

Instructions for preparing a paper to be included in the conference proceedings

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Abstract. This document provides information and instructions for preparing a paper to be included in the Proceedings of the Vienna Congress on Recent Advances in Earthquake Engineering and Structural Dynamics 2013 (VEESD 2013). In order to ensure uniform style throughout the volume, the paper must be prepared strictly according to these instructions. The PDF file of the complete paper should be uploaded online through the paper submission process. The paper should be sent to the conference organisers before the deadline of submission. Any material received too late will not be published. If there are any doubts, please contact the conference secretariat: veesd@tuwien.ac.at.

Keywords: Paper instructions; Submission; Template file

1 INTRODUCTION

1.1 Language, paper length

The paper must be written in English. The paper including figures, tables and references should have a minimum length of 8 pages and must not exceed 10 pages.

1.2 Type area

The text including header, title, section headings, figures, tables and references should fit exactly into the type area of 160 × 252 mm (6.30" × 9.92"). For correct settings of margins see Table 1.

Table 1. Margin settings for A4 size paper and letter size paper

Setting	A4 size paper		Letter size paper	
	cm	inches	cm	inches
Top header	2.0	0.79	1.5	0.59
Top text	3.0	1.18	2.5	0.98
Bottom	2.5	0.98	1.2	0.47
Left	2.5	0.98	2.8	1.10
Right	2.5	0.98	2.8	1.10

1.3 Typefont, typesize and spacing

Use Times New Roman 11 point size and 13 point (exact) line spacing, justified (Standard tag). Never use bold, except for headings, as described below and never underline any text. Use Times New

Roman 10 point size and 12 point line spacing for tables (Table tag), Table captions (Table caption tag), figures captions (Figure caption tag), the abstract (Abstract tag) and References (Reference tag).

Never use letter-spacing and never use more than one space after each other.

2 LAYOUT OF THE FIRST PAGE

2.1 First page header

The first line of the first page header is located 2 cm (0.79") from the top of the page. It contains five lines in 8 point Times New Roman, 9 points line spacing, right-aligned (First_header tag) including the name of the conference (2 lines), date and location (1 line), editors of the conference proceedings (1 line) and paper number, as shown above. The actual paper number must be inserted.

2.2 Title, authors and affiliation

The first line of the title is located 4.5 cm (1.77") from the top of the page. The title (Title_1 tag) should be written left-aligned, in 14 points, boldface Times New Roman, in lower case (no caps except for proper names). It should be 16 point spaced if the title is more than one line long. The title should be no longer than two lines. It should not contain any acronyms.

Beneath a blank line (11 point size, 13 point line spacing) follows one line containing the authors (initials of the first name followed by the last name, number of affiliation in superscript) separated by a comma. Use boldface Times New Roman, 11 points, left-alignment (Author tag).

A blank line (11 points, 13 point line spacing) should separate the line of co-authors and the co-author's affiliation.

Author's affiliation should be written left-aligned, in 10 point Times New Roman, 12 point line spacing (Affiliation tag). Each co-author's affiliation starts with the number (connecting this affiliation with one or more co-authors) followed by the institution, city and country. Each affiliation should not be longer than one line.

2.3 Abstract and keywords

The first line of the abstract is located 9 cm (3.54") from the top of the page. Type the word Abstract in boldface followed by a period. Then type the abstract of not more than 10 lines in 10 point size, 12 point line spacing, justified (Abstract tag).

A blank line (10 points, 12 point line spacing) should separate the abstract and the keywords.

Type Keywords in 10 points, 12 point spacing, italic, followed by a colon and 5 keywords at most (Keywords tag). All keywords separated by a semicolon should fit into a single line. Each keyword starts with a cap.

2.4 First section heading

Leave two blank lines (each 11 points with 13 point spacing) between the keywords and the first section heading "Introduction" For the style of the first section heading see the section "Section heading" (SECTION HEADING tag).

3 HEADER

Starting from page 2 a header is located 2 cm (0.79") from the top of the page. Type in Times New Roman 10 points italic the names of the co-authors (first the initial and then last name) separated by a comma, followed by “ / VEESD 2013” (Header_regular tag).

Number the pages consecutively and place the number at the end of the line. The first page is not to be numbered.

4 SECTION HEADING SECTION HEADING SECTION HEADING SECTION HEADING SECTION HEADING SECTION HEADING

Type section headings in capital letters, Times New Roman boldface 11 points, 13 point line spacing. Number the headings consecutively. The heading number is set flush with the left margin. The heading itself starts 0.55 cm (0.22") from the left margin (tab stop) and is left-aligned. The second line of the heading is 0.55 cm (0.22") indented from the left margin (Section heading tag). Leave two blank lines before the section heading, and one blank line between the heading and the first line of the subsequent text. Do not use acronyms in any heading.

4.1 Secondary heading secondary heading secondary heading secondary heading secondary heading

Type secondary headings in lower case, Times New Roman boldface 11 points, 13 point line spacing. Number the headings consecutively as shown above. The heading number is set flush with the left margin. The heading itself starts 0.80 cm (0.31") from the left margin (tab stop) and is left-aligned. The second line of the heading is 0.80 cm (0.31") indented from the left margin (Secondary heading tag). Leave one blank line before the secondary heading and one blank line between the heading and the first line of the subsequent text.

