

Title – Formatting guidelines for authors submitting papers to GeoCalgary 2020

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ABSTRACT

Conference proceedings papers are accepted (in English or French) based on the abstract submitted. The presenting author (not necessarily the first author) must be registered as a full conference participant in order to submit a final manuscript. A presenter may present a maximum of two papers per paid registration. All manuscripts must be prepared electronically and submitted in accordance with the following instructions using the online submission feature provided on the conference web site <link to website>.

RÉSUMÉ

Les articles des comptes-rendus de la conférence sont acceptés (en anglais ou en français) en fonction du résumé soumis. Pour soumettre un manuscrit en version définitive, l'auteur qui le présente (pas nécessairement le premier auteur) doit être inscrit comme participant pour toute la durée de la conférence. Un présentateur peut présenter un maximum de deux articles par inscription payée. Tous les manuscrits doivent être préparés et soumis en format électronique selon les directives suivantes, en utilisant la fonction de soumission en ligne sur le site Web de la conférence <link to website>.

1 PAPER PREPARATION GUIDELINES

These instructions have been created using the technical paper template to illustrate the correct format for the preparation of papers. The template is also available in the Submission Details section of the conference website.

Papers may be submitted in either English or French, but authors are required to submit abstracts in both official languages.

This document uses bold face and underline for emphasis, but such text decorations should not be used in the paper.

1.1 Publication Quality and Uniformity

To ensure publication quality and uniformity, the following guidelines are intended to assist authors in preparing their papers for the Conference.

If these guidelines are not followed, your paper will be returned to you for revision and re-submittal. The resulting time delay could lead to your paper not being published in the Conference Proceedings due to missed production deadlines.

The best way to ensure your document follows the guidelines is to use the template provided on the Submission Details page of the conference website.

1.2 Required Registration

Each presenting author must register as a full conference delegate (or student if applicable) to submit a final paper. This must be done through the conference web site at <website Link>.

The online paper submission feature will prompt you to register as a delegate if you have not done so before uploading your paper.

1.3 Online Submission

All final papers must be submitted electronically by **May 15, 2020** using the online submission feature on the conference web site – emailed submissions will not be accepted. The corresponding authors of accepted abstracts can access the paper submission feature by logging in using their Username and Password registered during the abstract submission process.

Please ensure that your document meets the formatting guidelines before submitting. Do not submit your file as a PDF as this limits the ability of the technical committee to correct any simple formatting errors. All documents will be converted to PDF files at the proceedings production stage.

1.4 Length

The normal length of a complete paper including title, abstracts, text, figures, photographs, tables, acknowledgments and references is **SIX (6) to EIGHT (8) pages**. Papers longer than eight (8) pages in length will be accepted at the discretion of the Technical Subcommittee.

The combined length of both abstracts (total) should not normally exceed 300 words.

1.5 Font

All text must be 9 point Arial font with the following exceptions:

- The title must be 14 point bold. Bold font face should not be used anywhere else in the paper

- Authors' names should be in 10 point Arial font
- The affiliation, city, province/state and country must be 10 point Arial *Italics* font.
- Use Italics font for 'quoted text', and to identify the source in the list of references.

1.6 Page Size and Margins

The supplied MS Word template has been formatted per this document. If you are not using MS Word, please select "letter" paper size (215.9 mm by 279.4 mm / 8½ inch by 11 inch) and portrait orientation – **A4 format is not acceptable**. Please set your page for the following margin dimensions: top - 25 mm, bottom - 25 mm, left - 20 mm, right - 20 mm, and gutter - 6 mm. The header and footer settings should both be set at 0 mm from the edge.

1.7 Page Numbers

Do not insert page numbers or headers or footers. These will be added when the proceedings are assembled.

1.8 Spacing and Indenting

All text elements should be single-spaced. Text should be in two (2) columns of equal width (81.8 mm) with 6 mm spacing between the columns.

The first paragraph in a section is not indented (use style Normal) – all subsequent paragraphs are indented 5 mm (style Paragraph-regular). There should be no line spacing between paragraphs. The text should be right and left justified.

Leave two (2) open lines above and one (1) open line beneath primary headings - leave one (1) open line above and one (1) open line beneath secondary and tertiary headings.

