



This document includes:

- Notes on the style and format of your paper (pages 2 - 12)
- Screenshots demonstrating correct usage and layout (pages 13 - 21)
- ***A blank template (page 22) which has all the settings you need pre-loaded, so you don't need to set them all up yourself.***

You need to also upload your photo/headshot and a bio onto the system. To do this, go to <https://breakwaters2021.ice.org.uk/eSites/200208437/Login> and login using the email address and password you used when submitting your original abstract. You can then go to your profile where you can update your bio and photo.

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## PAPER STYLE

*A.B. Author<sup>1\*</sup>, C.D. Author<sup>2</sup> and E.F. Author<sup>3</sup> (use style: first initial, middle initials, last name e.g. R.J. Taylor<sup>1</sup>, M.I Evans<sup>2</sup>)*

*<sup>1</sup>First Author Affiliation name of department and organisation, City, Country*

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*<sup>3</sup>Third Author Affiliation name of department and organisation, Address, City, Country*

*\* Corresponding author*

### Total Length

Authors should aim for a maximum of 4000 words (excluding tables, figures and illustrations etc) and not to exceed 16 pages.

### ABSTRACT

Please do not exceed 200 words. Abstracts are text-only so please do not include figure numbers, table numbers, references or displayed mathematical expressions. The abstract must be in single column format and be left- and right- justified. Please note that the title "ABSTRACT" appears in full capitals and in bold style. The entire abstract is set in 9pt font.

### Fonts

Please use Times New Roman font.

### Notation

Insert symbols and notation here where necessary.

## 1. Introduction

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style has been used and that the citations are in numerical order throughout the text. Your paper will not be accepted for publication if it does not follow the instructions below.

## **2. Formatting**

### *2.1 Title*

The main title of the paper will be 18pt, Full capital letters and centred.

### *2.2 Author names and affiliations*

Author names and affiliations should immediately follow the title in the following format: first initial, middle name initials, family (last) name (e.g. B.D. Smith). Please do not include academic titles. Author names will be in 12pt font.

For multiple-authored articles, list the full names of all the authors, using identifiers to link an author with an affiliation where necessary (e.g. R.J Taylor<sup>1</sup>, M.I Evans<sup>2</sup>).

The full affiliations of all authors should be listed below the author names and should include: the department name; the name of the university or company; the name of the city; and the name of the country. Affiliations will be in 10pt italic.

e.g. <sup>1</sup>Department of Civil and Environmental Engineering Imperial College of Science, Technology and Medicine, London, United Kingdom.

### *2.3 Language*

All papers must be written in UK English and spell-checked before submission. *The Concise Oxford Dictionary, Chambers Technical Dictionary and Oxford Dictionary for Scientific Writers and Editors* can be used as guides.

### *2.4 Page formatting*

The final format of the published paper is demonstrated in this document. Please only use the styles available in the template.

### *2.5 Page layout*

The paper must be in single column format, 12.6 cm column width, single spacing. This can be achieved by setting the left and right margins to 1.5 cm wide.

All paragraphs must be justified, i.e. both left-justified and right-justified. The template provided has been set with the page layout required.

Please leave a single line space between paragraphs.

### *2.6 Footer*

Page numbers shall be placed on the right-hand side of the 'page footers' on all pages. No other information is to be placed in the footer.

## 2.7 Text font

Use Times New Roman with a font size of 10pt.

## 3. Headings

### 3.1 Sections

All section headings need to be numbered and no more than 3 levels (e.g. 1, 1.1 and 1.1.1) of headings should be used.

The headings of each section that should be used are as follows:

### A level headings

The A level section headings should be in bold font, 12pt (e.g. “**1. Introduction**”), with the paragraph starting on a new line. Only A headings have a full stop after the heading number.

### B level headings

The B level section headings should be in italic font 11pt (i.e. “*2.3. Section headings*”). The paragraph should start on a new line.

