

# Civil-Comp Conferences

## Preparing your Paper and Summary

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version 0611

## 1 Introduction

Please prepare two documents: a full length paper and a summary. Both these documents should be prepared using the “Conference Proceedings Template” available on our website. Please note the submission form gives you a full list of all the items that must be submitted to the Editor.

Please read the following instructions carefully. Each year Editors have to return documents because the authors failed to prepare them to the correct format. A few minutes spent reading this document will save you much time later. We suggest that you use LaTeX or Microsoft Word to prepare your documents. The text of your documents should be prepared in 12 point Times New Roman or with LaTeX Times font with single line spacing.

Some common errors or problems that occur in preparing documents are as follows:

- Please make sure that ALL your photographs, figures, graphs and tables are included within the text of your document.
- Make sure that you use the correct widths and heights of the text column on each page. Be very careful on page one of the paper where the title will be fixed by the publishers and you have to leave the area at the top of the page clear.
- Please ensure that the bottoms of pages of text are correctly aligned. Each page of text (except for the last page) should align with the bottom line of the template. DO NOT leave space at the bottom of any page. If you use LaTeX please use the `\flushbottom` command.

Documents not prepared to the correct presentation standards may be returned and miss the publication deadline.

## **2 General**

The document should be prepared inside the area indicated by the guide lines on the template. The text should be laid out using single line spacing. Although it requires some time to “layout” the paper, the uniform style considerably enhances the readability of our conference proceedings.

### **2.1 Running Headers**

Please do NOT include a running header.

## **3 Language and Style**

All documents should be in British-English. The document should be as brief as compatible with clarity and intelligibility.

## **4 Typeface**

The document should be prepared in Times New Roman font. Do not use any Asian fonts. Pay particular attention to the fonts used for legends in figures and in embedded tables.

### **4.1 LaTeX**

The Times font may be implemented when using Latex by including the command

```
\usepackage{times}
```

in the preamble of your document.

## **5 Line Spacing and Font Sizes**

Documents should be prepared in single line spacing. The pages of text should be fully (left and right) justified and aligned. Generally, no additional vertical space should be left between paragraphs. The width and height of the pages of text must exactly correspond to those on the template.

Care must be taken to ensure that space is not left at the bottom of any text pages and that the tops and bottoms of all text pages align with the template. This is referred to as flushbottoms or vertical justification. In general a space is left after each main title and a half space after each subsection and subsubsection title. To ensure that the columns have flushbottoms it may be necessary to add some additional space between paragraphs or above and below section headings.

A 12 point font size should be used for all body text.

## **5.1 Figures and Photographs**

Figures should be drawn to a good standard using a computer drawing package such as CorelDraw. Photographs should be scanned to a high resolution (600dpi). Lettering in figures should be (where possible) in Times New Roman font. Do NOT use Asian fonts!

## **6 Manuscript Length**

Your paper length will be as specified by the Editor. Unless otherwise stated the minimum length will be 10 pages and the maximum length 16-20 pages. If in doubt please consult your Editor.

## **7 First and Other Pages of the Document**

The first page of both your paper and summary requires special care during the preparation.

### **7.1 Page One of Your Paper**

On page one there should be no text or figures positioned above the dotted line in the shaded area. This area is reserved for the title block which will be typeset in a standard format by the publishers. In general there should be no figures or tables on page one.

For a sample first page please see the example paper downloadable from our website.

### **7.2 Page One of the Summary**

On the summary please enter your own title information within the shaded area.

### **7.3 Other Pages of the Documents**

Other pages of both documents are prepared using the area above and below the dotted line. The full height of each page should be used for text. The bottoms of all pages should completely fill the page. Spaces should not be left at the bottom of pages.

## **8 Abstract in the Full Length Paper**

The abstract in the paper should be given the unnumbered title “Abstract” and should begin just under the dotted line on page one using the full width of the page. Abstracts should be of about 100 words in length. The Abstract is not a numbered section. The word Abstract is in Bold and 14 point.

## 9 Keywords

Keywords should be provided in the style shown below:

**Keywords:** bears, diseases, pollution, rubella, population, environmental.

A minimum of six and a maximum of 12 keywords should be included. The words should not be capitalized unless they are names of people or places. The keywords are generally all in lower case.

In the full length paper the keywords are positioned directly after the abstract. In the summary the keywords are positioned directly below the grey shaded area.

## 10 Sections – Subsections – Sub-Subsections

If you prepare your documents using LaTeX the default font sizes for section headings and section spacing are correct.

For non-LaTeX users the following guidance should be sufficient. Main sections should be numbered in the style 1, 2, 3.....etc. Subsections should be numbered in the style 1.1, 1.2 1.3 etc. Sub-Subsections should be numbered in the style 1.1.1, 1.1.2, 1.1.3 etc. An additional vertical full space should be left beneath a Section title. An additional vertical half space is required under each subsection title and no extra vertical space should be left beneath a sub-subsection. All section titles should be in upper and lower case, for example:

### 2.1.3 Example using the Beta Method.

All section, subsection and sub-subsection titles and numbers should be in bold and must be in the same typeface or font as the rest of the text.

