

INSTRUCTIONS FOR AUTHORS

Kanazawa, July, 2011

Please read this text before you start preparing your paper for the proceedings of *IS-Kanazawa 2012: The 9th International Conference on Testing and Design Methods for Deep Foundations, Kanazawa, Japan, 18-20 September, 2012.*

It is really important that every author complies exactly with the instructions in order for the final book and CD-Rom to be of the highest quality and timely.

SUBMISSION AND DEADLINE

The authors are recommended to prepare a paper with 6 to 8 pages (never exceed 10 pages in length).

Manuscripts must definitely have “ABSTRACT” and “CONCLUSIONS”.

The manuscript should follow the instructions described below.

The manuscripts (Word and PDF formats) and the completed copyright transfer form should be submitted as an electronic file (single zip-file) through the conference website www.is-kanazawa2012.jp until 31st November, 2011. This zip-file should be named as follows: your abstract/paper ID number and after an underscore the family name of the corresponding author.

For example:

Abstract/Paper ID: 001 and corresponding author: Sakamoto
must be saved as 001_Sakamoto.zip

If you have any question, please feel free to contact us:

IS-Kanazawa 2012 Organizing Committee
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In case of insufficient web service you can email the electronic file to the above address.

IMPORTANT

You are requested to submit your paper as Word and PDF documents. Please check the electronic file before submitting it. It is of the greatest importance that all special fonts, for example as used in equations, are enclosed in the zip file.

PREPARATION OF PAPERS

HOW TO START

This zip-file contains document templates for Word for A4 (IS-Kanazawa_A4.dot) or American Letter size paper (IS-Kanazawa_Letter.dot). Open the appropriate template file by double clicking. Do not open it by using Word's Open command. Start saving the file as a standard Word document and name the file as follows: your abstract/paper ID number and after an underscore the family name of the corresponding author.

For example:

Use of ground energy through piles

Sakamoto, K. & Yoshinaga, S.

with Abstract/Paper ID: 001 and corresponding author: [Sakamoto](#)

must be saved as [001_Sakamoto.doc](#)

Author(s) should be written in the same order as in the reference list, that is:

Family name, Initial(s)

Please print the sample that is also enclosed. When you have any doubts on the layout, just check with the sample.

USE OF STYLE TAGS IN WORD TEMPLATE

Authors should use the style tags prepared by the publisher in the MS Word template files. These style tags specify the correct font and style for each paragraph, and can be selected from the formatting toolbar. To open the formatting toolbar, select format in Toolbar option of View menu. Here you will find tags for Title, Author, Affiliation, Abstract, Keywords, 1 "HEADING 1", 1.1 "Heading 2", 1.1.1 "Heading 3", 1 "HEADING without number", First paragraph, Standard text, Figure, Figure caption, Table caption, Table rule, Table text, Formula, Small size and Reference text.

After a heading use the "First paragraph" tag and continue the following paragraphs by using the tag "Standard text".

For the heading of ACKNOWLEDGMENTS and REFERENCES please use the tag 1 "HEADING without number".

Use the style tag "Figure" where you want to insert a figure/picture.

GENERAL INSTRUCTIONS

The text should be printed in double column layout. Only the title and the abstract should run over both columns. Below you will find the required sizes of margins and columns as well as the required typefaces.

Size of pages

Two page sizes are accepted:

- DIN A4 (210 mm x 29.7 mm)
- Letter size (8.5" x 11")

Margins

All text, figures and tables need to be in the type area of 187 mm x 272 mm (7.36" x 10.7").

Do not forget to adjust the margin settings by clicking Document under the Format menu:

A4 size paper:	Top	12 mm	0.47"
	Bottom	13 mm	0.51"
	Left	11.5 mm	0.45"
	Right	11.5 mm	0.45"
	All other	0.0 mm	0.0"

Letter size paper:	Top	3.2 mm	0.13"
	Bottom	4.2 mm	0.17"
	Left	14.5 mm	0.57"
	Right	14.5 mm	0.57"
	All other	0.0 mm	0.0"

Columns

Text in double columns

Abstract full type width 187 mm (7.36")

For figures, photos and tables use single column or full type width

Column width

Single column 90 mm (3.54")

Full type width 187 mm (7.36")

Spine between columns 7 mm (0.28")

Title of your paper

Provide title in English and do not use bold typeface. Use only Upper Case where necessary. The title should be no longer than 90 characters.