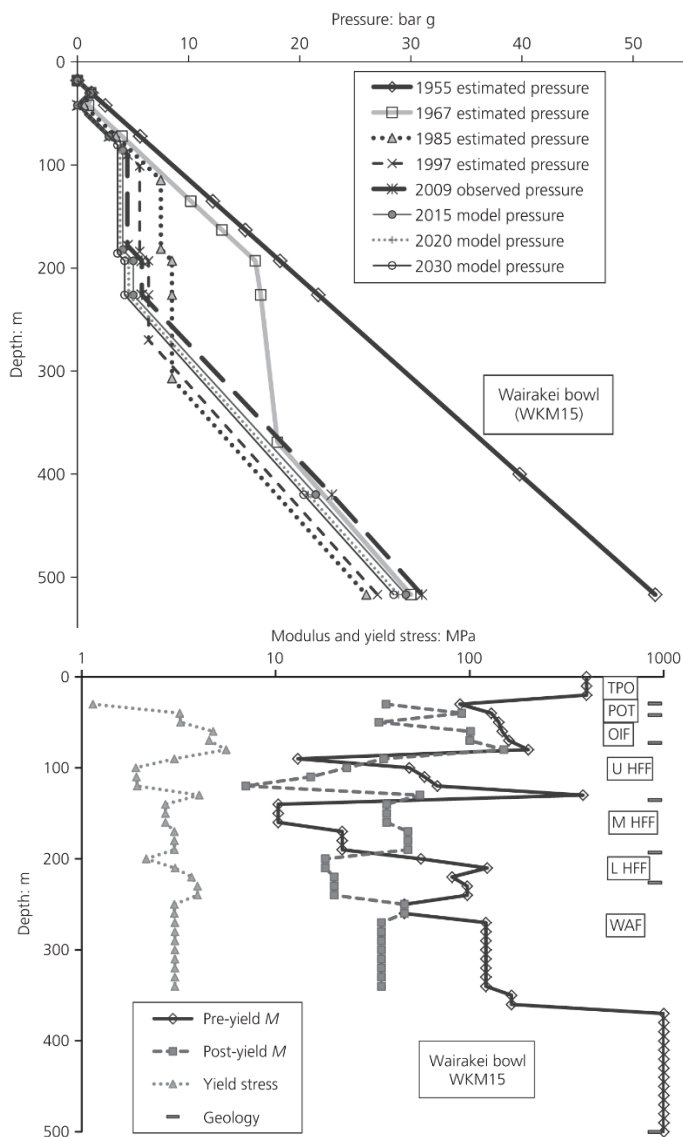
*C level headings:* The C level section headings should be in italic 10pt font the text for that section should run on and not start as a new paragraph.

For all headings, please only capitalise the first word (This is a heading) rather than capitalising all major words (This is a Heading), except where using proper nouns.

## 4. Figures

### 4.1 Figures

Graphics can be full colour but make sure that they are appropriate for print (black and white) and online (colour) publication (at least 300 dpi for photographs). Line graphs should use dotted or dashed lines, or shapes to ensure that they can be understood in print. Avoid references in the text to colours in the figures.



Each figure should be explicitly referred to in numerical order and should be embedded within the text at the appropriate point. A maximum of four sub-figures are allowed per figure.

Figures should be centred and captioned as per the following example.

Figure 1 Tunnel deterioration



#### 4.2 Figure captions

Please position above the figure, in 11pt font. Captions should ideally be one sentence. If a figure has subfigures, all subfigures should also have a caption and should be identified by letters, e.g. ‘Figure 1(a) shows X, (b) shows Y, (c) shows Z, and (d) includes a full stop at the end’

#### 4.3 Reference to figures

Refer to your own figures as follows:

Figure 1.1, Figure 1.1(a), Figures 1.1(a) and (b), Figures 1.1(a-c). Use double parentheses if needed (Figure 1.1(a)).

### 5. Tables

#### 5.1 Horizontal lines

Tables should be formatted as shown in the example below with horizontal rules only.

Table 1 Example table

Heading	Heading	Heading

Row 1 <sup>a</sup>	Row 1	Row 1
Row 2	Row 2	Row 2

---

<sup>a</sup>This footnote is set below the bottom rule

## 5.2. *Font*

Please use Times New Roman 10pt for the main body, and Times New Roman 8pt for any footnotes.

## 5.3. *Table footnote*

List under the bottom rule using superscript letters. Table copyright/permission goes in a separate footnote (not in the caption).

# 6. Equations

## 6.1 *Numbering*

Equations should be numbered sequentially (1), (2), with the number positioned on the right-hand side of the page.

## 6.2 *Size and position*

Your equations will need to be single spaced. They should be left-aligned and inserted using the built-in Word equation editor. e.g.

Resolving forces in the positive x direction, we obtain

$$(N_x + dN_x)a \, d\theta - N_x a \, d\theta + p_x a \, d\theta \, dx = 0 \quad (1)$$

Integrating both sides with respect to x yields

$$N_x = \int -p_x \, dx + k \quad (2)$$

Use the correct symbols and operators (e.g. – not - (for minus), × not x (for multiplication))

Full points should not be used to indicate ordinary multiplication as in a . b or 5 . 106. It should be ab or  $5 \times 106$ .

References to equations should be made with the word Equation capitalised e.g. it follows from Equation (1) that ...

