

CEDA DREDGING DAYS 2005

Dredging: The extremes

Ahoy' Rotterdam, the Netherlands
2 – 4 November 2005

In conjunction with Europort Maritime 2005
1 - 5 November 2005



Authors' Kit

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Issued by: CEDA – Central Dredging Association
for the
International Technical Papers Committee of Dredging Days 2005

Date: February 2005

The CEDA Dredging Days is sponsored by CEDA and organized by Ahoy'Rotterdam

Guidelines for the preparation and submission of platform and poster papers for Dredging Days 2005

A. Author¹, B. Author², and C. Author³

Abstract: A CEDA Dredging Days technical paper is a vehicle for the transfer of information about theory, technology and applications relating to dredging and associated matters. This document summarizes how to prepare the manuscripts and how to generate **Portable Document Format** (PDF) files required for submission. Please observe the instructions carefully. **Use the layout of this document as a guide.**

Throughout the document, unless a clear distinction is made, the word "paper" refers to both platform and poster papers.

Keywords: content, format, submission, copyright

¹ Business affiliation 1, Mailing address 1, Telephone 1, Fax 1, E-mail 1, Web 1

² Business affiliation 2, Mailing address 2, Telephone 2, Fax 2, E-mail 2, Web 2

³ Business affiliation 3, Mailing address 3, Telephone 3, Fax 3, E-mail 3, Web 3

1 INTRODUCTION

The papers should describe original work and should not have been published or offered for publication elsewhere. It is the authors' responsibility to obtain all necessary approvals for publication from employers or others involved, before the submission of the paper. The attached CEDA Dredging Days 2005 Copyright Form must be completed and submitted for each paper to be published in the Conference Proceedings. (For Internet/Web posting see Section 6 of this document).

2 CONTENT - LANGUAGE

Papers must be written in English in a clear and straightforward manner so as to be easily read and understood. It should be remembered that they will be read by many whose first language is not English. Simple sentence construction will assist clarity. The International Technical Papers Committee (ITPC) appreciates that some authors may have difficulties in writing in English. Manuscripts that do not reach the required standard for publication cannot be accepted for presentation or publication but CEDA may be able to arrange editorial assistance for those who require it. Authors who feel that they may encounter problems may wish to contact CEDA (see Section 7. of this document) or to send a preliminary draft manuscript to CEDA in advance of the deadline for the submission of papers.

A manuscript must include:

- Title
- Author's Name, Affiliation (if you prefer to give your organisation's name in a language other than English, always include the English translation in brackets), Address, Telephone, Fax, E-mail and World Wide Web (if applicable)
- Abstract
- Keywords
- Text

2.1 Abstract

The abstract should give a concise and informative description of the paper, in a maximum of 300 words, written to interest the reader as well as for information retrieval.

2.2 Keywords

Keywords will assist those conducting searches in databases. Please give up to 4 keywords, which reflect the domain of your article. Avoid very general categories (e.g. dredging).

2.3 Text

The paper must address the interests of readers with diverse specialities and backgrounds. Abbreviations and synonyms should be spelled out and identified the first time they are used. Trade names and professional jargon should be kept to minimum. **The paper should be free from explicit and implicit commercialism or private interest.** Company and product names, if used, should be included for identification purposes only. References to earlier work in the field and credits to recent contributors should be included.

2.4 Terminology

The ITPC strongly advises the authors to avoid the use of the words listed below since due to their negative connotations those words propagate a negative image of dredging. Examples of preferred alternative words are also given.

- ~~Sanitation~~ → remediation/cleanup
- ~~Sanitised~~ → remediated/cleaned up
- ~~Dumping~~ → relocation, placement, disposal
- ~~Spoil~~ → sediment, silt, dredged material
- ~~Sludge~~ → sediment, silt, dredged material
- ~~Polluted~~ → contaminated

3 FORMAT

To ensure a degree of uniformity authors are requested to follow the typing instructions provided below. The ITPC reserves the right to omit the publication of a paper if it finds that the instructions have not been followed.