4.1.1 Tertiary heading

Type tertiary headings in lower case italics, Times New Roman boldface 11 points, 13 point line spacing. Number the headings consecutively as shown above. The heading number is set flush with the left margin. The heading itself starts 1 cm (0.39") from the left margin (tab stop) and is left-aligned. The second line of the heading is 1 cm (0.39") indented from the left margin (Tertiary heading tag). Leave one blank line before the tertiary heading and no blank line between the heading and the first line of the subsequent text.

5 TEXT BODY

Use Times New Roman 11 point size and 13 point (exact) line spacing, justified (Standard tag). Between two paragraphs of the text body one blank line should be set. Paragraphs are never indented.

5.1 Listing and numbering

A list should be arranged as shown below:

- Use Times New Roman 11 point size and 13 point (exact) line spacing, justified. The text is 0.55 cm (0.22") indented from the left margin (List_1 tag).
- This is the second topic of this list.

5.2 Equations

The standard font of the equations should be Times New Roman 11 points. Equations are not indented. The minimum line spacing is 13 points (Equation tag). Number equations consecutively and place number at the end of the line, between parentheses. Refer in the text to equations by these numbers. See for example Eq. (1) below:

$$c = \frac{a+b}{\sin \alpha} \quad (1)$$

Leave a blank line above and a blank line beneath the equation. A blank line separates two subsequent equations. In this template Eqs (2) and (3) are not shown.

5.3 Figures, diagrams 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, etc. can be in black/white or full colour. Figures should be centred. Leave one line of space above and beneath the figure (including caption).

The most convenient place for figures is the top or bottom of the page. Avoid placing text between figures. Please ensure that the figures are of high quality. Use the Figure tag.

Refer in the text to a figure such as Figure 1.

5.4 Figure captions

Figure captions should be centred and written in Times New Roman 10 points with 12 point line space. Type “**Figure 1.** Caption text.” Place the caption underneath the figure. Between the figure and the caption should be 6 points of space (included in the Figure caption tag). Leave one line of space between the figure caption and the text. See for example Figure 1 below.

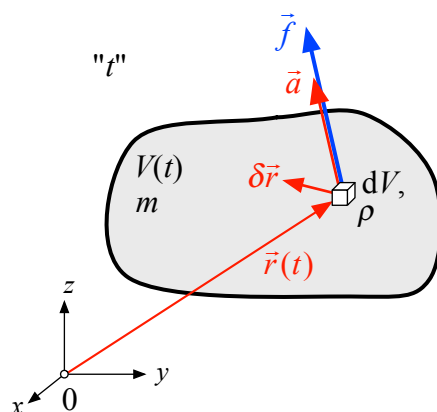


Figure 1. Figure captions should be as short as possible. Refer to the text.

5.5 Tables and table captions

Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. 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 Times New Roman 10 point size, 12 point line spacing, 2 points spacing above and

beneath each line. Align all headings to the left of their column and start these headings with an initial capital (Table tag).

Type the caption above the table in Times New Roman 10 points, 12 point line spacing, 4 point spacing between the caption and the table (Table caption tag), left-aligned. Type “**Table 1.** Table caption text.” See for example Table 1.

6 CONCLUSIONS

Conclusions should state concisely the most important propositions of the paper.

ACKNOWLEDGEMENTS

Use the format of the section headings for the heading of the acknowledgements, however without number (Heading_references tag).

REFERENCES

Last name, First name initials (year). Title of article. *Journal title*, **Journal volume**: pages.

Last name, First name initials (year). *Book title*. Publisher.

Last name, First name initials (year). Title of article. In: Editor Last name, First name initials (eds), *Proceedings title*; Conference date, location, country. Paper No., number of pages. Publisher.

Examples:

Adam, C. and Jäger, C. (2012a). Seismic collapse capacity of basic inelastic structures vulnerable to the P-delta effect. *Earthquake Engineering and Structural Dynamics* **41**: 775-793.

Chen, W.F. and Lui, E.M. (2005). *Earthquake Engineering for Structural Design*. CRC Press.

Krawinkler, H., Zareian, F., Lignos, D.G. and Ibarra, L.F. (2009). Prediction of collapse of structures under earthquake excitations. In: Papadrakakis, M., Lagaros, N.D. and Fragiadakis M. (eds), *Proc. 2nd International Conference on Computational Methods in Structural Dynamics and Earthquake Engineering (COMPdyn 2009)*; June 22-24, 2009, Rhodes, Greece. CD-ROM paper, Paper No. CD449, 19 pp.

At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (such as section headings, however without number). Between the heading and the first reference there should be a blank line (11 point size, 13 point line spacing). The references should be typed in Times New Roman 11 points, 12 point line spacing, and second and further lines should be indented 0.55 cm (0.22 ") (Reference tag). If several works by the same author are cited, entries should be chronological:

Vamvatsikos, D. (2011a). Seismic ...

Vamvatsikos, D. (2011b). Prediction ...

Vamvatsikos, D. (2012). Analysis ...

Vamvatsikos, D. and Cornell, C.A. (2002). Incremental ...

Vamvatsikos, Author, A. and Author, B. (2005). Direct ...

In the text, place the authors' last names (without initials) and the date of publication in parentheses (Vamvatsikos 2011a, Vamvatsikos and Cornell 2002, Vamvatsikos et al. 2005).