

PAPER TITLE (2 LINES MAXIMUM)

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1. Introduction (Format: Heading 2. Automatic numbering)

These guidelines have been prepared in the format that should be used for the full version of the paper for the ACMBS-VII Conference. In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below. Please read it carefully, the Scientific Committee will take the liberty of returning poorly formatted manuscripts to the author(s) for revision and re-submittal. Delay in returning papers and failure of author(s) to meet specified deadlines may cause the papers to be excluded from the proceedings. Re-submitted papers that do not meet the conference format requirements may be rejected.

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The manuscript should be written on a Letter format (216 x 279 mm or 8.5" x 11") of paper with all margins equal to 25 mm (1").

Although manuscripts will be reviewed and may be returned to authors for revisions before publication, initial submissions should be made in final form assuming that no revisions shall be necessary. Therefore, prepare it carefully and check the language. Please note that the deadline for the submission of paper is

January 1, 2016. The paper shall be submitted to the conference email address: acmbs2016@ucalgary.ca

2. General Formatting Requirements

2.1. First paper (Format Heading 3)

The first page should include the Title of the paper. The Title (Arial 14 bold, centred) should be a maximum of 2 lines without any abbreviations.

Data for each author should be presented in 3 lines only including: author name (Arial 10, Format Authors Names), affiliation (Arial 9, Format Author Affiliation) and e-mail (Arial 9 italics, Format Author Email).

2.2. Manuscript Text

The paper should be written in Arial 10 pt, single-spaced. A new paragraph starts with a half-blank line (6 pt.) and a new line without indentation. There should be no hyphenation (cutting words). The text should be left and right justified (Format Body Text)

2.3. Headings

Headings should be limited to three levels and numbered appropriately using the decimal system. Main heading (e.g. 1. Introduction) should be written in Arial bold 12 pt, (Formatted in Heading 2 as shown in this guideline). Subheadings should be written in Arial bold 11 pt, (Formatted in Heading 3 as shown in this guideline). Third level headings should be written in Arial 11 pt. Provide 9 pt space between the previous section and all headings and 3 pt space between the heading and the following text. Heading numbers should be left justified. A heading that would otherwise be stranded at the bottom of a page should be moved to the top of the following page by adding a blank line before it.

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All commercialism must be avoided. This applies to all authors including those at 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(s) to be revised. Acknowledgement of sponsorship at the end of a paper is both appropriate and acceptable.

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4.2. Units and Numbers

All papers should use SI units only (Other units may appear in parentheses following the SI units). Arabic numerals only are allowed. Decimal location should be indicated by a point “.” and not by a comma “,”. Papers that do not meet this requirement will be returned for revision and resubmission.

5. Tables, Figures and Equations

5.1. Equations

Insert all equations using the equation editor (integrated in MS Word). Place equations and formulae in separate lines at the flush to the left. Number equations consecutively with the equation number placed flush to the right margin in parentheses. Refer to equations in the body of text by these numbers (e.g. Eq. 1 indicates, or Equation 1 shows). Example:

$$\sum F_x = 0 \tag{1}$$

You may copy, paste and edit this equation and its numbering.

5.2. Tables

Number tables consecutively in the order of appearance and refer to them as Table 1, Table 2, etc. Tables should be placed within the text as close as possible to where they are first referenced rather than at the end of the paper. Table font should be Arial (10 point) similar to the text. Avoid abbreviations other than units in the tables. Units should appear just after the column headings of the table. Table headings should be bold. Avoid repeating information shown on figures in tables. Scanned tables inserted as bitmaps are not acceptable. An example Table follows:

Table 1 – Concrete strain change with temperature.

Temperature (°C)	Concrete strain (m/m) x 10⁻⁶
10	1.0
20	1.6
40	3.2

5.2.1. Table Caption

Table captions should be centred immediately before the table. Type the caption above the table to the same width as the table, and leave a 3 pt. line space between the table caption and the table and 6 pt. line space between the caption and the text before the table. The table caption should start with the table number as (Table 1 –). The table caption should be Bold.

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Create graphs and line drawings electronically and insert them into the finished document. Photographs should also be inserted electronically into the document. Make sure your illustration, whether a line drawing or a photo, is of good quality. Photographs should be of good resolution and contrast (200x200

dpi is recommended). For line diagrams, the lines should preferably be 0.2 mm thick and the text in the diagram should be Arial (10 point).

Number illustrations (whether figures or photographs) consecutively in the order of appearance and refer to them in the text as Fig. 1, Fig. 2, etc. Illustrations should be placed within the text as close as possible to where they are first referenced rather than at the end of the paper. Avoid placing illustrations sideways on a page; however if this is not possible, no other text should appear on that page.

5.3.1. Figure Caption

Figure captions should be centred immediately below the illustration. The figure caption should start with the figure number as (Figure 1—). One line space should be used between the figure and its caption. Figure captions should be bold. Units should be indicated on the axes of line diagrams. An example figure follows:

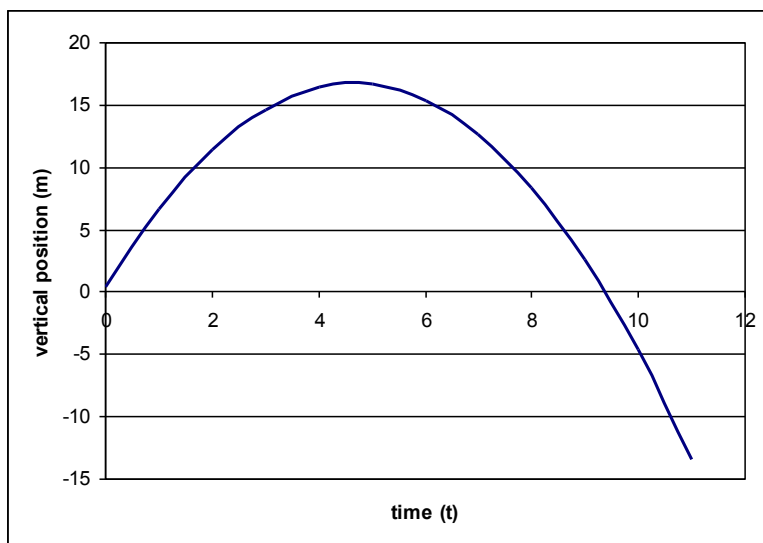


Fig. 1 – Change in Vertical Position with Time

6. Acknowledgements

One Paragraph of acknowledgement that does not exceed six lines is allowed. Acknowledgements should be the last section before the references.

7. References

The author is responsible for verifying references. Each reference must be cited in the text using the surnames of the authors and the year, for example, Smith (2010) or (Black and White, 2010).

The reference list is placed at the end of the text. References must be single-spaced and listed in alphabetical order according to the name of the surname of the first author and not numbered. When two or more references by the same author are listed, year of publication is taken into account, and the earliest work is listed first. Type the book titles and names of journals, reports and conferences in *italics*. Examples of references to papers in journal and conference proceedings follow:

AUTHOR1SURNAME, Firstname and AUTHOR2SURNAME, Firstname, (YEAR), "PaperTitle", *Journal*, Vol. 1, No. 1, Month 2011, pp. 100-110.

AUTHOR1SURNAME, Firstname and AUTHOR2SURNAME, Firstname, (YEAR) "PaperTitle", *Conference Title*, location, date, pp. 100-110.