

Authors guide for writing and formatting papers in Word

These guidelines are in two parts:

- a) Overall instructions*
- b) Summary of formatting styles, as separate record to the template document*

Length of paper

Authors should keep papers to the minimum length necessary for clarity and completeness. This may be done by careful composition, economical presentation of facts, restricting illustrations to those that are essential, and confining tables and mathematical expressions to a summary of significant data.

The shorter a paper, the more likely it is to be read and to promote valuable discussion. As a rough guide, papers should be 3000 to 4000 words long. One A4 page of text based on the template document (ANCOLD 2021 – Full Paper Template.doc) with margins 2cm all round contains 600 to 800 words, so a 4000-word paper without illustrations occupies roughly 5 to 6 pages. Illustrations and photographs will add to the length of the paper for a nominal limit of 10 pages in total.

Composition and choice of words

Papers should be written in clear, plain English, preferably in the third person. Colloquialisms, slang or jargon should be avoided. Excessive use of acronyms should be avoided, and any acronyms used should be explained in full on first occurrence.

Abbreviations

Only abbreviations, letter symbols and signs in common use should be used. They should conform to the usage recommended by BS 5775:1993. *Letter Symbols, Signs and Abbreviations, Part 0: General Principles.*

Use of International System of Units (SI)

SI units must be used wherever appropriate (see NZS 6501:1982 Units of Measurement; AS 1000:1979 The International System of Units (SI) and its Application). Authors of papers using other units will be asked to convert to SI units before the paper is published.

Arrangement and composition of sections

Generally a technical paper should consist of the following parts arranged in the order given:

- Title
- Name(s) of author(s), with position and affiliation
- Abstract and keywords
- Introduction
- Main text, including experimental procedure and results, if appropriate
- Conclusions or recommendations
- Acknowledgements*
- References or bibliography*
- Appendices*

* *Not required for all papers.*

Title

The title should be as brief as possible, but comprehensive enough for intended readers to be able to locate the paper readily. It should not exceed approximately 100 characters (i.e. 2 lines in title space). The paper will be indexed in databases worldwide, so the title should use terms likely to occur in database indexes.

Abstract and keywords

The abstract should describe the ground covered by the paper and its principal conclusions or recommendations. It may be published by indexing and abstracting services throughout the world, so it should be brief (preferably less than 400 words), self-contained and clear.

Up to six keywords applying to the primary topics discussed in the paper should be supplied. These are intended to be used in international information retrieval systems to facilitate access to the paper by researchers, so they should be mainly (but not necessarily exclusively) words commonly used in the international literature.

Introduction

The introduction should outline the purpose of the paper. It should briefly give the reader enough background information to enable the paper to be understood without undue reference to other sources, particularly if the paper is intended for a wide readership.

Main text

The main text should be well organised, maintaining a logical, readable sequence that leads to and discusses the main conclusions and outcomes. New information should not be introduced in the conclusions section.

The text may contain sufficient information about procedures and results for a reasonable understanding, but will preferably refer readers elsewhere for procedural details and concisely summarise any descriptive material or results. Only key mathematical equations are needed, and they should be kept as simple as possible, with consistent explained use of symbols.

When copying from other documents make sure the formatting after copying is the same as the conference document styles (clear formatting, copying text only are two approaches).

Conclusions or recommendations

The primary value of many papers may be in the nature, originality and soundness of the author's conclusions or recommendations. They therefore should be presented clearly and succinctly after development in the main text.

Acknowledgements

Brief acknowledgement may be made to assistance received from colleagues or organisations. Usually it is also necessary to record permission given by the author's employing and/or funding organisation to publish the paper.

List of references and/or selected bibliography

The references should identify the sources of the author's facts, support the author's assumptions, or direct the interested reader to other works in the field. Enclose the author's surname and the year of publication in parentheses in the text, e.g., (Cuny 1983), (Kates & Pijawka 1977) or (Naiman *et al.* 2002), and list the cited authors in alphabetical order in the reference list at the end.

A selected bibliography, containing publications not specifically referred to in the text, is occasionally desirable. Works cited in such a bibliography should appear in alphabetical order by author's name.

Each reference should be relevant, accurate and complete, with all journal names spelled out in full. It should contain the author's name and initials, the year of publication, the title of the paper and/or the publication, and, if it is a serial publication, the volume number and pages. If a book, it should name the publisher and place of publication. If there are more than two authors, the first author's name should be followed by '*et al.*' in the text, but all authors should be given in the reference list. The following examples show the correct method of identifying references:

Cottingham, P.; Thomas, M.C.; Quinn, G.P. 2002. Scientific panels and their use in environmental flow assessment in Australia. *Australian Journal of Water Resources* 5: 103-111.