## 7. Numbers and units

### 7.1 Numbers

Numbers up to ten are spelled out. Numbers from 11 are not spelled out.

Numbers used at start of a sentence should be written out in full except where they are a unit of measurement (in which case re-order the sentence appropriately).

Date ranges should be written in full, e.g. 1925–1929.

## 8. Conclusion

Please place the conclusion before the Acknowledgements section.

## 9. Acknowledgements

Please place your acknowledgements section after the conclusion and before the references section. Include acknowledgements of grants, financial aid and other special assistance in this section.

## 10. References

### 10.1 Citations in text

- If listing specific pages in a reference, use (Smith, 2009: p. 81; Jones, 1987: pp. 4–9), etc. Do not use page ranges in the reference list except to reference a chapter or article in a multi-contributor volume, journal, etc.

In the text, the name and date should be presented in these ways:

- Citations can be part of the text or in parentheses (e.g. ‘As stated elsewhere (Smith, 2009) ...’ or ‘As stated by Smith (2009) ...’)
- Citations with multiple authors: two – identify both (e.g. (Smith and Jones, 2008)); more than two – use *et al.* after the first author (e.g. (Smith *et al.*, 2008))
- Multiple citations: list in alphabetical order rather than chronological (e.g. (Jones, 2009; Smith, 1979; Terry, 1985))
- Different citations with the same author and year: add letters to the years (e.g. (Smith 2008, 2010a, 2010b))
- Abbreviated organisations: for organisations that have an abbreviated name (ICE, BBC, WHO, etc.), use the abbreviation in the text and define it in the list. Note: the full name may need to be used in the text on occasion, depending on context (e.g. if the organisation is being discussed)



## 10.2 Reference list style

- *Author names*: no small caps, no punctuation except to separate them, close up initials. Omit hyphens from initials (e.g. Jean-Paul Al-Tabbaa becomes Al-Tabbaa JP)
- *Multi-author references*: list all authors if only two. If three or more authors, reduce to one and add et al.
- *In press*: unpunctuated at the end of the reference
- Chapman DN *et al.* (2010) Predicting ground displacements caused by pipe-splitting. *Proceedings of the Institution of Civil Engineers – Geotechnical Engineering*, in press.
- *Multiple citations of abbreviated organisations*: expand in brackets on first use and then use the abbreviation for subsequent refs (e.g. see the Standards section, below)
- *Locations for books, report, conferences, etc.*: include the country, and the state abbreviation if USA or Canada. Examples: London, UK; Amsterdam, the Netherlands; Pittsburgh, PA, USA; Richmond, BC, Canada). Note: ‘the’ in ‘the Netherlands’
- *Abbreviated organisations*: list the abbreviation first with the definition after (omit the definition for subsequent citations) (e.g. WHO (World Health Organisation) (1986)...); see further example under ‘Standards’ below

## 10.3 Example references

### Journal articles

Chapman DN *et al.* (2005) Predicting ground displacements caused by pipe-splitting. *Proceedings of the Institution of Civil Engineers – Geotechnical Engineering* 158(2): 95–106, 10.1680/jeng.2005.158.2.95.

Lawson CR (1982) Filter criteria for geotextiles: relevance and use. *Journal of Geotechnical Engineering Division, ASCE* 108(GT10): 1300–1317.

### Books

Gavin K and Craig W (eds) (2018) *Wind Turbine Foundations*. ICE Publishing, London, UK.

Admiraal H and Cornaro A (2018) Future cities – resilient cities. In *Underground Spaces Unveiled*. ICE Publishing, London, UK, pp. 115–126.

Nie L (2018) Enhancing urban flood resilience – a case study for policy implementation. In *Flood Resilience* (Escarameia M and Tagg A (eds)). ICE Publishing, London, UK, pp. 79–89.

Thoresen CA (2018) *Port Designer’s Handbook*, 4th edn. ICE Publishing, London, UK.

Skinner HD (2012) Building on fills. In *ICE Manual of Geotechnical Engineering Volume II* (Burland J *et al.* (eds.)). ICE Publishing, London, UK, pp. 899–910.

## **Conference paper**

England M and Cheesman P (2018) Recent experience of full scale static pile load testing in chalk. *Engineering in Chalk: Proceedings of the Chalk 2018 conference* (Lawrence JA, Preene M, Lawrence UL and Buckley R (eds)). ICE Publishing, London, UK, pp. 129–135.

Reynolds GC and Beeby AW (1982) Bond strength of deformed bars. *Proceedings of the 2nd International Conference on Bond in Concrete, Paisley*. Applied Science, London, UK, pp. 434–445.

