publisher, City, State and Country where conference took place, volume number: pages. For example:

[3] Ram, B.K., Viswa V. and Krihna H.V. 1945. Interrelationship of index properties. Proceedings of *2nd Southeast Asian Conference on Soil Engineering*, Singapore, 1: 577–587.

If any articles and books are required for further reading but are not referred to in the text these may be listed under 'Bibliography' in the same formats as mentioned above. Well known publications may be abbreviated according to the accepted usage.

3.1 Acknowledgements

References to manufacturers or others for assistance received should be confined to a single paragraph at the end. Names of firms and products or anything that might be regarded as advertising material are not permitted.

4 Instructions for Submission

As mentioned, all final papers must be submitted electronically in MS Word 97-2003 format using the online Electronic Paper System (EPS) at <https://eps.cimaccongress.org>. **Authors will receive a confirmation mail when the 'submission' was successful.** Due to the submission of the abstracts you are already familiar with the EPS. We will offer a manual available for download for the Paper Phase in the EPS as well as at the website.

Papers must be completed and submitted by the deadline date of Wednesday, 06 February, 2019.

Do not submit a PDF file as your Word document will be converted to a PDF during the proceedings production process; however, it is advisable to check how your file converts to a PDF to be sure it will meet the formatting guidelines after conversion. The filename should follow the nomenclature 'CIMAC_Congress_2019_Paper_XXX_AuthorName'.

All submissions will be reviewed, and the feedback will be conveyed to the corresponding author, along with the review comments via the EPS. Authors of accepted papers should revise their papers as per the suggestions of the reviewers.

For complete details on the paper presentation guidelines, please visit the conference website at: www.cimaccongress.com

5 Legal Aspects

5.1 Security Clearance

The author is responsible for obtaining company and/or governmental approval wherever necessary before his paper is submitted to CIMAC.

5.2 Originality of Material

With submission of the paper to CIMAC the author(s) state(s) that the paper has not been published beforehand.

5.3 Data Policy

All authors had to accept the data policy of CIMAC when registering to the EPS for the first time. Information about our data policy can be found at the CIMAC Congress website (see <https://www.cimaccongress.com/program/technical-paper-submission/index.html>).

5.4 Copyright

All authors had to assign their copyright to CIMAC when registering to the EPS for the first time. The copyright assignment can be found at the CIMAC Congress website (see <https://www.cimaccongress.com/program/technical-paper-submission/index.html>).

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For further information about our organisation please visit our website at <http://www.cimac.com>.