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Industry Track Paper MSWord Template and Submission Guidelines

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ABSTRACT

Papers must be written in English only and must be based on an accepted abstract. Once the corresponding author has been notified that an abstract has been accepted, the Paper must be submitted **by 11 June 2018** using the conference website at <https://africageo.org.za/abstract-paper-submission/>. The paper must be prepared using only this MSWord template and in accordance with the instructions contained herein. The paper will be reviewed for suitability as a contribution to the conference proceedings, and for oral or poster presentation. The Conference Scientific Committee (CSC) may require authors to make revisions to their submitted papers. The need for any such amendment will be made known to affected authors **by 22 July 2018**. These authors must submit their final papers through the conference website **by 31 July 2018** at the very latest. The presenting author of each paper must be registered as a full conference delegate presenter, student or exhibitor presenter, by the deadline of **6 August 2018**, in order to enable the publication and presentation of a paper. Papers submitted to the conference organizers in any other way, or where registration fee has not been received by the deadline, will not be accepted or published notwithstanding that the registration fee may be paid at a later date. The abstract in this paper must not exceed 300 words. **You are also required to ensure your original submitted abstract is the same as this one as we will be using your original abstract only for publishing the programme. Authors can access the abstract and paper submission centre by logging <https://www.abstractwiz.co.za/accounts/login/> using their Existing User Name and Password.**

1. INTRODUCTION

1.1 Publication Quality and Uniformity

To ensure publication quality and uniformity, the following guidelines are intended to assist authors in preparing their papers for the conference. Authors of papers are required to type their paper into this template to ensure uniformity of paper presentation in the conference proceedings.

Please note that if these guidelines are not followed, your paper will be returned to you for revision and re-submittal. The resulting time delay could lead to your paper not being published in the conference proceedings due to preparation deadlines.

1.2 Required Registration

The presenting author must register as a full conference delegate presenter, student or exhibitor presenter, by the deadline of **6 August 2018** in order to submit a final paper. This must be done online through the conference website at <https://africageo.org.za/registration/> by no later than **6 August 2018**. The presenting author need not necessarily be the primary author, however if there is a change in presenting author from primary authors kindly amend your submission.

1.3 Online Submission

All draft and final papers must be submitted electronically in Microsoft Word format using the online submission feature on the conference website. Your draft paper must be received by **11 June 2018** and your final paper by **31 July 2018**. Papers submitted to the conference organizers in any other way will not be accepted.

For further information on paper submission using the online website please visit the conference website at: <https://africageo.org.za/submission-guidelines/>

2. FORMATTING DETAILS

2.1 Length

The length of a complete paper including title, abstracts, text, figures, photographs, tables, acknowledgments and references is **FOUR (4) to TEN (10) pages**. Papers will not be accepted if they are longer than ten (10) pages.

2.2 Font

All text must be 10 point Arial font with the following exceptions:

- The title must be 14 point Arial font (bold).

2.3 Page Size and Margins

Select A4 (21 cm wide x 29.7 cm) and use the following page dimensions: top margin = 37.5 mm, bottom margin = 25 mm, left margin = 20 mm, right margin = 20 mm, and gutter width = 6 mm.

2.4 Page Numbers

Insert page numbers, headers and footers.

2.5 Spacing and Indenting

All text elements should be single-spaced. Text must be in one (1) column. No indents should be used anywhere, except in the references. Use two spaces between sentences.

One (1) open line should be left between paragraphs. The text should be right and left justified.

Leave two (2) open lines above and one (1) open line beneath primary headings - leave one (1) open line above and one (1) open line beneath secondary and tertiary headings. Leave one (1) open line between equations and text, and between successive equations. Leave one (1) open line between the body of text and figures or tables (including captions).

2.6 Title/Author(s)

The full paper title should be typed at the top of the first page in 14 point Arial font, bold and Title Case, and left justified.

Leave one (1) open line at 10-point font following the title.

The author name(s), affiliation, country and e-mail address should then be typed in 10 point Arial font. Do not use italics. Do not include author titles. Include initials only for first and middle names. Please indicate if the presenting author is different from the primary author.

2.7 Abstracts

Each paper must begin with an abstract in English consisting of **no more than 300 words in total**.

Type the word "ABSTRACT" and then the English abstract.

Leave three (3) open lines (10-point font) between the last author line and three (3) open lines (10-point font) between the last abstract line and the Introduction line.

