

# **IGS KANPUR LOCAL CHAPTER**

## **PAPER FORMATING GUIDELINES FOR AUTHORS (USING MS WORD)**

1. Document should be in PDF format.
2. Maximum number of pages should be limited to four (4).
3. Abstract should be limited to a maximum of 100 to 150 words.
  
4. **Paper size, Margins, and Length**
  - Please use the standard A4 (21.0 × 29.7 cm) paper size.
  - Allow 2.54 cm page margins (Normal margin) on all 4 sides of the page.
  - Contributions exceeding four pages will not be considered for inclusion in the workshop proceedings.
  
5. **Font style, Size, Spacing, Title, and Headings**
  - Font style should be Times New Roman with 16-point size (title of the paper), 12-point size (main body text, headings and subheadings, author affiliations), 10-point size (figure captions, table heads and references)
  - Use 1.5 line spacing throughout the paper, including between paragraphs.
  - The title of the paper should be center-aligned in all capital characters and bold face. (Do not leave any additional space above the title)
  - The title should be followed by authors' names and respective affiliations.
  - List of authors should be center-aligned, bold italics and 12-point size.
  - Author affiliations should be center-aligned, italic font. e.g. Institute, City.
  - Leave 20-point space between the title and authors' names and 30-point space between the affiliation (institution, department, city, and country) and the beginning of the text.
  - The main headings should be bold, left aligned with no indentation, and extra space of 12-point above and 6-point below. (Do not type headings in all capital letters instead, capitalize the significant words only.)
  - The section headings (if used) should be left aligned with no indentation, with extra space of 12 points above and 6 points below.
  - The main body text should be left and right justified. Page numbers should not be typed on the sheets.

## 6. Table and Figures

- Insert figures and tables after they are cited in the text.
- Figures, tables and their captions/heads, should be centered and numbered in an appropriate order.
- Leave 12 points above and below the figure caption /table head.
- Figure caption (e.g. Figure 1.) should be below the figure and table heads (e.g. Table 1.) should be above the table.
- If figure/table is not the authors original work then source of that should be mentioned at the foot of the figure/table with the format-: Source:” in italics and a colon, followed by source information.

## 7. Equations

The equations are an exception to the prescribed specifications of this template. You will need to determine whether or not your equation should be typed using either the Times New Roman or the Symbol font.

- Displayed equations (if any) should be centered and the equation numbers (if necessary) should be placed in brackets at the right margin. e.g.

$$a - b = \beta \quad (1)$$

- Use an en dash (–) or minus symbol (−) instead of a hyphen (-) for negative signs in the equations.
- While citing the equation Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .”
- Sufficient space (at least 6 pt) should be left above and below the equation.
- SI units are encouraged throughout the paper.

## 8. Citing References

Any references should be placed at the end of the paper and referenced in the paper through the number in square brackets. Cite the references within brackets e.g. [1]. Refer simply to the reference number, as in [3]—do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first ...”

The format of journal references to be mentioned at the end of the paper is given below.

- [1] Paik, K., and Salgado, R. 2003. "Determination of bearing capacity of open-ended pipe piles in sand." *J. Geotech. Geoenviron. Eng.*, Vol. 129 No. 1, pp. 46–57.
- [2] Hettiarachchi, H., and Brown, T. 2009. "Discussion of 'Use of SPT Blow Counts to Estimate Shear Strength Properties of Soils: Energy Balance Approach'." *Journal of Geotechnical and Geoenvironmental Engineering*, Vol. 135, No. 6, pp. 830–834.