Diamond S (1993) The mechanisms of lithium effects. *Proceedings of the 9th International Conference in Reaction Concrete, London* (Bloggs J and Smith JA (eds)). Applied Science, London, UK, vol. 1, pp. 69–78.

## **Patents**

Mercer FB (1982) *Retaining Fill in a Geotechnical Structure*. British Patent 2,078,833A.

## **Reports**

Christopher BR and Holtz RD (1985) *Geotextile Engineering Manual*. US Federal Highway Administration, Washington, DC, USA, Report FHWA-TS-86/203.

Giroud JP and Carroll RG (1983) Geotextile products. *Geotechnical Fabrics Report*. IFAI, St Paul, MN, USA, pp. 12–15.

## **Theses**

Bloggs J (1995) *A Study of Breakdown in Concrete*. PhD thesis, University of Sussex, Brighton, UK.

## **Standards**

BSI (British Standards Institution) (1996) EN 993-2:1996. Tests for geometrical properties of aggregates. Determination of particle size distribution. Test sieves, nominal size of apertures. BSI, London, UK.

BSI (2003) BS EN 1991-1-3:2003: Eurocode 1: Actions on structures. General actions – snow loads. BSI, London, UK.

## **Websites**

*Website as main reference*

BNFL (2009) <http://www.bnfl.org.uk> (accessed 25/04/2010).

TxDOT (2010) Product Evaluation Program. [http://www.dot.state.tx.us/business/doing\\_business/product\\_evaluation/default.htm](http://www.dot.state.tx.us/business/doing_business/product_evaluation/default.htm) (accessed 22/06/2010).

*Website as further information*

Bloggs J, Taylor HFW and Diamond S (1987) Properties of reinforced concrete. *Proceedings of the Concrete Society Conference on Ground Engineering*, Tokyo, Japan, pp. 456–490. See <http://www.prscge2004.com/paper4/htm> for further details (accessed 25/04/2010).

## Additional Information

**The Conference Paper is to be prepared in MS Word format and then printed to PDF.**

### I) Permissions to reproduce

4.1.1 All authors must secure permission from the copyright holder for reproducing previously published text, figures and tables. The source of the reproduced material must be given in full and the words 'Reproduced by permission of...' included with the illustration.

### II) PDF format requirement

All PDFs should be set as follows:

**File names:** The PDF file names will be consecutively numbered in the order that the papers are to be published. Please obtain this information from the editor of the conference proceedings:

- '01.pdf' consecutively up to '99.pdf'

**Version:** Adobe PDF Version 1.4 (Acrobat 5)

**Fonts:** All fonts to be 'embedded subset'.

**Colour:** All figures and halftones to be supplied in full colour where possible.

### Document properties:

**Title:** Full title of the paper.

**Authors:** All contributing author names to be included.

**Subject:** Full conference name and abbreviation.

**Keywords:** Enter a maximum of *five* keywords (use style: KEYWORD ONE, KEYWORD TWO, ...). Please try and select from one of the following list:

- [General keywords](#)

- [Geotechnical content](#)

**All PDFs must** be submitted in the format specified above.

# Usage Instructions

The screenshots on the following pages show which styles to apply for which type of text/figure/table/equation. The blank .dotx template document already has the styles pre-set and available within the toolbar at the top of the screen – simply input your material, and then select the required style.

# PAPERTITLE

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**PAPER-STYLE**

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-----Section Break (Continues)-----

• **Notation**  
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• **1. Introduction**  
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For multiple-authored articles, list the full names of all the

Technical Dictionary and Oxford Dictionary for Scientists. Writers and Editors can be used as guides.

• 2.4 Page formatting  
The final format of the published paper is demonstrated in this document. Please only use the styles available in the template.

• 2.5 Page layout  
The paper must be in double column format, 8.5cm wide with margin separation of 0.4cm, and single spacing. This can be achieved by setting the left and right margins to 1.5cm wide.

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• 2.7 Text font  
Use Times New Roman with a font size of 10pt.

• **3. Headings**

Styles

Clear All

A-Head

B-Head

BodyParagraphs

Disquisition

Figure caption

Figure graphic

FootnoteTable

Normal

PaperAbstract

PaperAffiliations

PaperAuthor

**PAPERTITLE**

ReferenceList

Table caption

ABSTRACTHEAD

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Options...

## PaperAuthor

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Doublequotation

Figure caption

Figure graphic

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PaperAuthor

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Table caption

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The paper must be in double column format, 8.5cm wide with margin separation of 0.5cm, and single spacing. This can be achieved by setting the left and right margins to 1.5cm wide.

All paragraphs must be justified, i.e. both left-justified and right-justified. The template provided has been set with the page layout required.

