

# Guidelines for Preparation of Papers for the 11<sup>th</sup> International Conference on the Bearing Capacity of Roads, Railways and Airfields

I. Hoff & H. Mork

*Department of Civil and Transport Engineering, Norwegian University of Science and Technology, Trondheim, Norway*

R. Saba

*Norwegian Public Roads Administration, Trondheim, Norway*

**ABSTRACT:** These mandatory guidelines are provided for preparation of papers for the 11<sup>th</sup> International Conference on the Bearing Capacity of Roads, Railways and Airfields (BCRRA), 2021, Trondheim, Norway. To assure timely and efficient production of the proceedings with a consistent and easily readable format, authors must submit their papers in strict conformity with these guidelines. Papers that do not conform to these guidelines may not be published. The BCRA organizing committee appreciates your adherence to these guidelines. The instructions in this guideline document have been prepared in the required format for the conference. The authors can, therefore, use this document as a template for the preparation of their papers.

**KEY WORDS:** Guidelines, abstract, title, text, figures.

## 1 GENERAL GUIDELINES

Papers based on accepted abstracts and prepared in accordance to these guidelines are to be submitted through the conference's web site ([www.bcrra.org](http://www.bcrra.org)). **Only papers submitted in PDF format will be accepted.** Remember that the official language of the conference is English!

However, papers could be prepared in a word processing software like Microsoft Word. These guidelines are based on the use of Microsoft Word and the A4 paper size (297 mm height × 210 mm width). All papers should be limited to about 10 single-spaced A4 pages, including figures, tables and references. The paper's top, bottom, right and left margins must be 2.5 cm. No headers, footers and page numbers should be inserted.

Before submitting the paper, the document has to be converted to PDF by saving as PDF option **ISO 19005-1 compliant (PDF/A)**. If Adobe word processor is used, the PDF document should be of type **PDF/X-1A:2001**.

Please adhere to the Ethics and malpractice statement found at the conference web-page.

## 2 TITLE, AUTHORS, AFFILIATIONS

The title of the paper must be in title letters, Times New Roman, font size 16, and aligned left. Use more than one line if necessary, but always use single-line spacing (without blank lines).

Then, after one blank line, aligned left, type the First Author's name (first the initial of the first name, then the last name). If any of the co-authors have the same affiliation as the first author, add his/her name after and & (or a comma if more names follow). In the following line type the affiliation (Name of the institution, City, State/Province, Country). If there are authors linked to other institutions, after a blank line, repeat this procedure.

The authors name must be in Times New Roman, regular, and font size 12. The affiliation must be in Times New Roman, *italic*, and font size 10.

### 3 ABSTRACT

The abstract should start after leaving eight blank lines. Type the text of the abstract in one paragraph, after a space behind the word abstract and colon, with a maximum of 300 words in Times New Roman, regular, font size 12, single-spaced, and justified. After leaving one blank line, type KEY WORDS: (capital letters, Times New Roman, font size 12), followed by a maximum of five (5) key words separated by commas. Only the first letter of the first key word should be capitalized.

### 4 THE TEXT

The main body of the paper follows the key words, after two blank lines (i.e., two blank lines between the first heading and the key words). The body text should be typed in Times New Roman, font size 12 and justified. The first line of the paragraphs should be indented 5 mm except the paragraphs that follow heading or subheading (i.e., the first line of the paragraphs that follow heading or subheading should not be indented). Never use bold and never underline any body text.

#### 4.1 Headings and Subheadings

The headings are in capital letters, Times New Roman, font size 12. Subheadings are in title letters Times New Roman, font size 12. The headings and subheadings must be aligned left and should not be indented.

Leave two blank lines before and one after the heading. There should be 1 blank line before and after the subheadings. All headings and subheadings must be numbered.

If a heading or subheading falls at the bottom of a page, it should be transferred to the top of the next page.

#### 4.2 Figures and Tables

Figures, line drawings, photographs, tables... should be placed in the appropriate location, aligned center, and positioned close to the citation in the document. Text and numbers in figures and tables should not be less than font size 12.

Table and figure titles should have a caption, Times New Roman font size 12, with a colon dividing the figure number and the title (Figure 1: Material properties) and should be numbered consecutively, e.g. Figure 1, Figure 2, Table 1, and Table 2.

A Table title should be placed atop the table, aligned left. A Figure title should be placed below the figure, aligned left. However, the title should be at the same page as the corresponding figure or table. If there are more than one line in a figure or table title, the second (and subsequent lines) should be aligned as shown in the example figure below. There should be one blank line between a table or a figure and the corresponding table or figure title and leave on blank line between the table or figure title and the preceding/following paragraph.

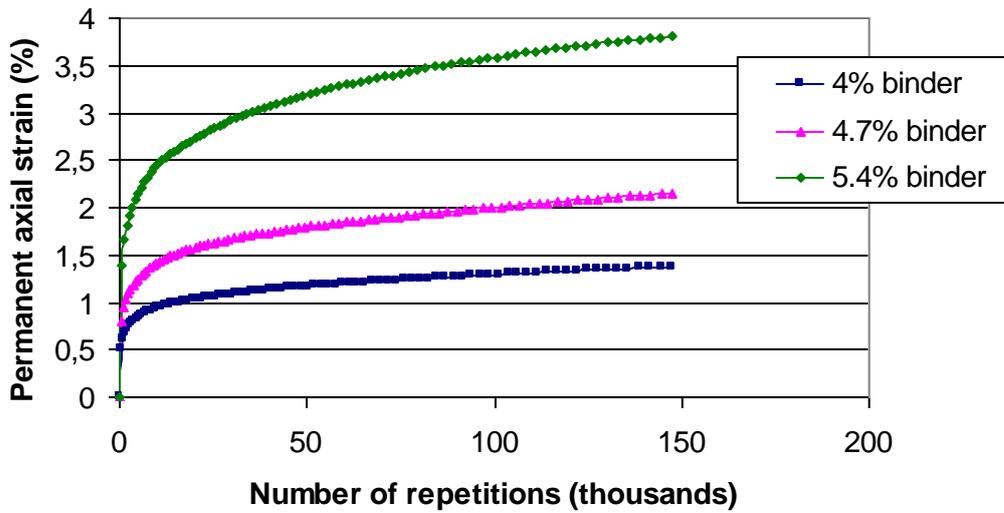


Figure1: Effect of binder content on accumulated axial permanent deformation for materials tested under repetitive loading.

#### 4.3 References

At the end of the paper, list all references with the last name of the first author in alphabetical order, underneath the heading REFERENCES, as in the example. The title of the referred publication should be in *italic* while the rest of the reference description should be in regular letters. References should be typed in Times New Roman font size 12. The second and subsequent lines of the references should be indented 5 mm. References should be cited in the text using the last name of the author(s) and the year of publication (Horvli, 2004, Horvli and Garba 2002, Horvli et al. 1998).

#### REFERENCES

Horvli, I. and Garba, R., 2002. *Permanent Deformation Properties of Asphalt Concrete Mixture*. Proceedings of the Sixth International Conference on the Bearing Capacity of Roads, Railways, and Airfields, Lisbon, Portugal.