Conference Proceedings Submission Guidelines

This document is your guide to using the manuscript template for conference proceedings. It also contains full guidelines on the style and layout that is required.

- The template has already been set with the required page layout and formatting of the final paper. **Please only use the formatting and layout available in the template.**
- Please copy and paste your manuscript into the template**. Please do not attempt to reproduce the formatting in a new Word document**.
- Please cross-check your final paper against the Guidelines below before you submit it to double check that everything looks correct.
- All papers must be written in UK English and spell-checked before submission.
- Papers are restricted to **8 pages** (except for Keynote Papers)
- Your paper will not be accepted for publication if it does not follow the guidelines below.

Conference Proceedings Submission Checklist – Single Column

(see pages 3-6 for guidance on copyright, permissions, referencing and keywords)

		Tick
Author names and affiliations	All author names and affiliations should immediately follow the title in the following format: Author (first name and surname), Affiliation (organisation only, department is not required), City, Country. For example, Helen Smith, Imperial College of Science, Technology and Medicine, London, United Kingdom.	☐
Abstract	Abstracts should not exceed 200 words. Text-only so do not include figure numbers, table numbers, references or displayed mathematical expressions.	☐
Headings	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.	☐
	Sub-headings to be numbered sequentially but please avoid using automatic numbering	☐
Figures	Each figure should be cited in the text, in numerical order.	☐
	Individual, original, high-resolution figures to be submitted with the final paper (in a jpeg or tiff format for photos and PDF/Word/Excel editable format for line drawings). We do not offer a redraw service	☐
	Figures to be of a high resolution – at least 300dpi	☐
	A maximum of four sub-figures are allowed per figure. 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.	☐
Tables	Tables should also have captions and should be referred to in the text e.g. see table 1. They should be in an editable Microsoft Word format and submitted within the text.	☐
Equations	Equations should be numbered sequentially (1), (2), and in an editable format (using the built-in Word equation editor).	☐
	All equations should be cited in the text.	☐

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- **It is your responsibility to obtain permission from the copyright holder if you would like to reproduce text or illustrative material from other sources in your paper.**
- **It is strongly recommended that copyright permission is sought as early as possible to avoid publication delays. Permission must be granted in writing and submitted with your manuscript.**

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- **Publishers and other copyright owners can take some time to respond to copyright requests. You must start the permission requests while you are writing the manuscript so you can have the clearance finalised by the time you are finished.**
- **It can be helpful to list the material you need to clear in a program such as Excel or Word so you can track which material has been cleared and chase responses.**
- **Include evidence of permission with your submission.**

Equations

Numbering
Equations should be numbered sequentially (1), (2).

Size and position
Equations should be left-aligned and inserted using the built-in Word equation editor. e.g.

Resolving forces in the positive *x* direction, we obtain

$$(N_x + dN_x)a\ d\theta - N_x a\ d\theta + p_x a\ d\theta\ dx = 0 \quad (1)$$

Integrating both sides with respect to *x* yields

$$N_x = \int -p_x\ dx + k \qquad (2)$$

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

References

Harvard referencing is to be used as shown. All references are to be cited in the text. Any direct citations must show page or clause numbers in the text where these are available.

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)

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

Chapman DN *et al.* (2010) Predicting ground displacements caused by pipe-splitting. *Proceedings 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

Example references

Journal articles

Chapman DN *et al.* (2005) Predicting ground displacements caused by pipe-splitting. *Proceedings of the Institution of Civil Engineers – Geotechnical Engineering* 158(2): 95–106, 10.1680/geng.2005.158.2.95.

Lawson CR (1982) Filter criteria for geotextiles: relevance and use. *Journal of Geotechnical Engineering Division, ASCE* 108(GT10): 1300–1317.

Books

Gavin K and Craig W (eds) (2018) *Wind Turbine Foundations*. ICE Publishing, London, UK.

Admiraal H and Cornaro A (2018) Future cities – resilient cities. In *Underground Spaces Unveiled*. ICE Publishing, London, UK, pp. 115–126.

Nie L (2018) Enhancing urban flood resilience – a case study for policy implementation. In *Flood Resilience* (Escarameia M and Tagg A (eds)). ICE Publishing, London, UK, pp. 79–89.

Thoresen CA (2018) *Port Designer's Handbook*, 4th edn. ICE Publishing, London, UK.

Skinner HD (2012) Building on fills. In *ICE Manual of Geotechnical Engineering Volume II* (Burland J *et al.* (eds.)). ICE Publishing, London, UK, pp. 899–910.

Conference paper

England M and Cheesman P (2018) Recent experience of full scale static pile load testing in chalk. *Engineering in Chalk: Proceedings of the Chalk 2018 conference* (Lawrence JA, Preene M, Lawrence UL and Buckley R (eds)). ICE Publishing, London, UK, pp. 129–135.