Cuny, F.C. 1983. *Disasters and Development*. Oxford University Press, New York.

Dahlhamer, J.M. 1992. Small business and the Whittier Narrows earthquake. MS thesis, Department of Sociology, University of Delaware.

Kates, P.W.; Pijawka, D. 1977. From rubble to monument: The pace of reconstruction. *In*: Haas, J.E. (ed.) *Reconstruction following Disaster*. MIT Press, Cambridge, Massachusetts.

Parr, A.R. 1991. Insurance and natural disasters. Paper presented at the UCLA International Conference on the Impact of Natural Disasters, Los Angeles.

Walters, K.J. 1978. The reconstruction of Darwin after Cyclone Tracy. *Disasters* 2(1): 59-68.

Note that references should not be capitalised or underlined.

Appendices

Appendices may include items like a list of symbols used, or details of methods or equations complementary to the flow and development of the paper.

They should be separately referred to in the text, numbered consecutively using a letter sequence (A, B, C etc), and placed in that order at the end of the paper.

Tables, illustrations and equations

Tables, illustrations (photographs and line drawings which are consecutively referred to as Figures) and equations should each be referred to in the text and numbered consecutively, using a separate sequence of Arabic numbers (e.g., Table 1, Figure 1 if a photograph is the first illustration, Equation 1).

They should be inserted in the paper soon after first referral to them in the text. Since they cannot always be placed adjacent to the reference, they should be referred to by their number (e.g. Figure 1), and not by expressions such as 'in the following figure'.

The numbering of tables, illustrations and equations in appendices should be continuous within each Appendix after referring first to the Appendix letter (e.g. Table A-1).

Tables

Tables should be kept small, simple and limited to a summary of results rather than extensive detail. They should not be more than an A4 page in size. A simple bar chart or series of curves (i.e., as a Figure) emphasising the main trends of the original tabulation is often more readily assimilated by readers. If special abbreviations have to be used they should be defined in a footnote below the table.

Tables should be constructed in a framework using the 'Table' menu in MS Word. Do not create tables by using 'tabs' in the body of the type. Each cell in the table should be bounded by a single line with a light grey fill in for column headers. The table number and descriptive caption for the table should be placed above the table.

Photographs

Photographs should be chosen so that the point they are intended to illustrate is conspicuous. A descriptive caption is essential, located below or next to the photograph.

The photographs should be of good quality, sharply in focus, and with good light and shade contrast when converted to black and white. TIFF files have the best quality reproduction, but JPEG files are suitable if they are of reasonably high resolution.

Line drawings

Relevant detail and lettering must be easily read when the line drawing is re-sized to fit an A4 page. Each line drawing must have a descriptive caption, located below or next to the drawing, and must be referred to in the text as a Figure. All Figures, both photographs and line drawings, should be numbered in a single sequence.

Note that the conference volume will be printed in black and white. Colours in diagrams that appear distinctive on a computer screen may be almost impossible to distinguish when they are reproduced in black and white. This should be considered when producing diagrams for the paper. Patterned shading is preferable to block shading.

Highly detailed maps or plans may be unreadable when reduced to fit on an A4 page. Working drawings, too, are often so full of detail and so large that, when reduced to publication size, lines disappear and lettering becomes illegible. In either case they should be redrawn to show only those dimensions and details essential for understanding.

Graphs should be drawn to show only axes, curves, plotted points and essential co-ordinate lines (if any); fine background reference lines reproduce very poorly. Do not use shaded backgrounds for graphs.

Equations

Equations should be constructed using the equation editor of the selected word processing program. They are numbered consecutively with the number placed in brackets at the right hand end of the line. The equation itself is not indented, and it is positioned within the text immediately after its first mention. Subsequent reference to equations in the text should be by the equation number.

$$Kt = \left(1 - \frac{R^2 \tau}{ca + \nu \tan \delta} \right)^4 k_1$$

where c_a = interface adhesion; δ = friction angle at interface; and k_1 = shear stiffness number.

Positioning tables and figures

Tables and Figures are preferably positioned at the top and bottom of pages.

One means of positioning a table is the use of text boxes, with the table itself and its caption then prepared inside the text box (or pasted into the box from another Word document and reformatted if necessary).

Under **Insert**, select **Text Box**. A drawing canvas appears first. Click within the canvas to produce a text box at the plus sign. You can resize the text box to the shape and size required. Drag the text box off the drawing canvas to the desired position and delete the drawing canvas.

The table, together with its caption, can be then pasted into the text box or prepared within it. The size of the text box can be adjusted during this process, as well as the location of the table.

To get rid of the box line around the text box itself, select the text box. Go to **Format/Text box/Colours and lines**. Under **Line – Color**: select No line.

Figures (photographs and line drawings) and their captions may be similarly located using a slightly different procedure.