3.1 Length of papers

Platform papers:

Papers should not exceed 9 printed pages of text. With the addition of the figures the total number of pages submitted should not exceed 14.

Poster papers:

Poster papers are limited to 5 printed pages including tables and illustrations.

The above limits will be strictly observed by the Editor of the Proceedings: pages above 14 will be omitted from publication. Authors may request the incorporation of maximum 5 additional pages at a price of euro 50 per page. Over-length paper payment must accompany the submission of the camera-ready paper.

3.2 Order of contents

- Page 0: Abstract; Author's Name, Affiliation, Address, Telephone, Fax, E-mail and World Wide Web; Keywords
- Pages 1- 13: Nomenclature (if applicable), Introduction and following text, conclusions, references.

3.3 Typing instructions

Paper size - margins

The text should be submitted on unlined white **A4 paper** with top and side margins of 2.54 cm (1 inch). Use full justification. The image area or block of text will then be 158 mm (6.25") x 254 mm (9.5"). If A4 paper is not available, use 8½" x 11" paper with left margins of 1" (25.4 mm). The right hand margin should be 1¼." (32 mm) and the top and bottom margins ½" (12.2 mm). Do not leave additional margins. Do not use company headed paper. Do not use headers or footers or draw a frame around your text.

Spacing

Manuscripts should be single-spaced.

Fonts

Use 'Times New Roman 10 pt' (or equivalent font) . In order to enable seamless PDF generation, all used fonts must allow embedding and subsetting. See Section 4 on how to check for font embedding and subsetting when using Adobe Acrobat.

Title/abstract page

For this page please follow the typing instructions given on the enclosed example (Annex 1).

Headings

Major headings should be typed in capital letters to the left of the column and preceded by two and followed by one blank line. Capitals and lower case letters should be used for subheadings, which should be preceded by one blank line as illustrated by these instructions. (Do not underline any text.)

Symbols, formulae and equations

All symbols must be shown in the nomenclature list that precedes the text. The SI system of units should be used. If units other than SI units are included, they should be given in parenthesis after the relevant SI unit. The common units of time will persist, and also in appropriate contexts, the angular measurements. An exception is when English units are used as identifiers in terms such as "3½" disc drive'. Equations should be indented and successively numbered (in parenthesis) flush with the right-hand guidelines (see example below).

$$y = a + b + cx^2 \quad (1)$$

References

Citations in the text should be given in parentheses, for example: (Author, Year) or (Author et al. ,Year) or (Author1 and Author2, Year). List your bibliographical references at the end of your paper in alphabetical order.

For a paper citation:

Jones A. and A.N. Other (1987). Title of the Very Interesting and Informative Article. Name of the International Highly Respected Professional Journal, Vol. 2, No. 3, pp. 1-20.

For a book citation:

Jones A., A.N. Other and J.K. Black (2000). Title of the Very Interesting and Informative Book. Publication Information, pp.1-30.

For a conference citation:

Jones A., A.N. Other and J.K. Black (1999). Title of the Very Interesting and Informative Conference Paper, in Proceedings of the Very Interesting and Highly Successful Conference, City, Country, pp. 315-350.

Page numbers, headers or footers

Do not number the pages of your paper. If you submit hard copy, page numbers should be written in pencil at the bottom right of each page.

Do not use headers or footers.

Graphics and tables

Avoid commercial endorsements in illustrations. A graphic which includes a trade name incidentally is acceptable but illustrations incorporating the logo of the company with which the author is associated will not be included in the proceedings.

Graphics and tables should be incorporated into the body of the text (not at the end of the paper) as close as possible to their first mention in the text. Graphics and tables should be centred and numbered consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Leave two line spaces between the actual text and figure (including caption). Since the conference proceedings will be published on a CD-ROM, the use of colour illustrations is encouraged.

The graphics should have a resolution of 300 dpi.

Captions

Captions should be centred, using a 10 pt normal font. Use the abbreviation "Fig. 1". Figure captions should be below the figures; table captions should be above the tables. Figure axis labels are often a source of confusion. Try to use words, rather than symbols. Put units in parentheses. Avoid abbreviations in table column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not within the table itself.

