Canadian Society for Civil Engineering

CSCE Conferences – Technical Submissions Guidelines

Version 5.0

Approved by the CSCE National Management Committee (June 2016)

Intent

The intent of this document is to provide guidance on the requirements for submissions to CSCE conferences. This document is owned by the Technical Publications Committee (TPC), which is responsible for the promulgation and version control. The Guidelines will be reviewed annually by the TPC.

Version control

Version	Date	Reason for Amendment
1.0	12 December 2015	Creation of document
2.0	14 March 2016	Final document
3.0	21 June 2016	Inclusion of SCOPUS requirements
4.0	1 March 2018	Revisions to templates and proceedings archiving
5.0	11 December 2018	Revisions to incorporate comments from 2018 conference and amend formatting

Table of Contents

ANNEXES

1. Background

Each year the CSCE holds an annual conference, including one or more specialty conferences, and one or more stand-alone conferences. The purpose of the conferences is to provide a forum for the presentation and discussion of technical and professional developments in the field of civil engineering. In addition, they provide an opportunity for engineering students to attend a technical conference. Finally, the conferences provide an opportunity for fellowship among engineers and others.

The conferences are organised by a local organising committee (LOC). The technical program and subsequent content is the responsibility of the Technical Committee. Although there is a CSCE Annual Conference Guide that is provided to members of the LOC for the annual conference, there is nothing specific for stand-alone conferences. Consequently, the recently published CSCE Technical Publications Strategy identified the need for a conference publication guideline that would provide direction on format, author instructions, templates and indexing requirements.

2. Aim

The purpose of this guideline is to provide guidance and support to all CSCE conference Technical Committees through the standardization of submission requirements and templates.

3. Supporting CSCE Documents

This guideline should be read in conjunction with the CSCE Annual Conference Guide.

4. Annual and Specialty Conferences

Annual conferences are typically held in late May or early June. There can also be stand-alone conferences such as the *Short and Medium Span Bridge* and the *Hydrotechnical* conferences. Each conference has a technical committee whose responsibilities include, but are not limited to the following:

- compose the Call for Papers;
- design all pieces of correspondence to be sent to authors and potential authors;
- design the authors' instruction kits;
- receive, peer review, accept/reject abstracts;
- design the technical program (prepare the preliminary and final technical programs);
- recommend candidates for Keynote Speakers and Distinguished Lecturer to the Organizing Committee;
- appoint session chairs;
- design the session chairs' instruction kits;
- receive completed manuscripts, assemble and transmit to Publication Coordinator;
- obtain completed copyright forms from authors; and
- ensure and coordinate the proper execution of the final technical program at the site.

5. General Procedures

It is the responsibility of the conference Technical Committee to produce proceedings for every CSCE conference. These proceedings are typically electronic and are made available on the CSCE website.

The specific activities undertaken by each Technical Committee will vary according to the size of the conference and the content management system used to support the conference; however, the following general procedures should be followed. Supporting materials for these procedures can be found in the annexes to these guidelines. In using the guidelines, conference committees will have a standard means of assessing the quality of submissions, including those worthy of awards or suitable for submission to the CJCE or the Canadian Civil Engineer.

5.1.   Format, Review and Acceptance of Abstracts

Abstract format is not critical. The title, authors' names and corresponding author's contact information should be the same at the paper. Length should be 250 – 400 words maximum.

As a minimum, it is recommended that the review of abstracts be done by the members of the Technical Program Committee (TPC). The TPC should comprise members of the relevant CSCE Divisions. Each abstract should receive at least one (1) review and if there is concern a second review can be sought. Once reviews have been completed, authors are notified of the acceptance or rejection.

Past practice has been to accept abstracts unless the paper is likely to be of very poor quality or is likely to promote commercial interests explicitly.

5.2.   Format, Review and Acceptance of Papers

Paper format is critical. All papers should have the same format and structure, including pagination and file structure for uploading to whatever conference/content management system is being used by the TPC. A sample paper can be provided in addition to the template if desired. It is recommended that papers be edited for format prior to creating the proceedings and that a cost allowance be included in the budget for this. This does not absolve authors of the responsibility to adhere to the formatting guidelines.

Note that papers must be submitted in MS Word to enable reviewing and also editing of the proceedings for final formatting. PDF format is required for the conference and later for the final on-line proceedings.

General conference papers should include peer review. As a minimum, papers must be edited. This decision rests with the TPC and often depends upon the number of papers submitted. Papers are accepted and published as is unless they deviate substantially from the format prescribed in the authors' instruction kit, in which case they should be returned to the author for retyping, if there is time. Otherwise, they must be rejected.

Specialty conference papers must by reviewed and the TPC should work with the CSCE Division chairs to identify and invite reviewers. Each paper should receive a minimum of two reviews two reviews, one of which can be from someone acting in an editor role.

