

Instructions for Preparing a Paper with MS Word for the Proceedings “Computational Methods in Tunnelling” (of max. 15 words)

John Doe¹, Author 2² and Author 3³

¹Institute for Structural Mechanics, Ruhr University Bochum, Germany

²Affiliation 2

³Affiliation 3

Abstract

Abstract (of max. 200 words) with the aim and most important results of the paper.

Keywords: Please, select not more than five keywords.

1 GENERAL INSTRUCTIONS

Authors are requested to hand in a full-paper of 6 pages, including abstract and references. Papers with more than 8 pages will not at all be accepted.

In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below.

Please open the file “Template EURO TUN 2013”. The paper format of this template is 17 cm width x 24 cm height with upper margin of 2,6 cm and lower margin of 2,5 cm. For even pages the left margin has a width of 1,6 cm and the right margin has a width of 2,6 cm. For odd pages and the first page these margins are inverted.

You may paste the text of your manuscript into this template and format your paper as follows:

Highlight the text you wish to format. On the formatting toolbar, use the drop down menu to access the format style you wish to use. Select the style; the highlighted text will change to the format you have chosen.

2 LAYOUT

2.1 Title, Authors, Affiliations and Headers

2.1.1 Title

Use the format style “Title” (Times New Roman 14, bold, full justification, space before 96 pt, space after 14 pt) of the drop down menu on the formatting toolbar or place the cursor on the T of Title and type the title of your paper. Delete the word Title (do not delete the paragraph end).

2.1.2 Authors

Use the format style “Author” (Times New Roman 11, bold, full justification, line spacing 13 pt) or place the cursor on the A of Author 1 and type the name of the first author (first name and then the last name). Add the name of the second author after an “and” (or a comma if more names follow). Use superscript for the number of the corresponding affiliations. Now delete the words Author 1 ect. Authors with the same affiliation should be grouped.

2.1.3 Affiliations

Use the format style “Affiliation” (Times New Roman 11, standard, full justification, line spacing 13 pt) or place the cursor on the A of Affiliation 1 and type the correct affiliation (Name of the Institute, City, Country). Now delete the word Affiliation 1,

give a return and type the next affiliation. Repeat this procedure until all affiliations have been typed.

2.1.4 Headers

Go to the View menu and choose Header and Footer from the list. Type the names of the authors on the even page (format style “Header Authors” and the title of your paper on the odd page (format style “Header Title”).

2.2 Abstract and Keywords

2.2.1 Abstract

For the abstract text please use Times New Roman 11, full justification, space before 0 pt, space after 0 pt, line spacing 14 pt (format style “Text”).

2.2.2 Keywords

Please use the format style “Keywords” (Times New Roman, 9, full justification, space before 10 pt, space after 0 pt, line spacing 11 pt, hanging indent of 1,8 cm).

2.3 Text

All text should be typed in Times New Roman 11, full justification, space before 0 pt, space after 0 pt, line spacing 14 pt (format style “Text”). Never add any space between lines or paragraphs and never use more than one space after each other. Please, never use bold except to denote vectors in mathematical formulae and never underline any text.

3 HEADINGS

For the primary heading please use the format style “Heading first level” (Times New Roman 11, bold, capital letters, full justification, space before 17 pt, space after 9 pt, line spacing 11 pt, hanging indent of 1,0 cm). If a primary heading is placed on the top of a page, the space before should be set to 0 pt. In the Word programme this has to be done manually as follows: Place the cursor on the primary heading, select Paragraph in the Format menu, and change the setting for spacing before, from 17 pt to 0 pt. In the same way the setting in the secondary heading for spacing before should be changed from 16 pt to 0 pt, if a primary heading is directly followed by a secondary heading.

3.1 Heading Second Level

The secondary heading has the format style “Heading Second Level” (Times New Roman 11, bold, full justification, space before 16 pt (0 pt, if the secondary heading is placed on the top of a page), space after 6 pt, line spacing 11 pt, hanging indent of 1,2 cm).

3.1.1 Heading third level

Use the format style “Heading third level” (Times New Roman 11, full justification, space before 11 pt (0 pt, if the tertiary heading is placed on the top of a page), space after 4 pt, line spacing 11 pt, hanging indent of 1,2 cm).