You are also required to ensure your original submitted abstract is the same as this one as we will be using your original abstract only for publishing the programme. Authors can access the abstract and paper submission centre by logging <https://www.abstractwiz.co.za/accounts/login/> using their Existing User Name and Password.

2.8 Number Headings

Within the paper, number all headings as follows:

- 1. PRIMARY HEADING
- 1.1 Secondary Heading
- 1.1.1 Tertiary Heading

Avoid orphan headings. If you do not understand these terms, please consult someone who does.

2.9 Spelling

Spelling is to conform to customary UK English usage, as given in the Oxford Unabridged Dictionary.

2.10 Equations, Formulas, Symbols and Units

Type and centre equations and formulae on the page. Leave one (1) open line above and below the equation.

Equation numbers must be placed flush at the right margin in square brackets and numbered consecutively.

Example of equation:

$$\tau = \sigma \tan \phi + c \quad [1]$$

Refer to equations in the body of the text by these numbers (e.g., "Eq.1" or "Equation 1 shows..."). Symbols and notations should conform to those recommended by the International Hydrographic Society.

Use SI units and Arabic numbers, and do not use italics.

2.11 Tables

Number tables consecutively in order of appearance and locate them close to the first reference to them in the text. Refer to tables as Table 1, or Tables 1 and 2, in the body of the text. Avoid abbreviations in column headings (other than units).

Centre and type the caption above the table to the same width as the table, and leave one (1) open line between the table caption and the table and between the table caption and the preceding text. Leave one (1) open line between the table and following text. Centre the table on the page.

Use the following example for the format of table.

Table 1. Characteristics of tested soils.

Characteristics	Vancouver	Richmond
Organic matter (%)	0	1
Water content (%) ¹	40	60
Liquid limit (%)	22	44
Plastic limit (%)	15	18
Sand (%)	35	8
Silt (%)	45	44
Clay (%)	20	48

¹water content of specimens after preparation for testing

2.12 Illustrations and Figures

All illustrations must be embedded in the MS Word document using Edit / Paste Special / Picture.

Centre the illustration or figure on the page. It is permissible to have two illustrations or figures side by side provided they are legible. Leave one (1) open line before and after the illustration or figure.

Please number illustrations (whether drawings or photographs) consecutively in the order of appearance and refer to them as Figure 1, Figures 2 to 4, etc.

Do not place illustrations sideways on a page; however, if this cannot be avoided, no other text should appear on that page.

Drawings may be in colour but authors should select colours that are effective when reproduced in black and white hardcopy.

Photographs may be in colour, but authors should select colours that are effective when reproduced in black and white hardcopy.

Lettering should be approximately the same size as the text with a minimum height of 2 mm. Lines should preferably be 0.2 mm thick. Captions should be placed immediately below the illustration and centred on the page.

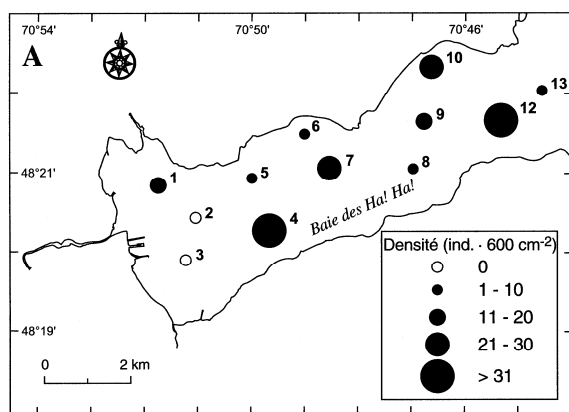


Figure 1. Spatial distribution of the macro-benthic organisms (from Pelletier et al. 1999).