- Section titles are in 16 point size, bold
- Subsection titles are in 14 point size, bold
- SubSubsection titles are in 12 point size, bold

## 11 References

A list of references should be given at the end of the paper. These should be numbered consecutively in the text thus “..... clues to the psychology of *Brunus edwardii* are to be found extensively in references [3, 4]. Blackmore and Young [5] presented a 1970 review of the diseases present in this species. Elsewhere the effect of rubella [6] and environmental pollution [7] on the population of the species is examined.....” The references should be given in the following style:

## References

- [1] M. Bond, "A bear called Paddington", Collins, London, United Kingdom, 1958.
- [2] A.A. Milne, "A House at Pooh Corner", Methuen & Co. Ltd., London, United Kingdom, 1928.
- [3] D.K. Blackmore, C.M. Young, "Some Observations on the Diseases of *Brunus edwardii* (Species nova)", *Veterinary Record*, 90, 382-385, 1972.
- [4] J.T. Paul, "The 1954 Rubella epidemic in *Brunus edwardii*", in "Proceedings of the Sixth International Conference on Epidemics in Europe", V. Lancaster, (Editor), Academic Medical Press, London, United Kingdom, 561-568, 1987.
- [5] J.T. Paul, "Environmental Pollution and *Brunus edwardii*", in "Bear Population Studies", V. Lancaster, (Editor), Edinburgh Zoological Publications, Edinburgh, United Kingdom, Chapter 7, 123-168, 1988.

## 12 Acknowledgements

Should you wish to include acknowledgements, then they should be placed in an unnumbered section entitled "Acknowledgments", to be placed just before the references. Acknowledgements can only be added to the full length paper, and not to the summary.

## 13 Illustrations: Figures, Photographs and Tables

Figures should be drawn using computer graphics or drafting systems. Photographs should be treated as figures i.e. given figure numbers and captions. In the text figures should be referred to in the style: "In Figure 1 a new bear is shown". All figures should be centered.

### 13.1 Numbering and Captions

All illustrations, of whatever type, should be numbered consecutively and given captions. All illustrations are, therefore, given figure numbers. All captions for figures and tables should appear **BELOW** their respective figure or table. All captions should be centered.

### 13.2 Tables

Tables should also be numbered consecutively in the text and referred to in the style: "Population studies for bears are given in Table 1". Tables should have captions. Tables should be placed within the text near to the place where they are first mentioned. They should preferably be located just after their first mention (rather than before).

### **13.3 Placing of Figures and Tables**

All figures should be integrated within the text and not placed on pages at the end of the paper. Figures should be placed within the text near to the place where they are first mentioned. They should preferably be located just after their first mention (rather than before). Pay particular attention to the size of figures and tables. Not only the contents of your figure or table, but also the border (if any) around the figure or table should fit within the template.

### **13.4 Orientation of Figures and Tables**

Figures and tables should be read without turning the page through 90 degrees - all figures and tables should be read when the page is viewed in portrait.

## **14 Equations**

Equations should be numbered consecutively in the text. Equations must be typeset not handwritten. Examples of the layout and numbering of equations are given in the enclosed example paper. In the text an equation should be referred to in the style: "The computation of steak and kidney pie rations for bears is given by Equation (1)". If you use Microsoft Word, do not use any Equation Editor program, different from the one that come with the standard installation of MS Word.

## **15 Notation**

Any mathematical or other notation should be defined in the text when it is first referred to. Lists of notations should NOT be given.

## **16 Units and Abbreviations**

It is desirable that SI units be used. If non-standard units are used (e.g. Imperial Units) appropriate conversion factors should be given.

## **17 Abbreviations**

Abbreviations should be spelt out in full on first appearance.

## **18 Numbering of Pages**

Please number the pages at the bottom centre of each sheet in the position given by the template using the Times New Roman 12pt font. If you use Microsoft Word, please use the example template supplied.

## **19 Manuscript Identification**

Please write the title, author(s) name(s) and page number on the back of each printout sheet. Many authors find it best to print labels and attach these to the back of the sheets.

## **20 Title Block**

Your title block will be typeset from the title information provided in the electronic version of the summary. It is therefore most important that the summary includes the correct title and author details. The title block includes author(s) name(s) and affiliation(s). It is not intended to give full postal addresses, job titles or qualifications of authors. All affiliations must be in English without abbreviations.

## **21 Copyright**

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## **22 Submission**

Please remember that an Editor may be assembling documents into a number of volumes for an edited conference series. Please help him to undertake his task efficiently by preparing your submission in the way described. In particular we suggest that you do not fax your documents to the Editor unless you are asked to do so. Do not announce the impending arrival of your documents. Fax copies of papers are of little use to an Editor and fax copies of up to 300 papers will cause confusion.

Please remember to submit electronic versions as well as printouts of both documents. For LaTeX-users: Send us your tex files (not the dvi or ps). Do not forget the figure files and the BibTeX files if applicable.

## **23 Editors and Publishers**

As an author your point of contact for the publication of your paper is the Editor not the Publishers. Please send your paper directly to your Editor not the Publishers. Papers sent directly to the Publishers may be returned to the authors.