4 CREATION OF PDF FILES

When creating the PDF files:

- **DO NOT** use password protection.
- All fonts must be embedded and subsetted in the PDF.

Adobe Acrobat users can check for font embedding and subsetting by following the steps below:

1. On the print panel, check "Print to file". This will cause Acrobat to try to assign fonts to all the fonts in the document.
2. Print the file.
3. Go to "Document Properties" and select "Fonts".
4. Click on the "List all fonts" button. In column "**Used Font**" it should say "**Embedded Subset**" for all fonts used.

5 SUBMISSION

Both draft manuscripts for review by the ITPC and camera-ready papers **must be sent to the CEDA Secretariat (ceda@dredging.org) by e-mail as PDF files. Other file formats will not be accepted.**

Each submission must include the Paper ID.

5.1 Draft manuscripts for review by the ITPC

Draft manuscripts must be submitted by **1 June 2005**. All draft manuscripts, platform or poster, will be peer reviewed. Comments from the reviewers will be sent to the authors by **1 August 2005 the latest**.

5.2 Camera - ready papers

The camera-ready papers (platform and poster) will be published in the conference proceedings on CD-ROM. A simple bound volume will also be produced into which only the platform papers will be included. This bound volume is designed to be used during the conference to assist delegates to follow the platform presentations. The camera-ready papers must be submitted by **1 September 2005**. **Please note that the ITPC reserves the right to remove a paper from the program and from publication if it finds that the reviewers' suggestions have not been followed, or discovers that the paper has been previously published.**

Each camera-ready submission must include:

- the full camera-ready paper, including the title/abstract page
- the name and the short (100 word) biography of the author who will present the paper. This is for use by the Session Chair in introducing the speaker. Please submit this electronically in Rich Text Format (RTF) or include the text in the main body of the email.

The completed CEDA DREDGING DAYS 2005 Copyright Form (Annex 2) should be sent separately to the CEDA Secretariat (address in Section 6. of this document).

Please note: The submission deadlines will be strictly enforced.

Important: It is understood by the submission of the camera-ready paper that one or more of the authors will register for the conference, pay the appropriate fee(s), attend the conference and present the paper. If at least one registration fee per paper has not been received at the time of the submission of the camera-ready paper, the paper will be withdrawn from the programme and will not appear in the conference proceedings. Online registration on <http://www.dredging.org/DredgingDays05.htm> will be open from 1 April 2005.

5.3 Summary of important dates

Submission of draft manuscripts:	1 June 2005
Reviewer comments to authors:	1 August 2005
Submission of camera-ready papers:	1 September 2005 (CHANGED!)

6 COPYRIGHT NOTICE FOR INTERNET/WEB POSTING

Authors have the right to publish their paper electronically on the Internet, on their or on their company's server. If authors wish to post their papers electronically, they must include a full reference to CEDA Dredging Days 2005 proceedings when linking to the full paper as shown in the following example:

Jones A. and A.N. Other (2000). Title of paper. CEDA Dredging Days 2005, Rotterdam, the Netherlands, pp. XY-XX

7 ENQUIRIES

Regarding technical programme and paper submission

Anna Csiti, CEDA Secretariat
Radex Building, Rotterdamseweg 183c
2629 HD Delft, The Netherlands
Tel.: +31 (0)15 268 25 75 Fax: +31 (0)15 268 25 76
E-mail: ceda@dredging.org