Figure insertion

Insert the Figure as an image in the approximate position wanted on the page in the document.

Select the image. Go to **Format/Picture/Layout**, and then click on the **Advanced** button. For text wrapping choose **Top and bottom**.

Then in the **Distance from text** boxes specify how much white space you want above and below the figure (this should be the equivalent of 1-2 lines of text and if using text boxes for the caption (see below) sufficient space for the caption as well).

Fix the location with **Advanced/ Picture Position**, making sure **Move object with text** is turned off, by moving to the desired location.

Caption preparation (using text boxes)

This uses a similar procedure to that for Tables.

The caption is prepared in a floating text box that you then position with respect to the image. This is normally below it, but may be to one side depending on the image shape

Formatting styles

You may set up your paper in Word as a new document using the following formatting styles. The template document also includes these styles.

Page setup

Open a new document and go to the Page Layout tab to select size, Margins, Orientation and Columns.

Paper

Paper size: A4 paper

Margins

Orientation: portrait

Pages - Multiple pages: Mirror margins

Inner margins: 20 mm (2 cm)

Outer margins: 18 mm (1.8 cm)

Top margin: 20 mm (2 cm)

Bottom margin: 20 mm (2 cm)

Columns

Title, authors, abstract and keywords: single column

NB: Abstract and keyword paragraph margins are indented 10 mm (1 cm) left and right.

Main text: single column

Title, authors, abstract, keywords fonts and line spacing

Title: 14 point Arial bold, 10 point space after title

Authors: 12 point Arial bold, 2 point space after author(s)

Author affiliation(s): 10 point Times New Roman italic, 10 point space after last author affiliation

Use superscript numbers if there is more than one author affiliation.

Abstract: 10 point Times New Roman italic, 5 point space after abstract paragraphs

Keywords: 10 point Times New Roman italic, **Keywords:** in bold italic, 15 point space after keywords

Main text fonts and line spacing

Main (body) text: single column, 10 point Times New Roman, fully justified, 5 point space after paragraphs.

NB: *Use a single space between sentences.*

*Do not use separate blank lines for line spaces (set line spacing using **Format/Paragraph/Spacing/Before and After**).*

First level headings: 12 point Arial bold, 5 point space before and 5 point space after, left justified

Second level headings: 10 point Arial bold, 5 point space after, left justified

Third level headings: 10 point Times New Roman bold italic, 5 point space after, left justified

NB: *Headings are lower case except for first word and proper names.*

Table and Figure captions: 9 point Arial bold italic

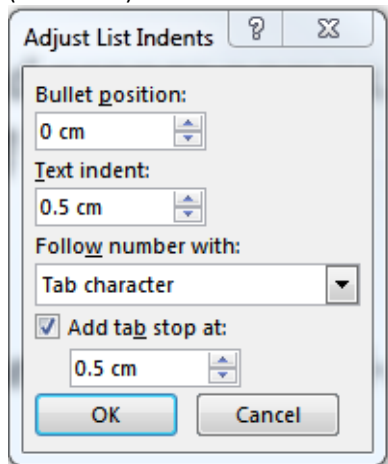
Bullet point or numbered lists

Use a 2 point space between the intro paragraph and the list and a 2 point space between items in a bullet point or numbered list.

Bullet point dots should be at the left margin of the column, with the text indented 0.5 cm.

- Example bullet point text that extends for more than a single line

If your bullets are not at the left margin or there is a wide space between the bullet and text, select the bullet point items. Right click one of the bulleted lines and then select “Adjust List Indents”. Then adjust the text and tab indents (see below)



Tables

Table fonts: We recommend 8.5 point Arial normal and bold, but other styles and fonts may be acceptable.

Column headers: You may use a light grey fill for column headers.

Footers

The footers differ for the left and right pages.

Go to **Insert**, then click the arrow under **Header** or **Footer** and select **Edit Header** or **Edit Footer**, then select the appropriate format required.

Click on the page setup symbol (open book with one dark and one light page) and under layout select the **Different odd and even** box.

Footer text

The base of the footer lettering should be roughly 14 mm above the bottom edge of the page. You may need to downspace one line in the footer box before typing the footer.

Footer – Right page:

ANCOLD Proceedings of Technical Groups [10 pt Times New Roman italic] aligned at inner margin of text

Page number [Click # insert page number symbol] [10 pt Times New Roman] aligned at outer margin of text

Footer – Left page:

Page number [Click # insert page number symbol] [10 pt Times New Roman] aligned at outer margin of text

Dams: Evolving with Modern Technology [10 pt Times New Roman italic] aligned at inner margin of text]

NB: *The conference editors will later add the volume number and alter the page numbers of your manuscript for the publication volume.*