

# Preparing an extended abstract using MS Word for Windows

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## 1 INTRODUCTION

This document presents the instructions for preparing an extended abstract for submission to Itasca's *5<sup>th</sup> International Itasca Symposium*. The extended abstract should be written in English and contain a minimum of 1000 words and a maximum of 1750 words. Supporting figures and tables of the results (no more than two figures and two tables) should be included and are not counted in the word limit. **All submissions must be in Microsoft Word format.**

The Technical Committee will review all submissions and authors will be notified of acceptance by June 30, 2019. At least one author of any accepted submission is expected to attend and present at the Symposium. The presented abstracts will be published online in the *Proceedings of the 5<sup>th</sup> International Itasca Symposium*. To ensure uniform style throughout the volume, all abstracts must be prepared strictly according to the instructions in this document. For the convenience of the author, a template file for MS Word is provided (ItascaSymp2020\_Template.dotx).

## 2 DESIGN AND ANALYSIS

Details on your design methods and analysis should be clearly stated and described in sufficient detail and with sufficient references.

## 3 RESULTS AND DISCUSSION

The findings and arguments of the work should be described and illustrated. The author can use a combination of tables, figures, and text to provide the summary.

## 4 USING THE TEMPLATE AND FORMATTING INSTRUCTIONS

**Important** – to maintain the correct formatting, you *must* save the template file, ItascaSymp2020\_Template.dotx, to your Word template directory. The default locations are:

- For Office 2010\*: **C:\Users\{UserName}\AppData\Roaming\Microsoft\Templates**  
(\*Note: AppData is a hidden folder. You can get to it by manually typing the above path in the address bar)
- For Office 2013 or more recent: **C:\Users\{UserName}\Documents\Custom Office Templates**

Once the template is saved to your computer, start Word, open the File menu, choose New, click PERSONAL above the template thumbnails, and select the template. Now rename the document by clicking Save As in the File menu. The file name should be the first author's last name (e.g. Nelson.docx). If you are submitting more than one file, add 01, 02, etc. (e.g. Nelson01.docx).

The template has Style tags already set up to ensure proper formatting – see the following sections for examples.

#### 4.1 *Title, author, and affiliation*

Replace the words “Title of the extended abstract” with your title (be careful not to delete the paragraph end). The title should be in lower case (no caps except for proper names). The title should not be longer than 75 characters.

Replace the template authors (First A. Author, etc.) and affiliations with the correct names and affiliations. Authors names should be first name, initial(s), and then the last name. Affiliations should include the name of the organization, city, state/province, and country. All the above text should fit in the frame which should not be changed (Width: Exactly 16.51 cm or 6.5”, Height: Exactly 6.35 cm or 2.5”, Lock anchor).

#### 4.2 *Headings*

The primary headings of INTRODUCTION, DESIGN AND ANALYSIS, RESULTS AND DISCUSSION, CONCLUSION, and REFERENCES are already setup. You can rename the existing primary headings or add new primary headings as needed. All primary headings should be typed in capital letters (use the **Heading 1 style tag**). Secondary and tertiary headings should be in lower case italics (use **Heading 2 and Heading 3 style tags**, respectively). Headings are set flush against the left margin.

#### 4.3 *Text and indenting*

All text, figures, tables, etc. should fit within the defined margins. All text should be typed in Times New Roman. All text is 11 pt on 12 pt line spacing except for the paper title (16 pt on 18 pt), author(s) (12 pt on 13 pt), affiliation(s) (10 pt on 11 pt), and the small text in tables, captions, and references (10 pt on 11 pt).

All paragraphs are aligned flush with the left margin. The first paragraph following a heading should use the **First paragraph style tag**, all other paragraphs should use the **Regular Text style tag**.

#### 4.4 *Tables*

Locate tables close to the first reference to them in the text and number them consecutively. Explanations should be given at the foot of the table, not within the table itself. Text in tables should be 10 pt (**Table text style tag**). Type the caption above the table to the same width as the table (**Table caption style tag**). See for example Table 1.

Table 1. The number of officially reported plaque cases in the world.

Region*	1968	1970	1972	1974	1976	1978
Africa	172	27	85	128	183	77
America	392	326	301	297	321	142
Asia	4395	4111	2312	1408	2230	518
Total	4959	4464	2698	1833	2734	737

\*For Europe only one reported case in 1970.

#### 4.5 *Equations*

Use Microsoft Word's built-in equation editor. Equations should be indented 1.27 cm (0.50”) from the left margin (use the **Formula style tag**). Number equations consecutively and place the number with the tab key at the end of the line, between parentheses. Refer to the equations by these numbers. See for example Equation 1 below:

$$a \times b = c \tag{1}$$

Use the **First paragraph style tag** for the paragraph immediately following an equation.

#### 4.6 *Figures and figure captions*

Figures, photographs, etc. may be produced in color or grayscale. Do not copy & paste photographs, images, or model plots from your screen into your extended abstract. Insert images into the typescript where you want them to appear in the text. Do not place them sideways on a page; however, if this cannot be avoided, no other text (except the figure caption) should appear on that page. Figures, etc. should not be centered, but placed against the left margin (**Figure style tag**). Leave about two lines of space between the actual text and figure (including caption). Never place any text next to a figure. Using the **Figure caption style tag**, place the caption underneath the figure (see Fig. 1). Leave about two lines of space between the figure caption and the text of the paper. Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs.