Leave two (2) open lines between equations and text, and between successive equations. Leave two (2) open lines between the body of text and figures or tables (including captions).

If there is a discrepancy between the template and these instructions, the instructions take precedence.

1.9 Conference Logo

The GeoCalgary 2020 conference logo has been placed at the top right corner of the first page (only). It is sized 4.08 cm high x 4.08 cm wide and is positioned 0.5 cm below the edge of page and 15.9 cm from the left edge.

1.10 Title/Author(s)

The full paper title should be typed at the top of the first page in 14 point bold using sentence case, and left justified. Leave one (1) line space below the title.

The author's name(s) should be typed left justified below the paper title. Authors from the same institution may be grouped together. Affiliation and country should then be typed in 10-point *Italic* font (do not leave lines between the names of the authors and their affiliations).

Please insert two (2) open lines after entering the last author's affiliation.

1.11 Abstracts

Each paper must begin with abstracts in both English and French – the total word length of both abstracts (combined) should not exceed 300 words.

Type the word ABSTRACT and then the English abstract, which should run the width of both columns. Leave one (1) open line and repeat with the French version of the abstract preceded by the word RÉSUMÉ.

Leave three (3) open lines between the abstract and the body of the text.

1.12 Number Headings

Within the paper, number all headings as follows:

1 PRIMARY HEADING

1.1 Secondary Heading

1.1.1 Tertiary Heading

1.13 Tables

Number tables consecutively in order of appearance and locate them close to the first reference to them in the text. Refer to tables as Table 1 or Tables 1 and 2, in the body of the text. Avoid abbreviations in column headings (other than units).

Type the caption above the table to the same width as the table, and leave one (1) open line between the table caption and the table. Indicate units in the line immediately below the heading.

Use the same table format as it appears in the *Canadian Geotechnical Journal*. Use the following example for the format of tables.

Table 1. Characteristics of tested soils

Characteristics (%)	Vancouver	Ottawa
Organic matter	0	1
Water content ¹	40	60
Liquid limit	22	44
Plastic limit	15	18
Sand	35	8
Silt	45	44
Clay	20	48

¹water content of specimens after preparation

1.14 Equations, Formulas, Symbols and Units

Type equations and formulas from the left of the column (do not center in the column) and number them consecutively. Equation numbers should be placed flush at the right column margin in square brackets.

Refer to equations in the body of the text by these numbers (e.g., "Eq. 1" or "Equation 1 shows..."). Symbols should conform to those recommended by the Metric Subcommittee of the Canadian Geotechnical Society (see *Canadian Geotechnical Journal* 1980, 17:89-96). Example of equation:

$$\tau = \sigma \tan \phi + c \quad [1]$$

1.15 Illustrations

All illustrations must be embedded in the document. Please resize the inserted object to the desired final dimensions before inserting in the document in order to minimize the file size of the final document.

Please number illustrations (whether drawings or photographs) consecutively in the order of appearance and refer to them as Figure 1, Figures 2 to 4, etc.

Illustrations may be two (2) columns wide or one (1) column wide. Do not place illustrations sideways on a page; however, if this cannot be avoided, no other text should appear on that page.

Under no circumstance is it acceptable to change the orientation of any page to “Landscape” to accommodate an illustration or exhibit – these pages will not output properly when the proceedings or an individual paper is printed.

Drawings may be in color since papers will only be published in electronic format.

Lettering should be approximately the same size as the text with a minimum of 2 mm. Lines should preferably be 0.2 mm thick. Captions should be placed immediately below the illustration.

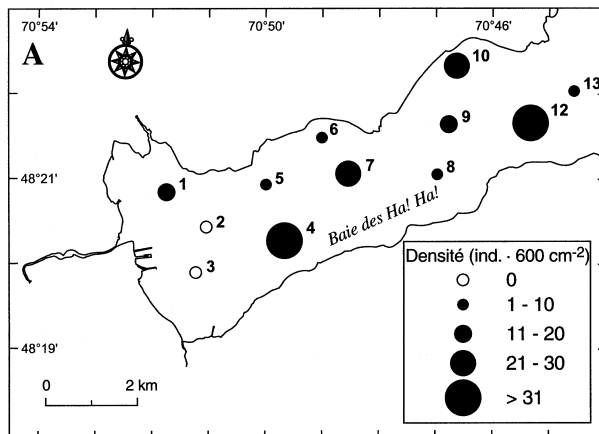


Figure 1. Spatial distribution of the macro-benthic organisms (from Pelletier et al. 1999)

1.16 References

The conference will follow the current practice of the *Canadian Geotechnical Journal* for references.