Reynolds GC and Beeby AW (1982) Bond strength of deformed bars. *Proceedings of the 2nd International Conference on Bond in Concrete, Paisley*. Applied Science, London, UK, pp. 434–445.

Diamond S (1993) The mechanisms of lithium effects. *Proceedings of the 9th International Conference in Reaction Concrete*, *London* (Bloggs J and Smith JA (eds)). Applied Science, London, UK, vol. 1, pp. 69–78.

Patents

Mercer FB (1982) *Retaining Fill in a Geotechnical Structure*. British Patent 2,078,833A.

Reports

Christopher BR and Holtz RD (1985) *Geotextile Engineering Manual*. US Federal Highway Administration, Washington, DC, USA, Report FHWA-TS-86/203.

Giroud JP and Carroll RG (1983) Geotextile products. *Geotechnical Fabrics Report*. IFAI, St Paul, MN, USA, pp. 12–15.

Theses

Bloggs J (1995) *A Study of Breakdown in Concrete*. PhD thesis, University of Sussex, Brighton, UK.

Standards

BSI (British Standards Institution) (1996) EN 993-2:1996. Tests for geometrical properties of aggregates. Determination of particle size distribution. Test sieves, nominal size of apertures. BSI, London, UK.

BSI (2003) BS EN 1991-1-3:2003: Eurocode 1: Actions on structures. General actions – snow loads. BSI, London, UK.

Websites

Website as main reference

BNFL (2009) http://www.bnfl.org.uk (accessed 25/04/2010).

TxDOT (2010) Product Evaluation Program. http://www.dot.state.tx.us/business/doing_business/product_evaluation/default.htm (accessed 22/06/2010).

Website as further information

Bloggs J, Taylor HFW and Diamond S (1987) Properties of reinforced concrete. *Proceedings of the Concrete Society Conference on Ground Engineering*, Tokyo, Japan, pp. 456–490. See http://www.prscge2004.com/paper4/htm for further details (accessed 25/04/2010).

Keywords

Please identify 6 keywords for your Paper (suggested keywords below) and submit these separately. You can think of them as labels for your Paper. As many search engines only index titles and abstracts, please also incorporate them into the abstracts of the chapters. Please also suggest up to 3 UN SDG keywords if relevant.

Please use words different to the book or Paper title.

Abstraction from Aquifers
Access Scaffolding
Acoustics
Adjudication
Aerial
Airports
Arbitration
Archaeology (non Industrial)
Architectural Design
Artificial Intelligence
Assessment
Asset Condition Monitor
Asset Management
Benchmarking
Best Value
Bills of Quantities
Biofuels
Bitumen
Bridges
Building Regulations
Building Services
Building Structures
Building Surveys
Building Techniques/Trades
Business Skills/techniques
CAD
Car Parking/Car Parks
Catchment Management & River
CDM
Cement (OPC)
CESMM
Civil Engineering & Society
Civil Engineering Industry
Cladding
Client
Climate Change/Weather
Coal
Coastal and Estuaries
Codes (Eurocodes)
Codes (other than Eurocodes)
Codes Eurocode Guides
Cofferdams & Caissons
Commercial Management
Communication
Community Consultation
Composite Materials
Computational Engineering
Conciliation & Mediation
Concrete & Conc. Reinforcement
Concrete Additives
Concreting
Conference Proceedings
Conservation of Buildings & Structures
Construction Failures
Construction Materials
Construction Planning
Construction Process
Construction Safety
Construction Waste
Construction/Proj Management
Consultant
Cont. Professional Development
Contam. Land/Environmental
Contemporary Civil Engineers
Contracctor
Contract/Employment Law
Contracts, Finance and Law
Corrosion
Dams and Reservoirs
Demand Man. & Leakage Control
Demolition/Site Clearance/Decommissioning
Design Office Management
Design/Layout/Details
Detailing
Development and Application
Development Issues
Developments in Civil Eng
Diaphragm Walls
Dictionaries
Dispute Resolution/Claims
District Heating/Cooling
Dredging
Drilling/Boreholes
Dynamics/Mechanics
Earthquake Engineering
Earthworks
Earthworks
Education
Energy
Energy Conservation
Energy Policy
Engineering Geology
Engineering History
Engineering in Emergencies
Engineering/Site/Land Surveying
Environmental Indicators
Environment
Environmental Management
Excavation
Facilities Management
Falsework/Formwork
Fidic Contracts
Finance and Economics
Fire Protection and Safety
Flood Defence and Control
Fluid Containing Structures
Forensic Engineering
Foundations