The letter of acceptance of papers should include instructions that the following are to be submitted with the completed paper:
- the original of the paper only;
- the name and address of the person who will be presenting the paper;
- the resume of the person who will be presenting the paper;
- the names and addresses of all co-authors; and
- the payment of one full registration per paper.

No more than two papers are to be presented by an author. It is strongly recommended that papers not be accepted from "no shows" at previous CSCE conferences.

5.3.   Review and Acceptance of Case Studies

A forum that emphasizes innovation in engineering practice is a component that is growing within CSCE conferences. This is typically in the form of non-juried contributions as "case studies", project

implementation summaries and technology summaries with an emphasis on providing an opportunity for the exchange of knowledge. The format for "cases studies" at a CSCE conference is a four-page extended abstract for publication, supported by a full presentation to encourage discussion.

The "case studies" will follow the same formatting guidelines as a full paper. The content will be reviewed by the TPC for general quality and to ensure it does not overtly promote commercial interests. The content should include the information according to the section descriptions provided.

5.4. Review and Acceptance of Posters

Some conferences include poster sessions. The structure of such sessions, and the process for review and acceptance of posters will be up to the conference technical committee.

5.5. Promulgation of Conference Abstracts

Abstracts for both papers and cases can be promulgated in hard copy or electronically. The decision resides with the conference Technical Committee. It is recommended that case study abstracts be identified separately.

5.6. Promulgation and Indexing of Conference Proceedings

Conferences that publish proceedings that are peer reviewed and indexed are of more value to attendees. Therefore, conference proceedings are to be indexed wherever practicable in one or more of the following:

- SCOPUS (Elsevier);
- EI Compendix; and
- GoogleScholar.

5.6.1. General Indexing Requirements

The TPC is responsible for ensuring that the CSCE meets the all organisational indexing requirements of the organisations in para 5.5 and is included in the scholarly index. ***The Conference Technical Committee is responsible for ensuring the papers meet the basic requirements detailed in the following sections***. This is best accomplished by working with the content management contractor (currently X-CD) to ensure the proceedings at least meet Google Scholar requirements.

5.6.2. EI Compendix Paper Requirements

The following requirements have been established by Elsevier:

- Conference papers should have English language abstracts and article titles.
- Conference papers should have references in Roman script.
- Conference proceedings should have a publication ethics and publication malpractice statement.
- Conference proceedings should have a digital preservation policy.
- Only full text conference proceedings published online will be evaluated for coverage.
- Conference proceedings submitted that are available only in print or on CD-ROM will not be considered.
- Conference proceedings that consist of meeting abstracts only, are not yet published, have no URL and/or do not provide access to full text articles, will not be considered.

5.6.3. Google Scholar Paper Requirements

The following is extracted from the Google Scholar website. "*Google Scholar uses automated software, known as "parsers", to identify bibliographic data of your papers, as well as references between the papers. Incorrect identification of bibliographic data or references will lead to poor indexing of your site. Some documents may not be included at all, some may be included with incorrect author names or titles, and some may rank lower in the search results, because their (incorrect) bibliographic data would not match (correct) references to them from other papers. To avoid such problems, you need to provide*

bibliographic data and references in a way that automated "parser" software can process."
(GoogleScholar, 2018)

https://scholar.google.ca/intl/en/scholar/inclusion.html#indexing (last accessed 11 December 2018)

5.6.4. SCOPUS Paper Requirements

The requirements for indexing in SCOPUS are more involved. Titles will only be considered for evaluation if they meet the following minimum criteria as detailed on the SCOPUS website (SCOPUS, 2016):

- *The title should publish peer reviewed content.*
- *The title should be published on a regular basis (i.e. have an ISSN that has been confirmed by the ISSN International Centre). To register an ISSN, please visit this page.*
- *The title should have English language abstracts and article titles.*
- *The title should have references in Roman script.*
- *The title should have a publication ethics and publication malpractice statement.*

It is the responsibility of the Technical Program Committee to submit the proceedings to Elsevier in accordance with the procedures found at this link:

https://www.elsevier.com/solutions/scopus/content/content-policy-and-selection (last accessed 21 June 2016)

5.7. Presentations

Each paper or case study is accompanied by a presentation at the conference. Typically, 15 minutes are allotted per presentation with up to five (5) minutes for questions. This can vary depending upon the number of papers accepted.

5.8. Official Languages

Papers may be presented and appear in the Proceedings in either English or French, with no simultaneous translation. However, authors are to be strongly encouraged to submit the abstract portion of their paper in both official languages. If practical, translation of those abstracts submitted in only one language can be arranged as time permits.

5.9. Supporting Materials

The following supporting materials are provided in the annexes. Note that conferences are now using a conference/content management system which may contain sample copyright assignment text and acceptance/notification emails. The examples provided can be used to enhance what is provided by the CMS.

