

## **Instructions for preparing the final papers with MS word for windows (Version 6.0 or higher)**

1-Authors of papers presented for the proceedings of this conference have to type their papers in a form suitable for direct photographic reproducing by the publisher. In order to insure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below. A laser printer should be used to print the text. The publisher may reduce the camera ready copy to 75% and print it in black only.

### 2-General Instructions

#### 2.1 Type area

The text should fit exactly in to the type area of A4 paper i.e. 187 \* 272 mm with the following margins:

Top: 20 mm, bottom: 20 mm, right: 20mm, left: 25mm.

#### 2.2 Type font, type size and spacing:

Use Times New Roman 12 point size and 13 point spacing (single spacing) for the text. Never use bold typing except for title of the paper and main headings (no: 1 headings) only. Never underline any text. Use one space between words.

#### 2.3 Title, author and affiliation

Title of the paper should be centered at the middle of the typing area starting the first word with the capital letter; use lower case letters for the other words (no caps except for proper names). the title should not be longer than 75 characters. Use bold letter size 18. Authors: type the name of the authors (first name and then the last name) (size 14 pt) and type their affiliation (size 10pt).

2.4 **ABSTRACT**: abstract should start flush with the margin line using capital letters, bold size 12 pt. Leave 4 spacings between first line of the abstract and last line of the affiliation. The first line of the abstract should start immediately after the word (**ABSTRACT**) (don't leave a line space to start the first line)

The abstract should not be more than 200 words.

2.5- first line of text or heading : leave 2 line spacing after the abstract and start your text with the heading (e.g. INTRODUCTION), leave 1 line space at the introduction and start your first line of the text.

### 3. LAYOUT OF TEXT

#### 3.1 Text and indenting

Text is set in one column 142mm width, all text is typed in Times New Roman 12 pt. with single line spacing 13 pt. Paper title 18 pt, on 20pt line spacing, Author(s) (14 pt on 16 pt spacing ), small text in tables , captions , and references (12 pt ).

All line spacing is exact; never add any additional spacing between lines or paragraphs. First lines of paragraphs are indented 5mm except for the **ABSTRACT** (not indented).

### 3.2 Headings

Type primary headings in capital letters (12 pt) bold (heading 1) Times New Roman. Secondary and tertiary headings in lower case italic (heading 2 and 3) .headings are set flush against the left margins. Leave 2 line spacing above and 1 line spacing and beneath the primary heading. For secondary and tertiary heading leave 1 line spacing above and beneath each heading.

### 3.3 Equations

Use the equation editor of the selected word processing program. Equations are not indented. Number equations consecutively and place the number at right end of the line between two parentheses .Refer to equations in the text by these numbers. For example:

$$G_s = \frac{E_s}{2(1+M_s)} \quad (1)$$

Where  $G_s$ = shear modulus of soil

$E_s$ = Elastic modulus

$U_s$ = Poisson's ratio

### 3.4 Tables

Locate tables as close as possible to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Explanations (if required) should be given at the foot of the table, not within the table itself. Type the caption at the top of table, Table 1 -----.

Leave about two lines of space between table and the text above and beneath.

### 3.5 Figures

Place the caption underneath the figure and number them consecutively, Figure 1 ----  
Leave about two lines of space between figure caption and the text of paper.

### 3.6 REFERENCES

The references must be placed at the end of the paper using the following format:

McCormac , J.C (2001)

Design of Reinforced Concrete, Fifth Edition, John Wiley and Sons, New York, ..

When you are placing to the reference in the text; place the authors last names (with out initials) and the date of publication all between parentheses, for example (McCormac 2001).

At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES.

Important note:

The total number of pages should not exceed 12 pages including: text, tables, figures, and references.