Left justified

Typeface: Times New Roman

Type size: 18 pt

Author name(s)

Left justified

Typeface: Times New Roman

Type size: 12 pt

Author(s) should be written in the same order as in the reference list, that is:
Family name, Initial(s)

Affiliation

Left justified

Typeface: Times New Roman; italic

Type size: 10 pt

Keywords

Left justified

Typeface: Times New Roman

Type size: 12 pt

Use only Upper Case where necessary and type a comma after each keyword

Do not use a full stop or comma after the last keyword.

Abstract

Use full type width of 187 mm (7.36")

Text should be justified

Single line spacing

Typeface: Times New Roman

Type size: 12 pt

Text

Distance to Abstract two lines.

Text should be justified in double columns of 90 mm (3.54"); distance between columns is 7 mm (0.28")

Single line spacing

Typeface: Times New Roman

Type size: 12 pt

Do not indent the first paragraph after a heading. Indent all further paragraphs on the first line with 5 mm (0.197")

Headings

Number headings consecutively.

1st level

Two open lines above and one beneath

Typeface: Times New Roman UPPER CASE

Type size: 12 pt

Number aligned to the left and indent text of heading with 6 mm (0.236")

In case this heading is followed by a 2nd level heading take care that there is only one open line between both headings.

2nd level:

One open line above and half a line (6pt) beneath

Typeface: Times New Roman; italic

Type size: 12 pt

Number aligned to the left and indent text of heading with 9 mm (0.354")

In case a 2nd level heading is followed by a third level heading take care that there is only half an open line between both headings.

3rd level:

Half a line above and no open line beneath

Typeface: Times New Roman; italic

Type size: 12 pt

Number aligned to the left and indent text of heading with 12 mm (0.472")

Heading without number:

Acknowledgments and References are 1st level headings without number

Align text of heading to the left.

Equations

Use the equation editor of the selected word processing program. 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.

Typeface: Times New Roman

Type size: 12 pt

Keep one open line before and one open line beneath the equation.

Align to the left.

References

In text:

One author: Author (year)

Sakamoto (1985)

Two authors: Author and Author (year)

Yoshinaga and Ono (1999)

More than two authors: Author et al. (year)

Noguchi et al. (1992)

In list of references:

At the end of the paper list all references in alphabetical order underneath the heading (without number) REFERENCES. If several works by the same author are cited, entries should be chronological.

Typeface: Times New Roman

Type size: 10 pt

Single line spacing

First line of each reference justified; indent following line of each listing with 5 mm

Tables

Place tables close to the first reference to them in the text preferably at the top or bottom of a page. Number the table consecutively. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table and not within the table itself. Use only horizontal rules: One above and one below the column headings and one at the foot of the table. Type all text in tables in small type: 10 pt

Table caption:

Place caption above the table.

Typeface: Times New Roman

Type size: 10 pt

Single line spacing

Aligned to the left

Indent: 0

Figures and photographs

- Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures should fit within the column width of 90 mm (3.53") or within the full type area of 187 mm (7.36").
- Leave about two lines of space between the actual text and figure (including caption). Keep in mind that everything will be reduced to 80 % of the original size. Therefore 9pt should be the minimum size of lettering. Lines should be 2 mm (0.01") thick.
- Keep figures as simple as possible. Avoid excessive notes.
- Photographs must have a resolution of at least 300 dpi.
- Do not place figures/tables sideways on a page, if this cannot be avoided no other text (except the figure/table caption) should appear on that page.

Figure caption:

Place caption below the figure.

Typeface: Times New Roman

Type size: 10 pt

Single line spacing

Aligned to the left

Indent: 0

ILLUSTRATIONS AND DIAGRAMS

Please ensure that all figures are of the highest quality. You are advised to check how colour illustrations show in black/white for reproduction in the printed proceedings. Line drawings should be clear and uncluttered. Please note that texts must still be readable after a reduction to 80% of the original size.

PLEASE NOTE:

Even one late paper can uphold the production of the book and CD-Rom. Papers that arrive late are therefore likely to be excluded from publication.

Finally, check the IS-Kanazawa 2012 Website at www.is-kanazawa2012.jp for any updates and good luck on your papers.

REQUIREMENTS

Commercialism

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. 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 to be revised. Failure to conform to these rules in the final submission will result in rejection of the paper. Acknowledgement of sponsorship at the end of a paper is both appropriate and acceptable.

Clearances

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