Annex A – Instructions to Authors (papers and case studies)

Annex B – Paper and Case Study Template

Annex C – Sample Review Questions – Abstract/Paper

Annex D – Copyright Assignment

Annex E – Sample Poster Guidelines

Annex F – Sample Presentation Guidelines

Annex G – Session Chairperson Responsibilities

Annex H – Sample Acceptance/Rejection Notification

6. CSCE Proceedings Archive

The Technical Committee, working with the National office will ensure the CSCE Proceedings are available on the CSCE website. The proceedings should be password protected for one year.

The Technical Publications Committee is responsible for working with the National office to move the proceedings to the CSCE Conference Proceedings Archive the following year.

Annex A1 – Instructions to Authors (papers)

(Conference title – English)

(Conférence – français)

Location

date/ *le dat*

REQUIREMENTS FOR PAPERS SUBMITTED TO A CSCE CONFERENCE

Newton, Linda A.[1,4]
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[4] linda.newton@carleton.ca

Abstract: This set of instructions outlines the required format of full papers for the ICSC '15. The abstract should be one single paragraph, 250 words maximum. (Please do not use the return key). The completed paper shall not exceed 10 pages. Author(s) are required to submit one electronic file document of the full paper as a Word document through the online submission system. The appropriate template and specified requirements must be used in the preparation of all papers.

1. INTRODUCTION

The Conference Proceedings will be prepared from an electronic file document (.doc format) supplied by the author(s). To ensure publication quality and uniformity, the following requirements have been established to assist authors in preparing papers for the conference. Papers which do not adhere to these requirements will be returned for revision and resubmittal. If excessive, the resulting time delay may cause a subsequent rejection of the paper due to publication deadlines.

2. SCHEDULE

The full paper must be received by the Paper Submission deadline indicated on the conference website. Late submission may result in omission of the paper from the conference proceedings.

3. GENERAL REQUIREMENTS

3.1. Length

Papers shall not exceed **TEN (10)** pages in length (or **FOUR (4)** pages for *Industry Case Studies*).

3.2. Commercialism

All commercialism must be avoided. This applies to all authors, including those from universities, consultants, independent laboratories and manufacturers. Products should be defined by their properties. Organisation names may only be used once within the paper. Likewise, product names may only be used once within the paper and only where they are associated with the definition of properties. Papers that do not conform to this requirement will be returned to the authors for revision. Failure to conform to these presentation rules will result in rejection of the paper. Acknowledgement of sponsorship at the end of a paper is both appropriate and acceptable.

3.3. Clearances

The author(s) is/are responsible for obtaining written permission to profile the project or subject matter in their paper from any and all clients, owners or others who have been contracted for the work. Conference organizers assume the authors have duly requested and obtained the proper permission. Conference organizers assume no liability for the failure of the author(s) to obtain such permission.

3.4. Copyright Material

If a figure, table or photograph has been published previously, it will be necessary for the authors to obtain written approval from the original publisher for it to be reprinted in the Proceedings. The source of previously published material should be included in the caption for the table, figure or photograph.

3.5. Licence Agreement

The authors must complete a license agreement for their paper to be included in the Conference proceedings. This form is to be filled out through the online submission system.

4. WORD PROCESSING

4.1. File Format and Word Formatting Styles

The authors must submit an electronic copy of the full paper in Word format. This .doc or .docx file must be created from the "conference name_Paper_Template.doc" template file that is available on the conference website.

Authors are requested to use Word Styles for all paragraph formatting, as provided in the template file and described in these instructions.

4.2. File Name (suggested)

The file name should include letters, numbers and _ (underscore) only. Use _ (underscore) to separate words, no spaces. The entire name should be less than 50 characters. The file name should be constructed of the following elements:

The first author's last name and first initial
If there are multiple authors, the words "et al"
The word "*(insert conference name)*"
The paper number assigned during abstract submission
The first two or three significant words from the title.

Example:

Authors: Linda A. Newton and Brian R. Kyle

Paper Number: 155

Title: Not Another Standard: Where Do We Stop or Should We?

File Name: Newton_L_et_al_CON_155_Not_Another_Standard.doc

4.3. Page Format

Page size should be set to letter size (8.5" x 11"). All page margins must be 1". Page formatting must be single column, portrait orientation.

4.4. Typeface and Type Size

All text must be 10 point Arial font (except for paper title, which is bold Arial 14 point, and author names, which are Arial 12 point).

4.5. Headings and Page Numbers

The first page must contain the CSCE conference paper header (included in the ICSC15 Template File). Other pages contain no header and only the page number in the footer.

Each paper will be assigned a paper number at the time of abstract submission, and this number is used in the electronic conference proceedings. To facilitate printing and further referencing, this number along with local page numbering is used in each paper, starting from page one (1). The page number should be in the form "xxx-1", where xxx must be replaced with the paper number assigned to your paper (please do this on both the first and second pages). This page number should be centered in the footer of each page of the document, in the margin, 0.5" above the bottom of the page. The page number in the footer should be formatted using the "Footer" style. Where there are specialty conferences associated with a general conference, the paper number will begin with the conference code e.g. GENxxx-1 (general conference); CONxxx-1 (Construction specialty); MATxxx-1 (Materials specialty).

