

Instructions to Authors

Engineering in Chalk 2018 conference



CHALK 2018

17-18 September 2018, London, UK

Please read this text before you start preparing your paper for the Proceedings of the above conference. The purpose of this guideline is not only to clarify a few points but also to stress that it is imperative that everyone complies **exactly** with the instructions in order for the Proceedings book to be of the highest quality and to be published on time.

Preparation and Submission of Papers

After receiving notification of acceptance of abstracts from the conference organisers, Authors are required to prepare a full-length paper of total length (including all text, tables, figures and references) of not more than 6 pages (30 pages for keynote papers). The full-length papers will be published (in black and white) in hard-copy form in a hard-bound printed book and (in full colour) on an accompanying digital medium. A MS Word template has been provided with these Instructions.

The paper should have a title and an abstract in English. The paper will be expected to be a complete treatment and presentation, with all the usual elements of a self-contained scientific or technical paper. It should comply in structure and layout with the instructions given below.

After preparation, the paper should be submitted as a MS Word document. **The MS Word document should be submitted electronically via the conference website www.chalk2018.org by 30 November 2017.** Please note that the submitted papers will be reviewed for scientific/technical merit and checked for compliance with preparation instructions; Authors may be required to re-submit amended papers following this process.

Material

Contributions are accepted on the understanding that the paper is original and has not been published before.

Text Format

Please note that the layout of all sections that appear after the abstract have to be **double-column**. This means that only the double column layout is acceptable for publication. The two columns of text on the last page of each paper must be balanced (that is, adjusted to have the same vertical extent; use the column break to achieve this).

Type area and Page size

Do not amend the margin settings or page dimension within the template. These are as follows:

246 x 189 mm page size:	Top	4.5	cm
	Bottom	2.0	cm
	Left	1.6	cm
	Right	1.5	cm

Layout

Authors should follow the style as prepared by the publisher in the **MS WORD template** and that is available at the conference website www.chalk2018.org .

In this template the layout leaves extra room, above the title, for metadata, and copyright information. **NOTE** that the publisher adds these elements.

Structure

Please adhere to the following order of presentation: Title, Author(s), Affiliation(s), Abstract, Main text, Acknowledgement, References.

The **title** should be written as a sentence, so NO capital letters where they would not usually appear. And no full stop (".") at the end of the title.

For example: Remote sensing for monitoring the changing landscapes

(**Not:** Remote Sensing for Monitoring the Changing Landscapes.)

Please ensure that the title of the paper is final on submission of the manuscript as changes beyond this point are no longer possible.

Author(s) should start with the Initial(s) and then the Family name. For example: I. Newton, J. Lewis & M.E. Jansen

Titles or occupation (such as Prof., dr., eng. PhD etc) are **NOT** permitted, only in the main text titles will be allowed.

For the text, a maximum of three levels of sections and subsections is allowed.

Eg. 1. Introduction

1.1 Europe

1.1.1 History

1.1.2 Future

1.2 Asia

1.2.1 History

1.2.2 Future

Bullet points should be numbered.

NOTE: Papers should contain an Abstract and a Conclusions section.

Corresponding author(s)

The name, title, postal address, telephone number, fax number and e-mail address of the corresponding author should be given via the online submission system. Please ensure that the sequence of author names is correct.

Abstract

The abstract should be readily understandable to most readers and may contain up to 300 words. Use the full typewidth of the page (single column). Please do not include undefined abbreviations in the abstract.

Equations

Equations are not indented. Number equations consecutively and place the number at

the end of the line, between parentheses. Refer to equations by these numbers.

References

References to the literature should be mentioned in the main text by stating the surname of the cited author followed by year of publication, all contained in rounded brackets i.e. using the Harvard or Parenthical referencing system. For example:

The using of the pile foundation is accompanied by the demand of the determination of the pile load bearing capacity according to the results of its field tests (Smith 2004).

A complete list of all the citations used in your text will need to be provided at the end of your paper under the heading 'References'. This needs to be presented in alphabetical author/originator order.

As regards the content, form and punctuation of the References, authors should follow the format as indicated in the MS Word template, and use it *consistently*. For example:

Author, A.N. 1995. *Book Title*, Publisher Name, Publisher Location.

Author, A.N. 2004. Article title, *Journal Title* 20, 1012–1030.

Author, A.N. Author, A.N. Author, A.N. et al. 2012. Article title, *Journal Title* 12, 12–19

Figures: Illustrations and diagrams

- Number figures consecutively in the order in which reference is made to them in the text, making **no** distinction between diagrams and photographs.
- Please ensure that all figures are of the highest quality. Photographs must be scanned to **at least 300 dpi**.
- Text labels in the figures must be embedded in the image, rather than wrapped or overlaid in MS Word.
- Line drawings should be clear and uncluttered. For readability 8 pt should be the minimum size of lettering. Lines should be at least 0.2 mm (0.01") thick.
- Leave about two lines of space between the actual text and figure (including caption). To place the figure in the text, select Picture from the Insert tab. Browse to find the figure required and select insert.
- If a figure is reproduced from a previous publication, include the source as the last item in the caption

Tables

Give each table a caption. IF the table is reproduced from an earlier publication, include the source as the last item in the caption. Number all tables consecutively and ensure all tables are cited in the text in sequential order. Do not write "the following table".

Terminology

Current stratigraphic terminology should be used in preference to the former terminology unless its usage is unavoidable or as part of comparative studies.

The term 'Chalk' should be in one of two ways

- 1) As a noun for the soft white porous carbonate rock. In this case normal grammatical rules apply. Capitalised initial at the start of a sentence, lower case thereafter e.g. Chalk was mined for chalk products
- 2) Stratigraphic terms used as noun and initial letters always capitalized i.e. Chalk Group, White Chalk Subgroup, Grey Chalk Subgroup, Lower Chalk, Middle Chalk, Upper Chalk. Subgroup is one word and not hyphenated.
- 3) Data is plural and takes a plural verb. For example: Data are presented in the table. Datum is singular.
- 4) Stratum is singular and takes a singular verb. For example: The stratum was

identified in all boreholes. Strata is plural.

- 5) When giving names for fossil genera and or species, the convention is that the genera is capitalized while the species name isn't. Both are italicized. E.g. *Terebratulina gracilis*. If a species name is subsequently repeated then the shortened version can be used e.g. *T. gracilis*

Electronic text of manuscripts

Utilising the online submission system on the conference website www.chalk2018.org , the submission of the final version of your manuscript should be as an MS Word file.

English Language

For editors and reviewers to accurately assess the work presented in the manuscript authors should ensure that the English language should be of sufficient quality to be understood.

Further information

For queries relating to the general submission of manuscripts please contact:

For questions about the interpretation of the Engineering in Chalk 2018 instructions contact: Ursula Lawrence Ursula.lawrence@capita.co.uk