Funding
Gas
Geographic Information Systems
Geospatial Engineering
Geosynthetics
Geotechnical Design
Geotechnical Theory
Geothermal
Ground Anchors
Ground Engineering
Ground Improvement
Groundwater Engineering
Grouting
Habitat Creation/Wetland Manag.
Hazards
Health and Safety
Heritage Structures
Heritage Structures
Highway Lighting/Furniture
Highways
Hydraulics
Hydrology
Industrial Archaeology
Information Flow
Information Technology
Innovation and Research
Instruments
Intelligent Buildings
Intelligent Transport Systems
International Construction
Irrigation
JCT Contracts
Knowledge Management
Land Drainage
Land Use Planning
Landfill
Leadership
Legislation
Light Rail/Trams/Buses
Loadings
Local & Regional Government
Maintenance/Retrofitting
Management
Management of Built Structures
Maritime
Marketing
Masonry/Brickwork
Materials under Stress
Meetings/presentations
Mentoring
Metros
Mining and Mineral Extraction
Misc Sitework
Misc.Forms of Contract
Municipal Waste Management
Municipal, Community, Urban & Rural
Nanotechnology
National Politics & Economics
NEC2/NEC3/NEC4 Commentaries
Negotiation
Nuclear
Nuclear Waste
Offshore
Oil
Organisations
Other Industrial Waste
Other Materials
Particular Projects
Partnering Contracts
Partnering/PFI/PPP
Party Wall Act / Case Law
Pavements/Hardstandings/Slabs
Pedestrian/Traffic Management
People Management
Piling
Pipelines
Pipelines & Trenchless Tech.
Planning/Policy/Management
Plant
Policy
Pollution
Ports, Harbours & Docks
Potable Water Treatment
Power Stations
Power Transmission
Practical Site Management
Precast Conc./Prefabrication
Prediction
Prestressed/Post-tensioned Cables
Price Books
Procedures
Procurement/Supply Chains
Professional Development
Professional Reviews
Professional Standards
Project Design (conceptual)
Project Finance
Project Management
Project Promotion,Feas, &Strat.
Public Health
Public Service Amenities/Leisure
Pumping Stations
Quality Assurance
Quality Control Assurance
Quality Systems
Quantity Surveying
Rail Safety
Railways
Recycling
Reference Books
Regulations
Reinforcement
Remote sensing
Renewable Sources (general)
Repair/Refurbishing/Defects
Research Strategies
Resource Efficiency
Retaining Walls
Risk in Geotechnical Engineering
Risk Management
Risk/Insurance
River Engineering
Road Maintenance
Road Safety
Robotics / CAM
Rock Mechanics

Roles & Responsibilities
Rural Policy & Access
Sediment/Contaminent transport
Seismology
Services Engineering
Sewers
Sheet Piling
Site Investigation /Testing
Site Management
Sitework
Slopes
Social Housing
Software (construction specific)
Software (general)
Soil Mechanics
Solar
Special Structures
Specifications
Standard Method Measurement
Struct. Cables, tendons and fabrics
Struct.Analysis and Struct Design
Structural Elements
Structural Reliability/Damage
Structural Steel
Structures
Structures and Buildings
Structures Concept.Design
Subcontracts
Subsidence/Heave
Substitutes for OPC Cement
Surface Water Run-off/Suds
Surveying & Contr. Documents
Sustainability in general
Sustainable Communities
Sustainable Design
Sustainable Development
Sustainable Planning
Teamworking
Temp.Structures/Works
Tendering and Est.
Testing/Materials Failure
The Construction Industry
Tidal
Timber
Traffic Engineering
Training
Training
Transport & Environment
Transportation
Tunnelling
Underground Railways
Underwater Engineering
Urban Design/Planning
Urban Drainage
Urban Regeneration
Vocational Qualifications
Wages/Dayworks
Waste Manag. Law
Waste Manag. Planning& Fund.
Waste Management
Wastew.Treat., Sew & Slud. Dis
Water and Wastewater
Water Power
Water Supply Distr., Refurb
Waterborne Transport
Wave
Whole Life Costing
Wind
Working with Others
Writing

United Nations Sustainable Development Goals

UN SDG 1: No poverty
UN SDG 2: Zero hunger
UN SDG 3: Good health and well-being
UN SDG 4: Quality education
UN SDG 5: Gender equality
UN SDG 6: Clean water and sanitation
UN SDG 7: Affordable and clean energy
UN SDG 8: Decent work and economic growth
UN SDG 9: Industry, innovation and infrastructure
UN SDG 10: Reduced inequalities
UN SDG 11: Sustainable cities and communities
UN SDG 12: Responsible consumption and production
UN SDG 13: Climate action
UN SDG 14: Life below water UN SDG 15: Life on land
UN SDG 16: Peace, justice and strong institutions UN SDG 17: Partnerships for the goals