**YOUNG CONCRETE RESEARCHERS, ENGINEERS AND TECHNOLOGIST SYMPOSIUM**

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Abstract

This document provides information and instructions for preparing a paper to be included in the Proceedings of the Young Concrete Researchers, Engineers and Technologist Symposium. The paper has to be saved as .doc/docx file. Papers will appear in print exactly as they have been prepared by the author. Therefore, it is essential that the paper be accurately and attractively presented.

The first page starts with the title of the paper, the authors, affiliation, abstract and keywords.

**The abstract should be less than 200 words.**

The organizers do not commit themselves to include in the Proceedings any paper received in different formats and received later than the deadline for full paper submission.

**Keywords:** max 5 keywords

# 1. Introduction

Authors should submit the paper electronically **in Word format.**

# 2. General specifications

The paper must be written **in good English**. All text including tables and graphics must fit into a printing box of 16 cm x 22.5 cm on A4 type paper, **2.5 cm left margin and 3.6 cm top margin** (right and bottom margins adjusted for A4), Calibri font (**also for font used in Excel charts, diagrams or figures**). No part of the paper to be reproduced should appear out of the printing box. The final pages of the proceedings will be reproduced at a factor size of 0.8, thus resulting in a final printing area of 12.8 cm x 18.0 cm. The authors should pay attention to the thickness of lines in graphics, which should not be less than 0.15 mm at the final size of the paper, for being visible in the final pdf file, used for printing the proceedings. The paper including figures, tables and references must have a minimum length of 6 pages and must not exceed **8 pages**.

# 3. Title, authors, affiliation

The page one of the paper starts with the title of the paper, the authors, affiliation, the abstract and keywords.

## 3.1 Title

The title should be written left aligned, in 14 pt, boldface Calibri, all capital letters. It should be single spaced if the title is more than one line long.

## 3.2 Author (s)

The author's name should include first name, middle initial and surname. It should be written left aligned, in 12 pt boldface Calibri, 12 pt below the title.

## 3.3 Affiliation

Author's affiliation should be written left aligned, in 12 pt Calibri, 12 pt below the list of authors. A 12 pt space should separate two different affiliations.

## 3.4 Abstract

Use 12 pt Calibri for the abstract. The word Abstract must be set in Calibri 12 boldface, not italicized. The abstract text should be justified and separated 12 pt from the keywords, as shown in the previous page of these instructions. The abstract should neither be too short nor exceed the first page of the paper.

# 4. Headings

## 4.1 Main headings

The main headings should be written left aligned, in 12 pt, boldface Calibri in capital. There should be a 12 pt space before and 6pt after the main headings.

## 4.2 Secondary headings

Secondary headings should be written left aligned, 12 pt, boldface Calibri, with an initial capital for first word only. There should be a 12 pt space before and 0 pt after the secondary headings.

# 5. Text

The normal text should be written single-spaced, justified, using 12 pt Calibri in one column. The first line of each paragraph must be indented 0.5 cm. There is not inter-paragraph spacing.

# 6. Page numbers

In case a digital version of the Proceeding is prepared, a paper will be found by the author's name or using the keywords. Page numbering is unnecessary for this purpose. However in any case, in order to organize the paper and for final control, it is requested to number the pages. Write the page number right aligned at the bottom of each page, with 12 pt Calibri

Note: Page numbers are not included in the printing box.

# 7. Tables

Keep tables simple. Range tables and table headings left. Do not spread tables out across the page. Type the table number and title immediately above the table. All tables should be numbered consecutively and captioned, the caption should be 12 pt Calibri, upper and lower case letters.

Table 1: Example of construction of a table

| C11 | C12 | C13 |
| --- | --- | --- |
| C21 | C22 | C23 |
| C31 | C32 | C33 |
| C41 | C42 | C43 |
| C51 | C52 | C53 |

A 6pt space should separate the table from the caption, and a 12 pt space should separate the table from the surrounding text.

# 8. Equations and units

A displayed equation is numbered, using Arabic numbers in parentheses. It should be left aligned, leaving a 6pt space above and below to separate it from the surrounding text. Number each equation between parentheses on the far right margin. Use SI units. Use correct abbreviations for units ("%" and not "percent").

The following example is a single line equation:

|  |  |
| --- | --- |
| Ax = b | (1) |

The next example is a multi-line equation:

|  |  |
| --- | --- |
| Ax = b | (2) |
| Ax = b |  |

# 9. Figures and photographs

If the author includes a photograph, figure or extract which has been published previously, the author must obtain written approval from the original publisher for it to be reprinted, and provide the corresponding references. All illustrations should be placed in the text near where they are first mentioned. All figures should be numbered consecutively and captioned. The caption title should be written centred, in 12 pt Calibri, with upper and lower case letters. Thickness of lines in diagrams: A MINIMUM OF 0.2 mm IS IMPERATIVE FOR ANY LINE OR AXIS (lines with lower values will not appear in the printed book).



Figure 1: Page layout

A 6pt space should separate the figure from the caption, and a 12 pt space should separate the upper part of the figure and the bottom of the caption from the surrounding text.

# 10. Footnotes

Avoid footnotes if possible. If you must sparingly use them, please be sure that they are typed within the margins specified above.

# 11. Conclusions

* The final Paper should be submitted electronically, as **Word document (.doc/.docx).**

# ACKNowledgements

This optional heading should be inserted just before the References heading, both headings (Acknowledgements and References) being in bold Calibri 12 pt, without numbering.

# References

1. List and number all bibliographical references at the end of the paper under the major heading **References**. Number the references in order of appearance, using Calibri 11 pt. Authors are cautioned to give complete information about books and authors and to check spelling and dates carefully. The presentation of references is given below. Commercial papers or documents not available to the public cannot be referenced.
2. Sterman, S. and Marsden, J.G., 'Silane coupling agents', *Ind. Engng. Chem.* **58 (**3) (1966) 33-77.
3. Alexander, K.M., Wardlow, J. and Gilbert, D., 'Aggregate-cement bond, cement paste strength and the strength of concrete', in 'The Structure of Concrete', Proceedings of an International Conference, London, September, 1965 (Cement and Concrete Association, London, 1968) 59-81.
4. Crank, J., 'The Mathematics of Diffusion', 2nd Edn (Clarendon, Oxford, 1975).