4.6. Typeface, Type Size and Fonts

All text must be 10 point Arial font (except for paper title, which is bold Arial 14 point, and author names, which are Arial 12 point).

4.7. Spacing and Indentation

All text elements should be single-spaced. Paragraphs should be fully (right and left) justified. No indents should be used in any part of the paper. 36 points should be left before the title. Two open lines (20 points) should be left before the author names, abstract paragraph, and level 1 headings. One open line (10 points) should be left before **all** other paragraphs. This spacing is set in the template file and should not require any additional spacing to be added.

4.8. Title/Author

The full paper title should be typed in the appropriate "TITLE" section of the template. The title should use 14 point Arial font, bold, all capitals, and include 36 points open spacing before it. The title should be formatted using the "Title" style.

The complete list of authors should before entered into the "Authors" section of the template. Each author should be entered using first (given) name, middle initials, last (family) name, and a superscript numeral to indicate the corresponding author affiliation. Different authors should be separated by a comma with an "and" before the final author. Author names should be 12 point Arial font and should be preceded by two open lines (20 points). The authors should be formatted using the "Author" style.

Author affiliations (name of organization) and country should be typed in the "Author Affiliation" section of the template. Author affiliations should be 10 point Arial font with no preceding space. Each affiliation should begin with a superscript numeral referring to the corresponding author. Following the author affiliations, the email address of the corresponding author may be provided, also with a corresponding superscript numeral. The author affiliations and email address should be formatted using the "Author Affiliation" style

4.9. Abstract

Each paper should begin with an abstract of no more than 250 words in a single paragraph (please do not use the return key). The Abstract should be entered in the "Abstract" section of the template file. The

abstract paragraph is preceded by two open lines (20 points), and must begin with the word "Abstract:" in bold font. The abstract should be formatted using the "Abstract" style.

4.10. Numbered Headings

Within the paper, Primary (level 1) headings are formatted in all capitals preceded by two open lines (20 points). Other headings (level 2 and 3) are written in bold type face with the first letter of each word capitalized, preceded by one open line (10 points). Headings are numbered as follows:

1. HEADING 1

1.1 Heading 2

1.1.1 Heading 3

Headings should be formatted using the styles "Heading 1", Heading 2", and "Heading 3".

4.11. Numbered and Bulleted Lists

Numbered lists should be formatted using the "List Number" style. Additional paragraphs with the same indent should be formatted using the "List Continue" style. Secondary numbered lists (sub-lists) should be formatted with the styles "List Number 2", "List Continue 2", "List Number 3", and "List Continue 3".

Bulleted lists should be formatted using the "List Bullet" style. Additional paragraphs with the same indent should be formatted using the "List Continue" style. Secondary bulleted lists (sub-lists) should be formatted with the styles "List Bullet 2", "List Continue 2", "List Bullet 3", and "List Continue 3".

Lists of short text may remove the open lines between list items.

4.12. Equations, Formulas, Symbols and Units

All equations and formulas should be aligned with the left margin (do not center in the page) and numbered consecutively. Equation numbers should be placed flush at the left margin in square brackets. Refer to equations in the body of text using these numbers (e.g. "Eq. 1" or "Equation 1 shows…"). SI units and Arabic numerals may be used, but do not use italics. Equations should be formatted using the "Equation" style. An example equation is shown below:

[1] $AP = \sigma$

4.13. Illustrations

Illustrations (whether drawings or photographs) should be numbered consecutively in order of appearance and referred to as Figure 1, Figures 2 to 4, etc. Illustrations should be placed as close as possible to where they are first referenced in the text. Avoid placing illustrations sideways on a page; however, if this is not possible, no other text should appear on that page. Photographs should be of good quality contrast. Figure lettering should be approximately the same size as the text (10 point Arial font) with a minimum of 2 mm. Lines should preferably be 0.2 mm thick. Proper acknowledgment of illustrations borrowed or adapted from another source is required as mentioned in Section 3.4. Captions should be placed immediately below the illustrations and centered on the page. Figures should be formatted using the "Figure" style and figure captions should be formatted using the "Figure Caption" style. An example figure caption is shown below:

Figure 1: Deflection of a plate subjected to a uniform temperature rise

4.14. Tables

Tables should be numbered consecutively in order of appearance and placed as close as possible to where they are first referenced in the text. Refer to tables as Table 1, or Tables 1 and 2, in the body of the text.