Please leave a single line space between paragraphs.

**2.6 Footer**

Page numbers shall be placed on the right-hand side of the 'page footers' on all pages. No other information is to be placed in the footer.

**2.7 Text font**

Use Times New Roman with a font size of 10pt.

**3. Headings**

Technical Dictionary and Oxford Dictionary for Scientific Writers and Editors can be used as guides.

**Styles**

Clear All

A-Head

B-Head

Body/Paragraphs

Equation

Figure caption

Figure graphic

Footnote/Text

Normal

Paper/Abstract

Paper/Affiliation

Paper/Author

**PAPER/TITLE**

ReferenceList

Table caption

**ABSTRACT/HEAD**

C-Head

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☒ Disable Linked Styles

Options...

## A-Head

§

**PAPER STYLE**

*A.B. Author<sup>1</sup>, C.D. Author<sup>2</sup> and E.F. Author<sup>3</sup> (use style: first initial, middle initials, last name e.g. R.J. Taylor<sup>1</sup>, M.J. Evans<sup>2</sup>)*

*<sup>1</sup>First Author Affiliation name of department and organization, City, Country*

*<sup>2</sup>Second Author Affiliation name of department and organization, Address, City, Country*

*<sup>3</sup>Third Author Affiliation name of department and organization, Address, City, Country*

*\*Corresponding author\**

**ABSTRACT** Please do not exceed 200 words. Abstracts are text-only so please do not include figure numbers, table numbers, references or displayed mathematical expressions. The abstract must be in single column format and be left- and right-justified. Please note that the title "ABSTRACT" appears in full capitals and in bold style. The entire abstract is set in 10pt font.

-----  
Section Break (Continuous)

**Notation**

Insert symbols and notation here where necessary.

**1. Introduction**

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**2. Formatting**

**2.1 Title**

The main title of the paper will be 10pt, Full capital letters and centred.

**2.2 Author names and affiliations**

Author names and affiliations should immediately follow the title in the following format: first initial, middle name initials, family (last) name (e.g. R.D. Smith). Please do not include academic titles. Author names will be in 10pt font.

For multiple-authored articles, list the full names of all the

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**Styles**

Clear All

**A-Head**

B-Head

Body/Paragraphs

Equation

Figure caption

Figure graphic

Footnote/Text

Normal

Paper/Abstract

Paper/Affiliation

Paper/Author

**PAPER/TITLE**

ReferenceList

Table caption

**ABSTRACT/HEAD**

C-Head

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Options...



## B-Head

**PAPER-STYLE**

*A.B. Author<sup>1</sup>, C.D. Author<sup>2</sup> and E.F. Author<sup>3</sup> (see style: first initial, middle initials, last name e.g. R.J. Taylor<sup>1</sup>, M.J. Evans<sup>2</sup>)*

<sup>1</sup>*First Author Affiliation name of department and organization, City, Country*  
<sup>2</sup>*Second Author Affiliation name of department and organization, Address, City, Country*  
<sup>3</sup>*Third Author Affiliation name of department and organization, Address, City, Country*  
<sup>\*</sup>*Corresponding author*

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Section Break (Continuous)

**Notation**  
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**2. Formatting**

**2.1 Title**  
The main title of the paper will be 18pt, Full capital letters and centred.

**2.2 Author names and affiliations**  
Author names and affiliations should immediately follow the title in the following format: first initial, middle name initials, family (last) name (e.g. R.D. Smith). Please do not include academic titles. Author names will be in 12pt font.

For multiple-authored articles, list the full names of all co-

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**3. Headings**

**Styles**

Clear All

**A-Head**

**B-Head**

Body/Paragraphs

Equation

Figure caption

Figure graphic

Footnote/Table

Normal

Paper/Abstract

Paper/Affiliation

Paper/Author

**PAPER/TITLE**

Reference/List

Table caption

**ABSTRACT/HEAD**

C-Head

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Options...

## C-Head (select text to style)

**B level headings**  
The B level section headings should be in italic font 11pt (i.e. "2.3. Section heading"). The paragraph should start on a new line.

**C level headings**  
The C level section headings should be in italic font 10pt (i.e. "2.3.1. Section heading"). The paragraph should start on a new line.

For all headings, please only capitalise the first word (This is a heading) rather than capitalising all lower words (This is a heading), except where using proper nouns.

**4. Figures**

**4.1 Figures**  
Graphics can be full colour but make sure that they are appropriate for print (black and white) and online (colour) publication (at least 300 dpi for photographs). Line graphs should use dotted or dashed lines, or shapes to ensure that they can be understood in print. Avoid references in the text to colours in the figures.

