

GUIDELINES FOR PREPARING ICOLD 2013 SYMPOSIUM DRAFT AND FINAL PAPERS

Submittal of Final Papers constitutes an agreement that the paper will be published in a Proceedings and copyrighted by the U.S. Society on Dams. The paper may not be published elsewhere without written permission from USSD.

IMPORTANT: Please download the sample document from www.icold2013.org/symposium/template.doc. The sample document carries the appropriate margins, Word styles for headings and text, and headers and footers. You can type directly into the document, cut and paste into it, and insert material. Simply delete template material you do not want to use. You may also refer to the instructions found below, and the sample page 1 document that follows the instructions. **Papers that do not strictly follow the formatting requirements will not be published in the Proceedings.**

NOTE: Papers may be submitted in either English or French. French papers **MUST** include an English translation of the Abstract, which should immediately follow the French Abstract. English papers do not need French translations.

SUBMITTING YOUR PAPER

DRAFT — By **January 31**, send your draft as a Word .doc or .docx to Amanda Griffin at ang@freese.com. Your draft will be sent to the reviewers, who will send comments directly to you by e-mail.

FINAL — By **May 1**, send your final manuscript as a Word .doc or .docx to stephens@ussdams.org.

FORMATTING INSTRUCTIONS

Paper Size: letter size paper (8 1/2 by 11 inches)

Margins: Top and bottom: 1.0 inches; left and right: 1.25 inches. **All** text, figures, tables and photographs **must** fit within these margins. Please reduce illustrations as needed to fit.

Font: 12 point Times New Roman for text, paper title, captions and headings. **Footnotes** should be in Times New Roman 10 point.

Align Left. Do not indent first line of paragraphs.

Single spacing with one blank line between paragraphs.

Length: Papers should not exceed 10 pages, including tables and figures.

Pagination: Do **not** use page numbers, as USSD will paginate the proceedings.

EXTENDED INSTRUCTIONS

Paper Title/Author Block: The title (please limit the title to 12 words) should be in all caps, bold and single spaced, 12 point Times New Roman. Place one blank line following the paper title before listing the authors. For one to five authors, center author's names, one name per line. For six or more authors type them flush left and flush right. For an odd number of authors, center the last author under the others. Place one blank line after authors' names, before the Abstract. Please see sample page for example. Use of professional titles is optional.

Author Information — a **footnote** reference stating **employer, city, state** and/or **country** and **e-mail address** must appear on the bottom of the first page for each author. **Use the Word footnote function.**

Abstract — Paper should begin with an Abstract of no more than **250 words**. Use Heading 1 style **ABSTRACT**. The Abstract should reflect the information actually included in the paper; this is not necessarily the abstract submitted in response to the Call for Papers. The Abstract should not include figures, tables or photographs. Please do not exceed the 250 word limit for the abstract to ensure that your abstract will fit on one page in the abstracts book.

Footnotes — A solid line separating footnotes from text should extend two inches (50 mm) from left margin.

Headers and Footers — Do not use the Word headers and footers, as these are reserved for USSD to paginate the published proceedings. As noted above, author information should be provided in **footnotes**, not footers.

References —The References section should immediately follow the text, rather than beginning on a new page. Use Heading 1 style **REFERENCES**. References should be listed alphabetically by last name of the first author. Please do not indent reference text; please insert one blank line between citations.

Units — Authors may select either SI or English system of units. Conversion to the other system is not recommended.

HEADINGS

Following are the formats of the three levels of headings.

<p>HEADING 1 STYLE</p> <p><u>Heading 2</u></p> <p>Text begins here . . .</p> <p><u>Heading 3.</u> Text begins here . . .</p>
--

Heading 1 Style should be in all capital letters, **bold**, centered. One blank line before and after heading. Use Heading 1 Style for Abstract, Introduction, two or three major technical sections, Conclusions and References.

Heading 2 style should have initial caps (title case), begin at left margin, **bold** and underlined. One blank line before and after heading.

Heading 3 should begin at left margin, with initial caps, underlined (not bold), followed by a period. Begin text on the same line (one blank line before the heading).

FIGURES, TABLES AND EQUATIONS

Figures and Photographs — All figures and photographs should be electronic images inserted into the document. They should appear within the main text as soon after the initial reference as possible. Figures and photographs may be in color. **All figures and photographs must fit within the same margins as the text.** Place the caption (12 point Times New Roman) **BELOW** the illustration, centered, as follows:

Figure 1. Project Location Map

Tables — Should appear within the main text as soon after the initial reference as possible. **All tables must fit within the same margins as the text.** Place the caption (12 point Times New Roman) **ABOVE** the table, centered, as follows:

Table 1. Rainfall Intensity

Equations — Place one blank line between text and equation, and center equation on page. Number equations consecutively. Equation number should be in parentheses and flush right (ending at right margin). Use Normal Style or Microsoft's Equation Editor for equations; choose symbols from the Symbol or Times New Roman, Latin, or Greek sets.

$$E = mc^2 \tag{1}$$