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

23-28 May 2009

INSTRUCTIONS FOR PREPARING THE FULL PAPER

Deadlines
The **full paper** must be received no later than **28 February 2009**. *Papers received after that date will not be included in the Conference Proceedings CD*. The paper 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
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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 paper layout is provided at the end of this document.**

The overall length of the paper, including illustrations, tables, and references, is not limited (suggested page number is 6-8 pages). Pages should be numbered; numbers should be outside the frame, as illustrated in the example. Papers should be organised in the following sequence:
- Title of the paper, name(s) of the author(s), workplace name and address
- Keywords
- Introduction
- Main subject matter
- Conclusions
- Acknowledgments (when applicable)
- References

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.

Keywords
Up to three keywords should be included.

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
Figures and tables must be included in the main text and must be individually numbered and captioned. Illustrations should be sharp and clear. As the paper is not printed, but published electronically, **you may use coloured charts and pictures** as well (minimum 72 dpi, maximum 150 dpi is recommended). 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.

References
References to other publications should be in Harvard style. They should contain full bibliographical details. Journal titles should not be abbreviated. References should be presented as follows: Within the text: Author's last name followed by a comma and the year of publication, all in round brackets; e.g., (Fox, 1994)

At the end of the article, list all references in alphabetical order.
For books: Surname, Initials, (Year of Publication), *Title*, Publisher, Place of Publication
Casson, M. (1979), *Alternatives to the Multinational Enterprise*, Macmillan, London.

For chapters in edited books: Surname, Initials, Year, "Title," Editor's name, Initials, *Title*, Publisher, Place, Pages.
Bessley, M. and Wilson, P. (1984), "Public policy and small firms in Britain," in Levicki, C. (Ed.), *Small Business Theory and Policy*, Croom Helm, London, pp. 111-126.

For articles: Surname, Initials, Year, "Title," *Journal*, Volume, Number, Pages.
Fox, S. (1994), "Empowerment as a catalyst for change: and example from the food industry," *Supply Chain Management*, Vol.2, No.3, pp. 29-33.

Electronic sources should include the URL of the web site at which they may be found along with the date of latest access.

TITLE OF THE PAPER (TIMES NEW ROMAN, CAPITAL, BOLD, 14 PT, SINGLE SPACE, ALLCAPS)

(1-line spacing)

Name of Authors (presenting author is underlined)
(Times New Roman, 12 pt)

(2-line spacing)
Workplace with complete address
(Times New Roman, italics, 2 pt)

(4-line spacing)

Keywords: keyword 1, keyword 2, keyword 3

(2-line spacing)
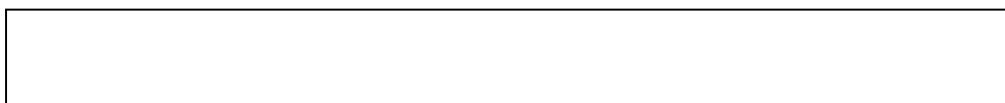## HEADING (TIMES NEW ROMAN, CAPITAL, BOLD, 12 PT, NO NUMBERS)
Main Text (Times New Roman, 12 pt, justified)

(1-line spacing)
Subheading (Times New Roman, italics, 12 pt, no numbers)
Main Text (Times New Roman, 12 pt, justified)

Table 1 - Caption

Figure 1 - Caption

CONCLUSION (TIMES NEW ROMAN, CAPITAL, BOLD, 12 PT, NO NUMBERS)
Main Text (Times New Roman, 12 pt, justified)

REFERENCES (TIMES NEW ROMAN, CAPITAL, BOLD, 12 PT, NO NUMBERS)
Casson, M. (1979), *Alternatives to the Multinational Enterprise*, Macmillan, London. (Times new Roman, 10 pt, justified, 6 pt before paragraph)