Please use Figures on p. 54/55 of *Geothermal Energy, Heat Exchange Systems and Energy Piles (GCE Themas)*, ISBN 978-0-7277-4398-5 as examples for line graphs.

Each figure should be explicitly referred to in numerical order and should be embedded within the text at the appropriate point. A maximum of four sub-figures are allowed per figure.

Figures should be centred and captioned as per the following example. In the two-column format, the figure will usually be the same width as the text column it has been set in. Occasionally, a wide figure or detailed graph will be set across two columns, in which case the figure will be set and centred as in the single column format.

**Figure 1 Tunnel deterioration**

subfigures should also have a caption and should be identified by letters, e.g. Figure 1(a) shows (X), (Y), (Z), and (d) includes a full stop at the end.

**4.3 Reference to figures**  
Refer to your own figures as follows:  
Figure 1.1, Figure 1.1(a), Figures 1.1(a) and (b), Figures 1.1(a-c). Use double parentheses if needed (Figure 1.1(a)).

**5. Tables**

**5.1 Horizontal lines**  
Tables should be formatted as shown in the example below with horizontal rules only.

**Table 4. Example table**

Headings	Headings	Headings
Row 1(a)	Row 1(b)	Row 1(c)
Row 2(a)	Row 2(b)	Row 2(c)

The caption is set below the bottom rule.

**5.2 Font**  
Please use Times New Roman 10pt for the main body, and Times New Roman 8pt for any footnotes.

**5.3 Table footnotes**  
List under the bottom rule using superscript letters. Table copyright permission goes in a separate footnote (not in the caption).

**6. Equations**

**6.1 Numbering**  
Equations should be numbered sequentially (1), (2), with the number positioned on the right-hand side of the page.

**6.2 Size and position**  
Your equations will need to fit into a two-column print format.

**Styles**

Clear All

**A-Head**

**B-Head**

Body/Paragraphs

Equation

Figure caption

Figure graphic

Footnote/Table

Normal

Paper/Abstract

Paper/Affiliation

Paper/Author

**PAPER/TITLE**

Reference/List

Table caption

**ABSTRACT/HEAD**

**C-Head**

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☒ Disable Linked Styles

Options...

## BodyParagraphs (automatically adds one line space after each paragraph)

**PAPER-STYLE**

A.B. Author<sup>1</sup>, C.D. Author<sup>2</sup> and E.F. Author<sup>3</sup> (use style: first initial, middle initials, last name e.g. R.J. Taylor<sup>1</sup>, M.J. Evans<sup>2</sup>)

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<sup>3</sup>Third Author Affiliation name of department and organization, Address, City, Country

<sup>4</sup>Corresponding author

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**Section Headings (References)**

**Notation**

Insert symbols and notation here as it is necessary.

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**2. Formatting**

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**3. Headings**

For multiple-authored articles, list the full names of all the

**4.2 Figure captions**

Please position above the figure, in 11pt font. Captions should ideally be one sentence. If a figure has subfigures, all

**7. Numbers and units**

**7.1 Numbers**

Numbers up to ten are spelled out. Numbers from 11 are not spelled out.

Numbers used at start of a sentence should be written out in full except where they are a unit of measurement (in which case re-order for sentence appropriately).

Date ranges should be written in full, e.g. 1925–1929.

**8. Conclusion**

Please place the conclusion before the Acknowledgments section.

**9. Acknowledgments**

**Multiple author references:** list all authors if only two. If three or more authors, reduce to one and add *et al.*

**In press:** superscripted at the end of the reference.

**Chapman D.V. et al. (2010) Predicting ground displacements caused by pipe splitting. *Proceedings of the Institution of Civil Engineers – Geotechnical Engineering*, in press.**

**Multiple citations:** of abbreviated organizations: equal in brackets on first use and then use the abbreviation for subsequent refs (e.g. see the Standards section, below).

**Locations for books, report, conference:** etc: include the country, and the state abbreviation of USA or Canada. Example: London, UK; Amsterdam, the Netherlands; Pittsburgh, PA, USA; Richmond, BC, Canada) Note: 'the' in the Netherlands.

**Abbreviated organizations:** list the abbreviation first with the definition after (omit the definition for

**Styles**

Clear All

**A-Head**

**B-Head**

**BodyParagraphs**

**Equation**

**Figure caption**

**Figure graphic**

**FootnoteTable**

**Normal**

**PageAbstract**

**PaperAffiliations**

**PaperAuthor**

**PAPERTITLE**

**ReferenceList**

**Table caption**

**ABSTRACTHEAD**

**C-Head**

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**Options...**

## DispEquation

**DispEquation**

Your equations will need to fit into a two-column print format and be single spaced. They should be left-aligned and inserted using the built-in Word equation editor. e.g.

