

ITA-AITES World Tunnel Congress 2009
"Safe Tunnelling for the City and Environment"

23-28 May 2009

INSTRUCTIONS FOR PREPARING THE EXTENDED ABSTRACT

Deadlines

The **2-page extended abstract** paper must be received no later than **28 February 2009**. *Abstracts received after that date will not be included in the **Proceedings Book***. The 2-page abstract should be in Word document format, and should be uploaded at the conference website www.wtc2009.org and select the [online database](#). If you need assistance, please address your mail to secretariat@wtc2009.org.

Please **DO NOT** create a new abstract data sheet, just follow the instructions here:

- * log in
- * select "**Abstract and paper submission**" from the left side menu
- * click the previously uploaded abstract's title to upload the belonging abstract file
- * scroll down to the first option of the file upload possibilities: "**Abstracts uploaded**" (NOT "papers uploaded" !), browse and upload your abstract file.
- * by uploading the new file the earlier short version (submitted only for review purposes) will be automatically ignored.

Please keep the original abstract's title but if there are any changes in the full paper's title (comparing the abstract's title) we would like to ask you to inform the organisers also in a separate mail to avoid any confusion.

General Instructions

The paper should be prepared using **A4** paper size (ISO 210 × 297 mm) using the **Times New Roman** font according to the format described below. The authors are strongly urged to follow these instructions to ensure the production of uniformly high-quality proceedings. Margins should be: top 3 cm, bottom 2 cm, left and right 2 cm each. **An example of the abstract layout is provided at the end of this document.**

The **maximum length of the extended abstract is 2 pages**, including illustrations, tables. Due to limitations, please **DO NOT quote references** after the text of the abstract. Should you have any, please quote those in your full paper instead, to be published in the CD ROM. Please **DO NOT use illustrations** (graphs, charts, tables) unless it is unavoidable to understand the text. Pages should NOT be numbered. Abstracts should be organised in the following sequence:

- Title of the paper, name(s) of the author(s), workplace name and address
- Introduction
- Main subject matter
- Conclusions

Title, Authors, Workplace

The paper should include the name(s) of the author(s), workplace and complete address. Please underline the presenting author's name.

Headings

Section headings should be typed **boldface**, ALL IN CAPITAL LETTERS, flush with the left-hand margin. Subheadings should be *italicized*, flush with the left-hand margin. Only the first letter of the subheading is capitalized. Leave one blank line before headings. Do not leave any space below headings and subheadings. Leave one line between sections.

Main text

Use Times new Roman Font, 12 points, justified. The first paragraph of each section and subsection should not be indented. Subsequent paragraphs should be indented by 0.5 cm.

Footnotes

Footnotes should be avoided. The corresponding text should be incorporated in the main text.

Equations

Equations should be typed flush with the left-hand margin and numbered consecutively with numbers in brackets on the right. Leave single spacing above and below equations.

Figures and tables

Due to page limitations the **use of figures, tables and pictures should be avoided**, unless their lack makes the text unclear. Figures and tables must be included in the main text and must be individually numbered and captioned. Illustrations should be inserted black and white, sharp and clear (minimum 150 dpi, maximum 300 dpi is recommended). As the extended abstract is printed black and white in the Proceedings Book **you should NOT use any colours**. Captions should be placed **below figures** and **above tables**. They are typed in Times New Roman 11, in italics, and centred. Leave one line before and after tables and figures.

TITLE OF THE ABSTRACT (TIMES NEW ROMAN, CAPITAL, BOLD, 14 PT, SINGLE SPACE and ALLCAPS) (style: Title)

(1-line spacing)

Presenting Author (style: Presenting), Name of Authors (Times New Roman, 12 pt) (style: Author)

(2-line spacing)

Affiliation and complete address (Times New Roman, italics, 12 pt) (style: Address)
E-mail: (style: e-mail)

(4-line spacing)

Main Text (Times New Roman, 12 pt, justified) (style: Normal)

Table 1 - Caption



Figure 1 - Caption