Place the caption above the table. Both the table and the caption should be centered on the page. Tables should use horizontal lines on the top and bottom edges of the table and below the column headers; omit vertical lines used as separators between columns in the table. All table text should be Arial 10 point font. Units should be indicated in the line immediately below column headings as appropriate; avoid using abbreviations in column headings (other than units). Table captions should be formatted using the "Table Caption" style and all table text should be formatted using the "Table Paragraph" style. Test is normally center aligned, but can be aligned to the left for longer text. An example table is shown below:

Table 1: Example table caption

Heading*	Heading Subheading (units)	Heading Subheading (units)
Line heading	1234	4321
Line heading	1321	8765

*Footnote~ for this table

Acknowledgements

Sponsor(s), design engineer, project engineer, contractors, and/or owners that were involved should be acknowledged. The acknowledgements should be the last section prior to the References section. The acknowledgement heading should be formatted using the "Heading Un-numbered" style.

References

References should use Chicago referencing style. Within the body of the text, references should be made in parentheses with the authors' surnames and the year of publication (e.g., Beaulieu 2010, Flint and Smith 2012, Seed et al. 1977). At the end of the paper, list all references in alphabetical order of the first author's surname. The first line of each entry in the reference list is not indented; the following lines should have a two-space 10 point) indentation. Do not leave an open line between references. Book titles and names of journals, reports and conferences should be in italics. The references heading should be formatted using the "Heading Un-numbered" style; each reference item should be formatted using the "Bibliography" style.

The 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.

The format for journal papers is:
Last name, Initials. Year. Article Title. *Name of Journal*, **Volume number**(Issue number), pages. For example:
Ingold, T.S. and Miller, K.S. 1983. Drained Axisymmetric Loading of Reinforced Clay. *Journal of Geotechnical Engineering*, ASCE, **109**(2): 883-898.

The 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**: pages. For example:

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

Annex A2 – Instructions to Authors (case studies)

REQUIREMENTS FOR CASE STUDIES SUBMITTED TO A CSCE CONFERENCE

Linda A. Newton[1,4]
[1] Carleton University, Canada
[4] linda.newton@carleton.ca

Abstract: This set of instructions outlines the required format of case studies. Abstract submission is not required. The completed paper shall not exceed 4 pages. Author(s) are required to submit one electronic file document of the full paper as a Word document through the online submission system. The appropriate template and specified requirements must be used in the preparation of all papers.

1. PROJECT OVERVIEW

This section provides information that identifies the people and organizations involved, the location of the project, and the problem (client needs) being addressed. This may include information indicting the scope of the project (e.g., cost or capacity), the delivery approach (e.g., alternative procurement), and other relevant constraints (e.g., compressed timing, adverse environmental conditions).

2. SCHEDULE

The case study must be received by the Paper Submission deadline indicated on the conference website. Late submission may result in omission of the paper from the conference proceedings.

3. GENERAL REQUIREMENTS

3.1. Length

Case studies shall not exceed **FOUR (4)** pages.

3.2. Structure

The case study should comprise innovation and lessons learned sections.

3.2.1. Innovation

This section answers the question as to what makes this project (or projects in the cases of multiple applications) unique with respect to its processes (e.g., organizational structure, management approaches), technologies employed (e.g., design approach, construction techniques), or the end product (e.g., design solutions).

3.2.2.Lessons Learned

This section conveys information that advances our understanding and can be considered for future projects. The lessons learned through an innovation can be in the form of what worked (and why), as well as what did not work (and why). Known limitations of an innovation should be highlighted, as well as pointers to more detailed knowledge.

3.3. Commercialism

All commercialism must be avoided. This applies to all authors, including those from universities, consultants, independent laboratories and manufacturers. Products should be defined by their properties. Organisation names may only be used once within the paper. Likewise, product names may only be used once within the paper and only where they are associated with the definition of properties. Papers that do not conform to this requirement will be returned to the authors for revision. Failure to conform to these presentation rules will result in rejection of the paper. Acknowledgement of sponsorship at the end of a paper is both appropriate and acceptable.

3.4. Clearances

The author(s) is/are responsible for obtaining written permission to profile the project or subject matter in their paper from any and all clients, owners or others who have been contracted for the work. Conference organizers assume the authors have duly requested and obtained the proper permission. Conference organizers assume no liability for the failure of the author(s) to obtain such permission.

3.5. Copyright Material

If a figure, table or photograph has been published previously, it will be necessary for the authors to obtain written approval from the original publisher for it to be reprinted in the Proceedings. The source of previously published material should be included in the caption for the table, figure or photograph.

3.6. Licence Agreement

The authors must complete a license agreement for their paper to be included in the Conference proceedings. This form is to be filled out through the online submission system.

4. FORMATTING

The WORD PROCESSING shall follow the format for papers submitted to the conference as provided in Annex A1.