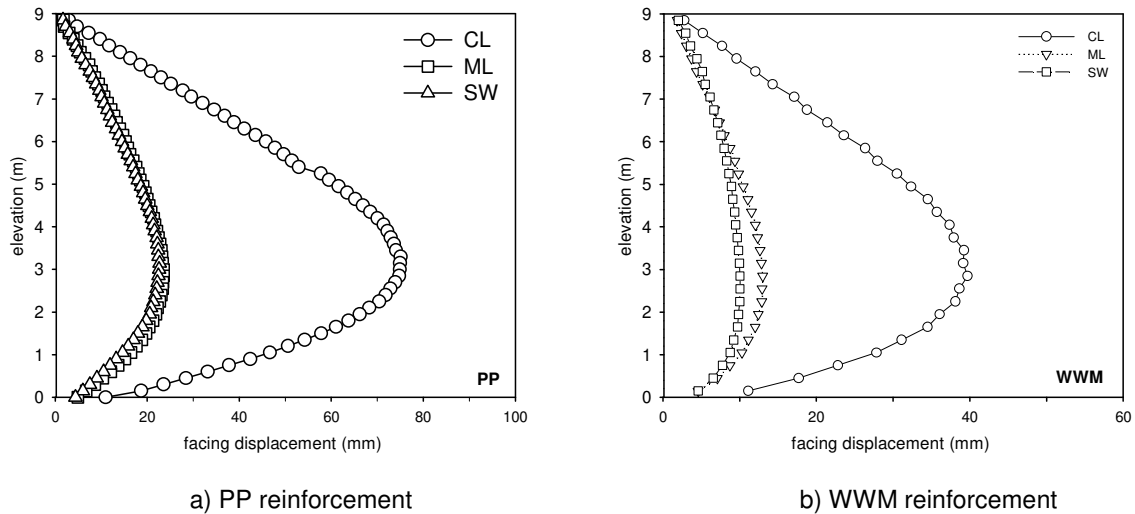


Figure 2. Wall deformations.

3. CLEARANCES AND COPYRIGHT MATERIAL

Authors are responsible for obtaining written permission to profile the project or subject matter in their papers from any and all clients, owners or others who contracted for the work.

If a figure, table or photograph was previously published; the author must obtain written approval from the original publisher before it can be reprinted in the conference proceedings.

The conference organizers assume that you have obtained the proper permission(s) as applicable. The conference organizers assume no liability for failure by the authors to gain proper permissions.

The source of previously published material must be included in the caption of the table, figure or photograph.

4. COMMERCIALISM

All commercialism must be avoided. Papers may not include any promotion for products, services, or companies. Company logos shall not appear anywhere in the paper. Authors shall not use brand names or company names in the paper titles. When a brand name must be used in a paper, the brand name may appear only once in the text of the paper and then be referred to thereafter by a generic description. No brand name may appear in any table, figure or picture. The authors of a paper should be identified by their name, affiliation, and country. Any violation of these rules may result in automatic rejection of the paper for presentation and publication in the conference proceedings.

ACKNOWLEDGEMENTS

Providing an acknowledgment of sponsorship at the end of a paper is permitted. The acknowledgements heading should appear without a heading number. The ACKNOWLEDGEMENTS section should follow the text of the paper and precede the REFERENCES section.

REFERENCES

The REFERENCES heading should appear without a heading number.

Within the body of the text, references should be made in parenthesis with the author's surname(s) and the year of publication such as "(Seed et al. 1977)" or "According to Seed et al. (1977)..."

At the end of the paper, list all references in alphabetical order of authors' names. The first line of each entry in the reference list should not be indented: the following lines should have 5 mm indentation. Do not leave an open line between references. Type book titles and the names of journals, reports and conferences, etc. in *italics*.

Format for books is: last name, initials (year) *Book Title*, Publisher, City, State/Province, Country (of publisher). For example:

Terzaghi, K. and Peck, R.B. (1987). *Soil Mechanics in Engineering Practice*, 2nd ed., McGraw Hill, New York, NY, USA.

Format for journal papers is: last name, initials, (year), Article title, *Name of Journal*, volume number in Arabic numerals, pages. For example:

Ingold, T.S. and Miller, K.S. (1983). Drained axisymmetric loading of reinforced clay, *Journal of Geotechnical Engineering*, ASCE, 109: 883-898.

Format for conference papers is: last name, initials, (year), Article title, *Name of conference*, Publisher, City, State/Province and Country where conference took place, volume number in Arabic numerals: pages. For example:

Leshchinsky, D. and Perry, E.B. (1987). A design procedure for geotextile reinforced walls, *Hydrographic '87*, IFAI, New Orleans, LA, USA, 1: 95-107.

Koerner, R.M., Wayne, M.H. and Carroll, R.G., Jr. (1989). Analytic behaviour of geogrid anchorage, *Hydrographic '89*, IFAI, San Diego, California, USA, 2: 525-536. [Note: all authors are authors listed, do not use "et al." in the reference list.]

Format for an ASTM test standard:

ASTM D 638. Standard Test Method for Tensile Properties of Plastics, *American Society for Testing and Materials*, West Conshohocken, Pennsylvania, USA. [Do not include year since standards are re-published every year]