

## Guidelines for preparation of the manuscript for CONMAT 2003

1. **Paper Size** A4
2. **Margins** Left, top, bottom and right 1" (2.5cm/25mm)
3. **Spacing** Single line spacing
4. **Font** Arial  
14 for the Title (Bold Title case)  
12 for the Author's Name/Authors' Names (Bold)  
11 for the affiliation  
10 for Abstract heading (Bold Title case)  
10 for the caption of Figures and Tables  
10 for the text and headings:  
    Main: Bold Title case  
    Subheadings : Italics Title case  
    Lower level headings : Italics with first letter cap  
10 for the footnote
5. **Title Page** Leave 5 lines blank from the top margin  
  
**Title** Title case, bold and centered  
Make sure the title is not more than 70 characters in length, including spaces between words  
  
**Author** Leave one line blank between the title of the paper and the Author's name/Authors' names. Leave two lines blank between the author(s) affiliation(s) and abstract. Affiliation should consist of only the Department and name of the organization, city, zip/ postal code, state/province, country, email address. Authors' names and affiliations should be centered. Leave one line blank after the affiliation of each author if they have different affiliations. Mark the conference speaker's name in footnote with an asterisk (as illustrated in specimen). Please follow the specimen paper strictly.  
  
**Abstract** Abstract should be between 100 and 120 words. After abstract leave one line blank.
6. **Headings and Text** Left justified bold  
No numbering of main and subheadings  
Leave one line blank before and after heading  
Each paragraph should be separated by one blank line without any indentation. All text should be left and right justified typed in single column on one side of paper. Emphasized text (if any) should be written in italics. Acknowledgements (if any) should be written after the conclusions. No underlines or footnotes (except in the first page).
7. **Equations** Typed and numbered in sequence  
Use equation editor  
Equation number in brackets right justified

- 8. Figures and Tables** Centered and numbered in sequence  
The caption of the Table should be placed above and centered.  
The caption of the Figure should be placed below and centered.  
Leave one line blank before and after Table/Figure  
The first letter of the caption should be in capitals.  
Figures and Tables can be prepared using any Graphics software.  
Alternatively, Figures may be drawn using Indian Ink on tracing paper, arranged at appropriate places in the text in the hard copy.
- 9. References** Each reference should be cited in the text by the last name(s) of the author(s) and the year of publication of the reference.  
All references should be listed at the end of the text in alphabetical order, according to the last name of the first named author.  
Reference should include year of publication, full title, name of source, volume and page numbers.  
Details regarding font and punctuation should be according to the enclosed specimen copy of the paper.
- 10. Page numbers** Page numbers should not be typed  
Authors' names and page number should be written in pencil on back of the pages.  
In addition, manuscript reference number (a three digit number) mentioned in the acceptance letter should also be written in pencil on the back of each page.  
For direct submission of Full length papers (without review of abstract), pl. mark 'NEW' on the back of each page with pencil.
- 11. Maximum length** Maximum 8 pages. Total number of pages should preferably be even.
- 12. Forwarding** Please send the original and two copies of the paper along with a soft copy on a floppy diskette to  
  
Dr. Sudhirkumar Barai  
Member Secretary (CONMAT 2003)  
Department of Civil Engineering  
Indian Institute of Technology  
Kharagpur 721 302  
India  
  
Soft copy can also be sent in one file as attachment by Email  
Email: conmat2003@civil.iitkgp.ernet.in
- 13. Important** The completed manuscript must be carefully checked so that there are no spelling or grammatical mistakes and the author(s) should strictly follow the guidelines to maintain consistency and uniformity of the Proceedings.

# Paper Submission for CONMAT 2003 Construction Management and Materials

**First A. Author, Second B. Author<sup>♦</sup> and Third C. Author**

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## Abstract

This document provides guidelines on the content and format of full length paper preparation for the CONMAT 2003, 9-11 January, 2003 at Indian Institute of Technology, Kharagpur 721 302, India.

## Introduction

Participants are requested to submit camera ready revised paper to the Conference Member Secretary. While submitting the paper, please mention the reference number specified in the acceptance letter.

Contributed papers must contain unpublished material at the time of the Conference and can only be accepted on the understanding that they will be presented. The CONMAT 2003 proceedings of accepted papers would be distributed to all registered participants during the conference.

## Important Points

Full length papers will be reproduced in the Conference Proceedings as submitted and unchanged. They must be written in English on A4 size paper (210x297mm) with a horizontally centered printing area having margin of 25 mm on all four sides. Text should be single-spaced. **Arial** typeface should be used throughout with font selection specified in Table 1.

Table 1. The fonts requirements at a glance

Topic	Font Size
Title	14 Bold Title case
Authors' Names	12 Bold
Address	11
Abstract heading	10 Bold Title case
Text of abstract	10
Headings	10 Bold Title case
Text of references	10

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<sup>♦</sup> Conference Speaker

Each paper should outline the main features, results, conclusions and general significance of the research presented and should contain relevant references. It must also provide the full names and address(es) of author(s). In case of multiple authors, name of the author presenting the paper at the Conference should be indicated with an asterisk.

### Some Typical Examples

#### *Paper referencing*

Full references for the following citation examples from different types of work can be found in ASCE Author's Guide to Journals, Books and Reference Publications. Here, part of those details have been given verbatim from the guidelines. Some of the citation examples are: an anonymous book (Moody's, 1988), an anonymous report (Federal, 1991), an anonymous newspaper story ("Educators", 1981), a building code (International, 1988), a Discussion (Vesilind, 1992), a doctoral thesis (Chang, 1987), a paper in a foreign journal (Ireland, 1954), a paper in proceedings (Eshenaur et al., 1991), a standard (ASTM 1991), a translated book (Melan, 1913), a two-part paper (Frater and Packer, 1992a, 1992b), a University report (Duan et al., 1990), an untitled item in the Federal Register (Federal, 1968), and works in foreign language (Duvant and Lions, 1972). Software is not included in the References, hence authors are advised to give name of the reference manual, if any (Lotus, 1985). Recently, many authors refer internet resources and they can be referred by the author (ASCE, 2001)

#### *Equation representation*

Typical Eq. 1 can be given as

$$\text{CollapsePotential} = \frac{\Delta e}{1 + e_0} \times 100\% \quad (1)$$

#### *Figure preparation*

Typical Fig. 1 can be prepared and embedded in the text as follows.

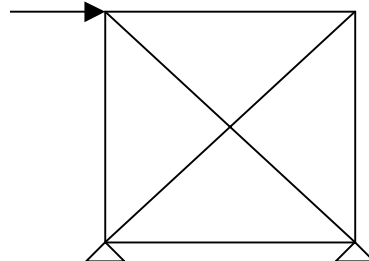


Figure 1. Structural frame

### Address for Submission of Final Manuscript

Three hard copies (original+2copies) along with a soft copy on a floppy diskette should be submitted before July 15, 2002 to the Conference Member Secretary.

Dr. Sudhirkumar Barai  
Member Secretary (CONMAT 2003)  
Department of Civil Engineering  
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Kharagpur 721 302, India

Soft copy can also be sent in one file as attachment by Email  
Email: conmat2003@civil.iitkgp.ernet.in

## Summary

Authors will be informed of the final acceptance of their paper by October 15, 2002. At least one author for each accepted paper should register for the conference and only those papers will be finally included in the Conference Proceedings. Last date for the registration is November 15, 2002. However, early registration for the conference (by paying the registration fee) is recommended.

## References

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