Annex B – Paper and Case Study Template

(Conference title – English)

(Congrés – français)

Location

date/ *le dat*

TITLE

First Name Initial(s). Last Name[1,4], First Name Initial(s) Last Name[2] and First Name Initial(s), Last Name[3]

[1] Author Affiliation, Country
[2] Author Affiliation, Country
[3] Author Affiliation, Country
[4] corresponding_author_email@emailaddress.edu

Abstract: Body text of abstract (in Arial 10 font)

1. Heading Level 1

1.1. Heading Level 2

1.1.1. Heading Level 3

Sample body text paragraph

1.2. Examples of Number and Bullet Lists

1. List Number

2. List Continue

   1. List Number 2

      List Continue 2

      1. List Number 3

         List Continue 3

List Bullet

   List Continue

- List Bullet 2

   List Continue 2

   - List Bullet 3

List Continue 3

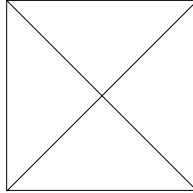## 1.3. Examples of Figures, Tables, and Equations

[1] AP = σ (example equation)

Figure 1: Example figure caption

Table 1: Example table caption

Heading*	Heading Subheading (units)	Heading Subheading (units)
Line heading	1234	4321
Line heading	1321	8765

*Footnote~ for this table

Acknowledgements

Sample body text paragraph

References

The 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.

The format for journal papers is:

Last name, Initials. Year. Article Title. *Name of Journal*, **Volume number**(Issue number), pages. For example:
Ingold, T.S. and Miller, K.S. 1983. Drained Axisymmetric Loading of Reinforced Clay. *Journal of Geotechnical Engineering*, ASCE, **109**(2): 883-898.

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

Annex C – Sample Review Questions – Abstract/Paper

Abstract *(First three questions from paper questions)*

0. My familiarity with the topic area.

> 1 – Low, I am not familiar with the topic area
>
> 2 – Medium, I am generally familiar with the topic area
>
> 3 – High, I have worked in a similar topic area

(Relevance)

1. The paper addresses ideas and themes which are relevant to the conference.

> 1 – Does not meet requirements
>
> 2 – Marginally meets requirements
>
> 3 – Partially meets requirements
>
> 4 – Mostly meets requirements
>
> 5 – Fully meets requirements

2. The topic is of interest to conference delegates: important and/or timely and/or shares best practice

Presentation:

> 1 – Does not meet requirements
>
> 2 – Marginally meets requirements
>
> 3 – Partially meets requirements
>
> 4 – Mostly meets requirements
>
> 5 – Fully meets requirements

Paper

0. My familiarity with the topic area.

> 1 – Low, I am not familiar with the topic area
>
> 2 – Medium, I am generally familiar with the topic area
>
> 3 – High, I have worked in a similar topic area

(Relevance)

1. The paper addresses ideas and themes which are relevant to the conference.

       1 – Does not meet requirements

       2 – Marginally meets requirements

       3 – Partially meets requirements

       4 – Mostly meets requirements

       5 – Fully meets requirements

2. The topic is of interest to conference delegates: important and/or timely and/or shares best practice

Presentation:

       1 – Does not meet requirements

       2 – Marginally meets requirements

       3 – Partially meets requirements

       4 – Mostly meets requirements

       5 – Fully meets requirements

(Presentation)

3. The paper structure and presentation is clear and logical

       1 – Does not meet requirements

       2 – Marginally meets requirements

       3 – Partially meets requirements

       4 – Mostly meets requirements

       5 – Fully meets requirements

4. The English language and grammar is good.

       1 – Does not meet requirements

       2 – Marginally meets requirements

       3 – Partially meets requirements

       4 – Mostly meets requirements

       5 – Fully meets requirements

5. The paper conforms to conference formatting and length requirements.

1 – Does not meet requirement

2 – Marginally meets requirements

3 – Partially meets requirements

4 – Mostly meets requirements

5 – Fully meets requirements

(Content quality)

6. The quality, innovation, and value of the technical content of the paper is high.

1 – Poor

2 – Below average

3 – Average, good

4 – Above Average, very good

5 – Well above average, excellent

7. The quality, innovation, and value of the application of the ideas to the industry is high.

1 – Poor

2 – Below average

3 – Average, good

4 – Above Average, very good

5 – Well above average, excellent

(Recommendations)

8./9. Overall assessment and recommendation

1 – Reject. Not appropriate for the conference.

2 – Revisions required. Acceptance is conditional upon review of revisions at the time of final submission.

3 – Good. Accept. Recommended revisions, if any, are optional (unless otherwise noted).

4 – Very Good. Accept. Recommended revisions, if any, are optional (unless otherwise noted). Recommend that the paper be considered for special issue journal submission.

5 – Excellent. Accept. Recommended revisions, if any, are optional (unless otherwise noted). Consider for best paper award. Recommend that the paper be considered for special issue journal submission.

9./10. Recommendations for the Author(s). Please note if you consider the revisions to be mandatory. (Optional)

10./11. Recommendations for the Program Committee (Optional)

Annex D – Copyright Assignment Example

Note that 'open-access' policies are changing how material is copyrighted. As a result copyright agreements are being replaced with licensing agreements for the particular repository where the proceedings will be published.

Conference Name

Congrés

Date

Location

Copyright Assignment

This form is intended for original material submitted to the CSCE for publication of papers in the Conference Proceedings. This form must accompany any such material in order to be published by the CSCE.