All headings should be numbered consecutively. Use the tab key after typing the number of a heading.

The headings “Abstract” and “References” are not numbered.

4 EQUATIONS

Use the equation editor of the Word programme.

All equations should be numbered consecutively. Place the number with the tab key at the end of the line, between parentheses. Equations should be referred to in the text such as Eq. (1), Eq. (2) ...

Please use Times New Roman 11, centered, space before and space after of 6 pt, line spacing 14 pt (format style “Equation”). For simple equations in the text always use superscript and subscript (select Font in the Format menu). Do not use the equation editor between text on same line. See for example Eq. (1) below:

$$E = m c^2 \tag{1}$$

5 FIGURES, PHOTOGRAPHS AND TABLES

Both, tables and figures should be located close to the first reference to them in the text. They must be arranged in a consecutive order and referred to in the text as Table 1 and Figure 1 respectively. They should be positioned into the text in such a way that larger spaces are avoided and the place is used optimally; preferably at the top or at the bottom of a page. Text in figures must be big enough to be readable after reproduction. Please avoid colors to distinguish different lines in one figure. Use different symbols or solid lines, dashed lines, and dotted lines instead. The proceedings will be printed in black only. Leave one line of space between the actual text and a figure.

Captions for figures and photographs should appear below them and should be positioned in the text with a space before of 6 pt and a space after of 12 pt, line spacing 12 pt. Please use Times New Roman 9, full justification, with a hanging indent of 1,8 cm (format style “Figure caption”). The word “Figure” and the number of the figure should be typed in bold. See for example Figure 1 below:

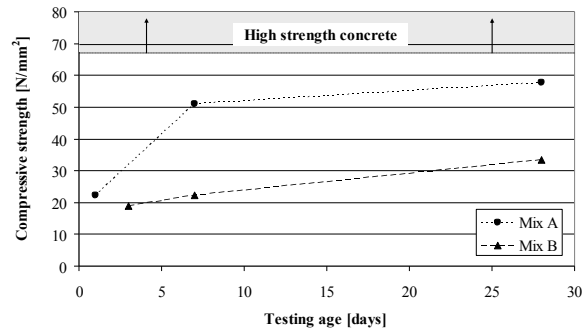


Figure 1: Figure caption

Captions for tables should be placed above them and should be positioned in the text with a space before of 12 pt and a space after of 6 pt, line spacing of 12 pt. Please use Times New Roman 9, full justification, with a hanging indent of 1,8 cm (format style: “Table caption”). The word “Table” and the number of the table should be typed in bold. See for example Table 1 below:

Table 1: Table caption

Table text				

Footnote

Text in tables and footnotes of tables should be formatted in Times New Roman 9 (format style: “Table Text”). Tables should be followed by a blank line.

6 NUMBERED LISTS

- 1) Numbered lists are formatted in Times New Roman 11, full justification, space before 0 pt, space after 8 pt, line spacing 14 pt.
- 2) They should have an indent of 0,63 cm and a hanging indent of 0,63 cm (format style “Numbered list”).

7 NOTES

Notes should be avoided. Insert the information in the text. In tables the following reference marks should be used: *, **, ect.; set footnotes directly underneath the table.

REFERENCES

- [1] References are listed alphabetically. They are referred to in the text with numbers in square brackets, such as [1], [2]. The list of references is placed at the end of the manuscript under the heading References.
- [2] References are formatted in Times New Roman 11, full justification. They have an indent of 0,2 cm, a hanging indent of 0,6 cm, a space before of 0 pt, a space after of 8 pt and a line spacing of 14 pt (format style “Reference”).
- [3] Format for the references is as follows:
 - (1) For books: name(s) of the author(s) or editor(s) followed by initials, the title, the publishing company, place and year of publication.
 - (2) For papers published in a journal: author’s name(s) with initials, the title of the paper, the title of the journal, volume, year (in brackets), first and last page number.
 - (3) For papers published in proceedings: author’s name(s) followed by initials, title of the contribution, title of the proceedings, editor(s) with initials, the publishing company, place and year of the publication, first and last page number.