Resolving forces in the positive x direction, we obtain:

$$U_1 + dU_1/dx + dU_2/dx - U_2 + dU_3/dx + p_2 + dU_4/dx = 0 \quad (1)$$

Integrating both sides with respect to x yields:

$$U_1 = f - p_2 + k \quad (2)$$

Use the correct symbols and operators (e.g.  $\times$  not  $\cdot$  for multiply),  $\neq$  not  $\neq$  (for multiplication).

Full points should not be used to indicate ordinary multiplication (e.g.  $20 \times 100$  should be  $20 \cdot 100$ ).

References to equations should be made with the word 'Equation' capitalised e.g. it follows from Equation (1) that ...

**4.2 Figure captions**

Please position above the figure, in 11pt font. Captions should ideally be one sentence. If a figure has subfigures, all

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**Styles**

Clear All

**A-Head**

**B-Head**

**BodyParagraphs**

**Equation**

**Figure caption**

**Figure graphic**

**FootnoteTable**

**Normal**

**PageAbstract**

**PaperAffiliations**

**PaperAuthor**

**PAPERTITLE**

**ReferenceList**

**Table caption**

**ABSTRACTHEAD**

**C-Head**

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## Table caption

**B level headings:**  
The B level section headings should be in italic font 11pt (i.e. "2.3. Section headings"). The paragraph should start on a new line.

**C level headings:** The C level section headings should be in italic 10pt font the text for that section should run on and not start as a new paragraph.

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*Please use Figures on p. 5475 of Geothermal Energy, Heat Exchange Systems and Energy Piles (ICE Themas), ISBN 978-0-7277-6398-3 as samples for line graphs.*

Each figure should be explicitly referred to in numerical order and should be embedded within the text at the appropriate point. A maximum of four sub-figures are allowed per figure.

Figures should be centred and captioned as per the following example. In the two-column format, the figure will usually be the same width as the text column it has been set in. Occasionally, a wide figure or detailed graph will be set across two columns, in which case the figure will be set and centred as in the single column format.

**Figure 1 Tunnel deterioration**



subfigures should also have a caption and should be identified by letters, e.g. Figure 1(a) shows X, (b) shows Y, (c) shows Z, and (d) includes a full stop at the end.

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**Table 1 Example table**

Heading	Heading	Heading
Row 1a	Row 1c	Row 1c
Row 2c	Row 2c	Row 2c

*This footnote is set below the bottom rule.*

**5.2. Font**  
Please use Times New Roman 10pt for the main body, and Times New Roman 10pt for any footnotes.

**5.3. Table footnote**  
List under the bottom rule using superscript letters. Table copyright permission goes in a separate footnote (not in the caption).

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Clear All

A-Head

B-Head

Body/Paragraphs

Equation

Figure caption

Figure graphic

FootnoteTable

Normal

Paper/Abstract

Paper/Affiliations

Paper/Author

PAPER/TITLE

ReferenceList

Table caption

ABSTRACT/HEAD

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## FootnoteTable

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A-Head

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PAPER/TITLE

ReferenceList

Table caption

ABSTRACT/HEAD

C-Head

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## Figure caption

should use dotted or dashed lines, or shapes to ensure that they can be understood in print. Avoid references in the text to colours in the figures.

Please use Figures on p. 54/55 of *Geothermal Energy, Heat Exchange Systems and Energy Piles (GCE-Themes)*, ISBN 978-6-127-61993-5 as samples for line graphs.

Each figure should be explicitly referred to in material order and should be embedded within the text at the appropriate point. A maximum of four sub-figures are allowed per figure.

Figures should be centred and captioned as per the following example. In the two-column format, the figure will usually be the same width as the text column it has been set in. Occasionally, a wide figure or detailed graph will be set across two columns, in which case the figure will be set and centred as in the single column format.

Figure 1 Tunnel deterioration.



Please position above the figure, in 11pt font. Captions should ideally be one sentence. If a figure has subfigures, all

Row 1a	Row 1c	Row 1e
Row 2a	Row 2c	Row 2e

This footnote is set below the bottom rule.

Please use Times New Roman 10pt for the main body, and Times New Roman 8pt for any footnotes.

List under the bottom rule using superscript letters. Table copyright permission goes in a separate footnote (not in the caption).

Equations should be numbered sequentially (1), (2), with the number positioned on the right hand side of the page.

Your equations will need to fit into a two-column print format and be single spaced. They should be left-aligned and inserted using the built-in Word equation editor, e.g.