Title of paper for publication in Conference proceedings (referred hereinafter to as "the Work"):

Complete list of authors:

Conference publication title:

Proceedings of the (*insert conference title*)

Copyright Transfer

The undersigned hereby assigns all rights under copyright to the above Work to CSCE. The undersigned hereby warrants that the Work is original and that he/she is the author or one of the authors of the Work; to the extent that the Work incorporates text passages, figures, data or other material from the works of others, the undersigned has obtained all necessary permissions.

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General Terms

The undersigned represents that he/she has the power and authority to make and execute this assignment.

In the event the above Work is not accepted and published by CSCE or is withdrawn by the author(s) before acceptance by the CSCE, this form agreement becomes null and void and all materials submitted to the CSCE will be destroyed.

For jointly authored Works, at least one of the authors shall sign as authorized agent for the others.

_____   _____

Signature of Author/Authorized Agent for Joint Authors   Date

Upload your signed copy to the event management website

Annex E – Poster Guidelines Example

The following is an EXAMPLE of poster guidelines. The conference Technical Committee is responsible for determining how poster competitions will be run and providing their own guidelines.

- Size : Posters must be brought to the conference by the entrants. The posters will be mounted on a poster board, and must be sized to fit within a 46in. by 46in. square.
- Location
- Poster boards are located between booths 4 and 5
- **Timing**
- **Technical program:**
    - **General conferences** – Posters are to be put up by Wednesday morning and taken down by Wednesday evening
    - **Specialty conferences** – Posters are to be put up by Thursday morning and taken down by Thursday evening

- **Undergraduate Student competition** – Posters are to be put up Thursday evening and taken down by   Friday   lunch

Annex F – Presentation Guidelines Example

The following is an EXAMPLE of presentation guidelines. The conference Technical Committee is responsible for providing their own guidelines. **Pre-conference**

1. Presentation length is <u>15 minutes maximum</u> to allow time for the speaker introduction and questions.
2. Presentations should:
   a. be created in Microsoft Powerpoint or be able to be opened using Powerpoint;
   b. be free from commercialism;
   c. have a maximum of 6 points per slide and 6 words per point. Emphasize your messages using key words and leave detailed information in your notes; and
   d. slides must have large text and graphics, otherwise the audience will spend more time squinting at the screen than listening to you - aim for a minimum of 36 point font for titles, and 24 point for main text. Look at your slides from the back of the room to make sure that each element can be easily seen.
3. Presentations should be uploaded ahead of time using the conference management tool at: (*insert link)*

At the Conference
4. Each room is equipped with a computer and a projector. The computer is set up with Microsoft Powerpoint XXXX
5. The length of the presentation should be **15 minutes maximum** to allow time for the speaker introduction and questions. <u>A wrap-up warning will be given after 14 minutes.</u>
6. Upon arrival to the conference, please identify the room that you are presenting at.
7. Technical sessions will begin promptly so please go to the room at **least 15 minutes** before the your session starts to:
   a. meet the session chair;
   b. load you presentation into the audio-visual computer if you have not already uploaded it to the conference management tool; and
   c. confirm that your presentation works.
8. The audio-visual technical manager (or a volunteer student) will take care of speakers support, microphone requirements, room lighting etc. If you have any queries, please visit us onsite at the Registration Desk.

Please note: **It is critical to keep concurrent sessions running on time to enable delegates to move from one session to the next. Presentations will occur at the time scheduled and will not be moved ahead or adjusted so please do not ask the Session Chair to make exceptions.**

Annex G - Session Chairperson Responsibilities Example

The following is an EXAMPLE of session chairperson responsibilities. The conference Technical Committee is responsible for providing their own guidelines.

The Chairperson's role on the day is to:

- ***Meet** each speaker in the room that you will be chairing 15 minutes before your session.* Introduce yourself to each speaker and make him or her feel at ease with their presentation. Query their presentation requirements. *Identify* the session by title and presenter(s) (in case some of the delegates are in the wrong place) and outline timing, opportunities for questions etc.
- ***Inform the speaker about the time warning system (i.e., one minute warning signal after 14 minutes).***
- ***Seat speakers on reserved seats in the front row*** as this makes access to the podium easier and also allows speakers to get up and answer questions at the end of their presentation.
- ***At the start of the session, please introduce** yourself as the Chairperson,* and mention the organisation you represent and your role in that organisation.   .
- ***Introduce** each speaker*. Highlight a couple of points of interest about the presenter. The introduction should take **no more than 1 minute** to ensure the precise timing of the conference.
- ***Keep*** a 'keen eye' on the agenda's timing and to keep the presentations on schedule. **Give the speaker a one minute warning after the 14 minute point of each presentation. YOUR ASSISTANCE IN KEEPING TIME IS VITAL.**
- ***Invite*** questions to the speaker/s, **ONLY IF TIME PERMITS** (remember 15 minutes are allocated for each presentation, immediately followed by 4 minutes for questions and answers) and encourage discussion between audience and speaker. When necessary the Chairperson may exercise the 'Chairperson's prerogative' to ask questions.
- ***Request*** that delegates use the microphone during question time, and state their name and organisation.
- ***'Field'*** questions in an orderly manner and repeat questions if necessary.
- ***If a presentation finishes early or there is a no-show, it is important to keep to the presentation schedule.*** Inform the audience that the next presentation will start at the scheduled time and wait until then to do so.
- ***Announce*** the housekeeping items as per the sheet provided, if any.
- ***Please note:** If the presentation ends early, be prepared to extend question time to fill the scheduled duration. It is critical to keep concurrent sessions running on time to enable delegates to move from one session to the next.*
- **If presentations will start late due to the overrun of conference events (e.g. keynote speakers, lunch or coffee breaks run late), confirm the new timings with the Conference Technical Chair**
- The audio-visual technical manager (or a volunteer student) will take care of speakers support, microphone requirements, room lighting etc. If you have any queries, please visit us onsite in the Registration Desk.