Within the body of the text, references should be made in parenthesis with the author's surname(s) and the year of publication such as "(Seed et al. 1977)" or "According to Seed et al. (1977)..."

At the end of the paper, list all references in alphabetical order of authors' names. The first line of each entry in the reference list should not be indented: the

following lines should have a 5 mm indent (use style References). **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: Last name, Initials. Year. *Book title*, Publisher, City, State/Province, Country (of publisher). For example:

Terzaghi, K. and Peck, R.B. 1987. *Soil Mechanics in Engineering Practice*, 2nd ed., McGraw Hill, New York, NY, USA.

Format for journal papers is: Last name, Initials. Year. Article title, *Name of Journal*, volume number in Arabic numerals, pages. For example:

Ingold, T.S. and Miller, K.S. 1983. Drained Axisymmetric Loading of Reinforced Clay, *Journal of Geotechnical Engineering*, ASCE, 109: 883-898.

Format for conference papers is: Last name, Initials. Year. Article title, *Name of Conference*, Publisher, City, State/Province and Country where conference took place, volume number in Arabic numerals: pages. For example:

Leshchinsky, D. and Perry, E.B. 1987. A Design Procedure for Geotextile Reinforced Walls, *Geosynthetics '87*, IFAI, New Orleans, LA, USA, 1: 95-107.

If an issue number is needed to uniquely identify the paper, the issue number should be included following the volume in parenthesis. For example:

Ingold, T.S. and Miller, K.S. 1983. Drained Axisymmetric Loading of Reinforced Clay, *Journal of Geotechnical Engineering*, ASCE, 109(3): 883-898.

2 CLEARANCES

All authors are responsible for obtaining written permission to profile the project or subject matter in their papers from any and all clients, owners or others who commissioned the work.

The CGS assumes that you have obtained the proper permission(s) as well as the permission of the coauthors, and assume no liability for failure by the author(s) to do so.

The corresponding author must read and accept (by selecting yes) the conditions of release and publication authorization, during the online submission process.

3 COPYRIGHTED MATERIAL

If a figure, table or photograph has been published previously, authors must obtain written approval from the original publisher for it to be reprinted in the conference proceedings.

The source of previously published material should be included in the caption of the table, figure or photograph.

Authors of papers do not transfer their copyright to GeoCalgary 2020, but only provide permission for the

conference to reproduce the paper(s) for the proceedings and to post the proceedings on the CGS website. Therefore, authors can still submit their paper(s), in original or revised form, for publication in a scientific journal.

4 COMMERCIALISM

All commercialism must be avoided. Products should be defined by their properties. Product names can only be used once within the paper and only where they are associated with the definition of the properties. Papers that do not conform will be returned to the author to be revised.

Providing an acknowledgment of sponsorship at the end of a paper is both appropriate and acceptable.

5. PAPER SUBMISSION

All final manuscripts must be submitted electronically in MS Word format, or as a file that can be opened using MS Word, using the online submission feature available on the GeoCalgary 2020 conference web site at<website link>.

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.

Submitted manuscripts must not be password protected.

Authors of accepted abstracts can access the paper submission feature by logging in using their User Name and Password registered during the abstract submission process.

Initial submission of all final manuscripts must be completed by May 15, 2020 to be considered.

The online submission process will prompt corresponding authors to register for the conference as a full delegate (or student, if applicable). The paper submission process cannot be completed without the registration process. Authors whose firms have registered as exhibitors or sponsors and will be attending the conference as one of the included registrations should contact sponsors@geocalgary2020.ca to request a paper upload override of the paid delegate registration requirement.

For complete details on the manuscript/presentation guidelines, please visit the conference website at:<website link>.