Resolving forces in the positive x direction, we obtain

$$(N_1 + dN_1) \sin \theta - N_2 \sin \theta + p_1 \sin \theta \, dx = 0 \quad (1)$$

Integrating both sides with respect to x yields

$$N_2 = f - p_2 \, dx + k \quad (2)$$

Use the correct symbols and operators (e.g. – not - (for minus), · not x (for multiplication)).

Full points should not be used to indicate ordinary multiplication as in a<sub>1</sub>b<sub>2</sub> or 5 · 106. It should be ab or 5 × 106.

References to equations should be made with the word Equation capitalised e.g. it follows from Equation (1) that...

Clear All

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B Head

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Figure caption

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Normal

PaperAbstract

PaperAffiliations

PaperAuthor

PAPER TITLE

ReferenceList

Table caption

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Show Preview

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Options...

## Figure graphic

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Please use Figures on p. 54/55 of *Geothermal Energy, Heat Exchange Systems and Energy Piles (GCE-Themes)*, ISBN 978-6-127-61993-5 as samples for line graphs.

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Figure 1 Tunnel deterioration.



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Row 1a	Row 1c	Row 1e
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Clear All

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B Head

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Normal

PaperAbstract

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PaperAuthor

PAPER TITLE

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Table caption

ABSTRACTHEAD

C-Head

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Disable Linked Styles

Options...

## Bullet List Paragraph

creations use sentence appropriate to.)

Date ranges should be written in full, e.g. 1925–1929.

**8. Conclusion**

Please place the conclusion before the Acknowledgements section.

**9. Acknowledgements**

Please place your acknowledgements section after the conclusion and before the references section. Include acknowledgements of grants, financial aid and other special assistance in this section.

**10. References**

**10.1 Citations in text**

- If listing specific pages in a reference, use (Smith, 2009: p. 81; Jones, 1987: pp. 4–9), etc. Do not use page ranges in the reference list except to reference a chapter or article in a multi-contributor volume, journal, etc.

In the text, the name and date should be presented in these ways:

- Citations can be part of the text or in parentheses (e.g. 'As stated elsewhere (Smith, 2009) ...' or 'As stated by Smith (2009) ...').
- Citations with multiple authors: two – identify both (e.g. (Smith and Jones, 2003)), more than two – use *et al.* after the first author (e.g. (Smith *et al.*, 2003)).
- Multiple citations: list in alphabetical order rather than chronological (e.g. (Jones, 2009; Smith, 1979; Terry, 1983)).
- Different citations with the same author and year: add letters to the years (e.g. (Smith 2008a, 2010a, 2010b)).
- Abbreviated organisations: for organisations that have an abbreviated name (ICE, BIC, WHO, etc.), use the abbreviation in the text and define it in the list. Note: the full name may need to be used in the text on occasion, depending on context (e.g. if the organisation is being discussed).

**10.2 Reference list style**

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observation for subsequent refs (e.g. see the Standards section, below).

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**Journal articles**

Chapman DN *et al.* (2005) Predicting ground displacements caused by pipe-splitting. *Proceedings of the Institution of Civil Engineers – Geotechnical Engineering* 152(2): 85–106, 10.1080/peng.2005.152.2.85

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England M and Channan P (2018) Recent experience of full scale static pile load testing in shafts. *Engineering in Chalk: Proceedings of the Chalk 2018 conference* (Lorenz JA, Potts M, Lawrence UL and Buckley R (eds)). ICE Publishing, London, UK, pp. 129–135.

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**Styles**

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Referenced List

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## ReferenceList

**8. Conclusion**

Please place the conclusion before the Acknowledgements section.

**9. Acknowledgements**

Please place your acknowledgements section after the conclusion and before the references section. Include acknowledgements of grants, financial aid and other special assistance in this section.

**10. References**

**10.1 Citations in text**

- If listing specific pages in a reference, use (Smith, 2009: p. 81; Jones, 1987: pp. 4–9), etc. Do not use page ranges in the reference list except to reference a chapter or article in a multi-contributor volume, journal, etc.

In the text, the name and date should be presented in these ways:

- Citations can be part of the text or in parentheses (e.g. 'As stated elsewhere (Smith, 2009) ...' or 'As stated by Smith (2009) ...').
- Citations with multiple authors: two – identify both (e.g. (Smith and Jones, 2003)), more than two – use *et al.* after the first author (e.g. (Smith *et al.*, 2003)).
- Multiple citations: list in alphabetical order rather than chronological (e.g. (Jones, 2009; Smith, 1979; Terry, 1983)).
- Different citations with the same author and year: add letters to the years (e.g. (Smith 2008a, 2010a, 2010b)).
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