Annex H – Acceptance/Rejection Notification (example)

The following are EXAMPLE notifications. The conference Technical Committee is responsible for providing their own notifications.

Abstracts

Acceptance

Dear *$RecipientName$*,

The status of your ABSTRACT for paper *$PaperID$ - $PaperTitle$* is *$PaperStatus$*.

You will now be able to download the PAPER template, sample paper and Instructions to Authors from the conference website.

Please note that papers that do not follow the template WILL NOT be accepted. Poor grammar will also result in rejection.

If you have any questions, please do not hesitate to contact me.

Regards,

(*insert name*),
Technical Program Chair

Rejection

Dear *$RecipientName$*,

The status of your ABSTRACT for paper *$PaperID$ - $PaperTitle$* is *$PaperStatus$*.

Thank you for your interest in (*insert conference name*).

(*insert name*),
Technical Program Chair

Paper - Acceptance

Dear *$RecipientName$*,

We are pleased to inform you that the status of your PAPER for paper *$PaperID$ - $PaperTitle$* is ACCEPTED (*may wish to also have CONDITIONAL ACCEPTANCE)*

by the Technical Committee for oral presentation and inclusion in the conference proceedings.

Apologies if you are receiving this email for a second time; however, some authors did not receive it the first time.

SUBMISSION OF FINAL CAMERA_READY PAPER

You are now invited to submit your final, camera-ready version of your paper to the conference management web site.

(*insert link*)

The DEADLINE for submission of final, camera-ready paper, completion of the licencing agreement, and conference registration is (*insert date*).

• Please review and respond to any comments from reviewers and meta-reviewers (if any) available on

the conference management system. You are also welcome to make any other final edits that you wish in your paper.
• Ensure that your paper fully meets the formatting requirements and templates provided on the conference web site:
http://icsc15.engineering.ubc.ca/program/information-for-authors/
• Ensure that your paper does NOT EXCEED 10 pages in total length.
• Ensure that your paper is submitted as a .doc or .docx file (NOT a pdf file), and that the file is named according to the file naming instructions provided in the instructions to authors.
• Upload your final paper to the conference management system by selecting "Edit" next to the "Camera-ready" link listed next to your paper. When asked, please ensure that the title, abstract, and authorship are the same as in your final paper submission. You must also provide a description of the changes that you made to respond to the reviewer's comments. You will be asked to confirm that you have completed the licence agreement form (see below).
• There is also a provision to upload a presentation file to the conference management system. More information about this will be sent in May.

LICENCE AGREEMENT

Note that 'open-access' policies are changing how material is copyrighted. As a result copyright agreements are being replaced with licensing agreements for the particular repository where the proceedings will be published.

For this conference, you will retain copyright of your paper, but you are required to complete a non-exclusive distribution licence form. Please visit this page on the conference web site for more information and to complete the licence form: (*insert link if applicable*)

REGISTRATION

At least one author must register for the conference by (*insert date*) in order for the paper to be included in the conference and the proceedings. This is also the deadline for early-bird registration prices and everyone planning to attend the conference is encouraged to register by this date. Please register through the conference web site here:
http://icsc15.engineering.ubc.ca/registration/

ACCOMODATIONS

Insert information on accommodations

TRAVEL, PROGRAM AND ACTIVITIES

Insert information on travel program and activities

Please contact (*insert names*) if you have questions about your submission.

Thank you for participating in the conference.

(*insert name*), Conference Chair (*insert name*), Technical Program Chair

Paper - Rejection

Dear *$RecipientName$*,

We regret to inform you that the status of your PAPER for paper *$PaperID$ - $PaperTitle$* is DECLINED by the Technical Committee for inclusion in the conference.

You may visit the conference management web site to view any comments from reviewers here: (*insert link)*

Thank you for your interest in the conference.

(*insert name*), Conference Chair (*insert name*), Technical Program Chair