

## 4<sup>th</sup> International Symposium on Flood Defence:

Managing Flood Risk, Reliability and Vulnerability

Toronto, Ontario, Canada, May 6-8, 2008



# INSTRUCTIOS FOR SYMPOSIUM PAPERS PREPARATION

**ABSTRACT:** This set of instructions outlines the required format of full papers for the *Symposium*. The completed paper shall not exceed 8 pages. Author(s) are required to submit the full version of their paper, as a Microsoft Word document to Mrs. Tracy Waddington. A sample paper is also available on our website. Note that the abstract must not exceed 300 words in length, and that key words (no more than five sets) follow immediately after it.

Key Words: Flood2008; Conference paper template; style guide.

## 1. INTRODUCTION

The Symposium 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 prepared to assist authors in preparing papers for the Symposium. If these requirements are not followed, papers will be returned for revision and re-submittal. The resulting time delay could cause rejection of the paper because of publication deadlines for the Symposium Proceedings.

## 2. SUBMITTAL AND REVIEW PROCESS

Author(s) are required to submit **one electronic version of the paper in MS Word**, which is formatted according to these instructions. Electronic file documents should be submitted directly to Mrs. Tracy Waddington (twaddington@pacicc.ca). The paper should be accompanied with the signed copy of the "Copyright Transfer Statement".

## 3. SCHEDULE

The full paper must be submitted electronically by March 31, 2008. Late submission could result in the paper being omitted from the conference proceedings.

## 4. GENERAL REQUIREMENTS

### 4.1 Length

Papers shall not exceed EIGHT (8) pages in length.

## **4.2 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. Organization names can only be used once within the paper. Product names can only be used once within the paper and only where they are associated with the definition of the properties. Papers that do not conform will be returned to the author 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.

## **4.3 Clearances**

The author(s) 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 contracted for the work. Conference organizers assume the author(s) has/have obtained the proper permission. Conference organizers assume no liability for the author(s) failure to gain proper permission.

## **4.4 Copyright Material**

If a figure, table or photograph has been published previously, it will be necessary for the author 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.

## **4.5 Assignment of Copyright**

The corresponding author must sign the "Copyright Transfer Statement" for the paper to be included in the Symposium proceedings. This form is attached to this message.

## **5. WORD PROCESSING**

### **5.1 Format**

The author(s) are required to submit an electronic copy of the full paper in Word format. This .doc file must be created from the "Flood2008 Template.doc" template file attached to this message. Authors are asked to ensure that the appropriate styles of text have been used throughout their final paper.

Regular, paragraph-form text is to be full-justified in 10pt Arial font, single-spaced, with spacing between paragraphs of 12pt. When using the provided template, select all regular text and set it to the 'Paragraph' style.

### **5.2 Title/Author**

The full paper title should typed in the appropriate "Title" section of the template. The complete list of authors, along with their affiliation and country should be typed in the "Author" section of the template.

The format for both 'Title' and 'Authors' is provided in the template file. Simply type the title and select the 'Main Title' style, and then type the author names and affiliations and set them to the 'Authors' style. Author affiliations are listed below the names, in 'numbered list' format.

### 5.3 Abstract

Each paper should begin with an abstract of no more than 300 words. The Abstract should be entered in the “Abstract” section of the template file. Both the “Abstract” and the “Paper” are to be supplied in one file.

### 5.4 Numbered Headings

Within the paper, number all headings as follows – use the *styles* in the supplied template:

#### 1. PRIMARY HEADING

##### 1.1 Secondary Heading

###### 1.1.1 Tertiary Heading

### 5.5 Equations, Formulas, Symbols and Units

Type all equations and formulas from the left margin (do not centre in the page) and number them consecutively. Use the ‘paragraph style’ (ie. Arial 10pt, single-spaced) for equations. Equation numbers should be placed flush at the left margin in square brackets. Refer to equations in the body of text by these numbers (e.g. “Equation 1 shows...”). Use SI units and Arabic numerals, but do not use italics. When presenting compound units, place spaces between their constituent parts and indicate division by negative exponents, such as  $\text{m}^2 \text{s}^{-1}$ , or  $\text{W m}^{-2}$ . An example equation is shown below:

$$[1] AP = \sigma$$

### 5.6 Illustrations

Number illustrations (whether drawings or photographs) consecutively in the order of appearance and refer to them as Figure 1, Figure 2 to 4, and so on. 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 illustrations must be sideways, no other text should appear on that page. Photographs should be of good quality contrast. Use the style ‘Figure Caption’ available within the template file for your figure captions. Please ensure that illustrations borrowed or adapted from another source are properly acknowledged.

Captions should be placed immediately below the illustration. When properly selected as a figure caption, the caption will become centred on the page with the correct font. An example figure caption is shown below:

Figure 1: This is a figure caption.

### 5.7 Tables

Number tables consecutively in order of appearance and place them 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.

Type the caption above the table, and do not leave a line space between the table caption and the table. Both the table and the caption should be centred on the page.

Avoid abbreviations (except for units) in column headings. Indicate units in the line immediately below the heading. Omit vertical lines used as separators between columns in the table.

## **5.8 Acknowledgements**

Acknowledge sponsor(s), design engineer, project engineer, contractors, and/or owners that were involved. The acknowledgements should be the last section prior to the References section.

## **5.9 References**

Within the body of the text, references should be made in parenthesis with the authors' surnames and the year of publication such as (Clark 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 should not be indented; the following lines should have a two-space (10 point) indentation. Do not leave an open line between references. Type the book titles and names of journals, reports and conferences in *italics*.

### **5.9.1 Format for Books**

Last name, Initials. Year. Book Title, Publisher, City, State/Province, Country (of publisher).

For example:

Cosgrove, W.J. and Rijsberman, F.R. 2000. *World Water Vision: Making Water Everybody's Business*. Earthscan Publications, Ltd., London, UK.

### **5.9.2 Format for Journal Papers**

Last name, Initials. Year. Article Title. *Name of Journal*, volume number in Arabic numerals, pages.

For example:

Arnell, N.W. 2004. Climate and socio-economic scenarios for global-scale climate change impacts assessments: characterising the SRES storylines. *Global Environmental Change* 14: 3-20.

### **5.9.3 Format for Conference Papers**

Last name, Initials. Year. Article Title. *Name of conference*, Publisher, City, State/Province and Country where conference took place, volume number in Arabic numerals: pages.

For example:

Boyko, V., Boyko, O., and Platanova, N. 2006. Flood forecasting in Transcarpathians region with use of rainfall-runoff models. 23<sup>rd</sup> Conference of the Danubian Countries on the Hydrological Forecasting and Hydrological Bases of Water Management, Belgrade, Serbia, August 28-31, 2006.