Regarding conference registration

Management Partnership International BV

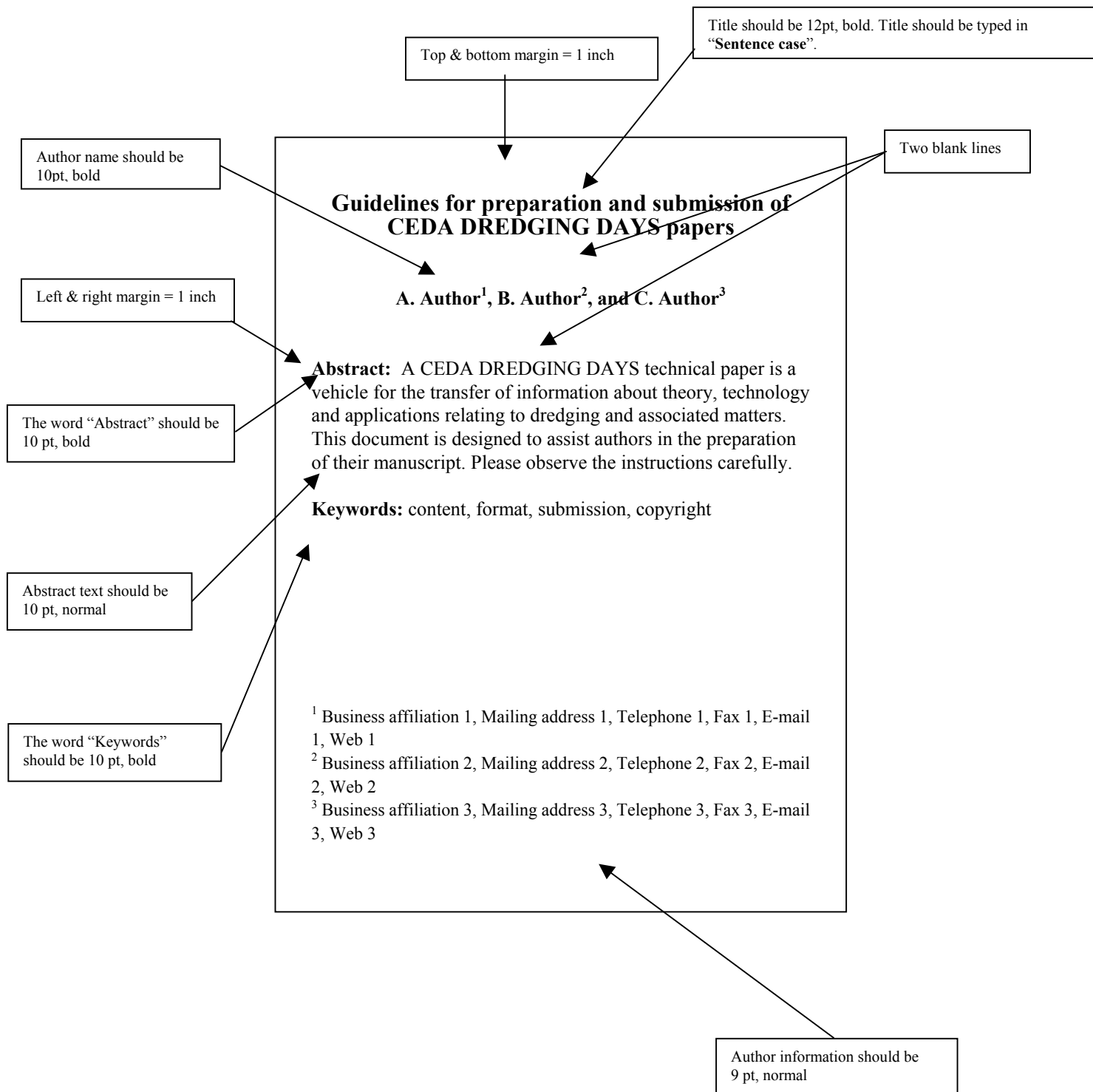
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3063 GA Rotterdam, The Netherlands

Tel.: +31 (0)10 – 414 9779 Fax: +31 (0)10 – 413 5022

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TITLE/ABSTRACT PAGE – EXAMPLE (Margins are shown for A4 size paper)



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TITLE OF CONFERENCE PAPER (hereafter, "the paper"):

AUTHOR(S):

TITLE AND DATE OF PUBLICATION: Proceedings of CEDA DREDGING DAYS 2005, 2-4 November 2005, Rotterdam, the Netherlands

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