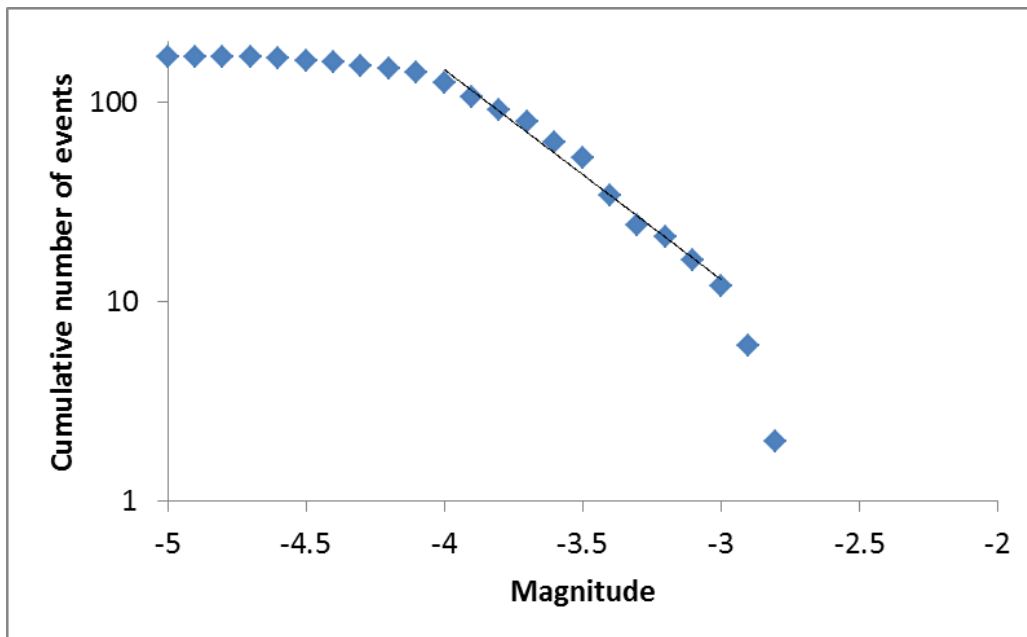


Figure 1. Magnitude distribution for 168 events recorded during the unconfined compression test.

Line drawings should be in black (not gray) on white. The minimum size of the lettering should be 9 pt. Lines should preferably be 0.2 mm (0.1") thick. Keep figures as simple as possible. Avoid excessive notes and designations.

Figures may be in color or grayscale and should have a resolution of at least 216 pixels/inch (PPI). Photographic reproductions cut from books or journals, photocopies, and screen photographs are unacceptable. Model plots may be in color or grayscale and should be exported with a resolution of at least 1920 × 1080 pixels.

#### 4.7 *References*

In the body text, place the authors' last names (without initials) and the date of the publication in parentheses, e.g., (Grove 1980). At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (**Heading without a number style tag**). The references should be typed in small text (10 pt on 11 pt) and second and further lines should be indented 4.0 mm (0.19") (**Reference text style tag**).

#### Examples:

- Grove, A.T. 1980. Geomorphic evolution of the Sahara and the Nile. In M.A.J. Williams & H. Faure (eds), *The Sahara and the Nile*: 21-35. Rotterdam: Balkema.
- Jappelli, R. & Marconi, N. 1997. Recommendations and prejudices in the realm of foundation engineering in Italy: A historical review. In Carlo Viggiani (ed.), *Geotechnical engineering for the preservation of monuments and historical sites; Proc. intern. Symp., Napoli, 3-4 October 1996*. Rotterdam: Balkema.
- Johnson, H.L. 1965. Artistic development in autistic children. *Child Development* 65(1): 13-16.
- Polhill, R.M. 1982. *Crotalaria in Africa and Madagascar*. Rotterdam: Balkema.

#### 4.8 Preferences, symbols, and units

Consistency of style is very important. Note the spacing, punctuation, and caps in all the examples below. Lists like the following should use the **List Paragraph style tag**.

- Formatting of Itasca software names should always be as follows: *3DEC, BlockRanger, FLAC, FLAC3D, FLAC/Slope, Griddle, InSite, KATS, MINEDW, PFC2D, PFC3D, PFC, UDEC, XSite*
- References in the text: Figure 1, Figures 2-4, 6, 8a, b (not abbreviated)
- References between parentheses: (Fig. 1), (Figs 2-4, 6, 8a, b) (abbreviated)
- USA / UK / Netherlands / the Netherlands *instead of* U.S.A. / U.K. / The Netherlands
- Author & Author (1989) *instead of* Author and Author (1989)
- (Author 1989a, b, Author & Author 1987) *instead of* (Author, 1989a,b; Author and Author, 1987)
- (Author et al. 1989) *instead of* (Author, Author & Author 1989)
- Use the following style: (Author, in press); (Author, in prep.); (Author, unpubl.)

Always use the official SI notations:

- kg / m / kJ / cm *instead of* kg. (Kg) / m. / kJ. (KJ) / cm.
- 20°16'32"SW *instead of* 20° 16' 32" SW
- 0.50 *instead of* 0,50; 9000 *instead of* 9,000 *but if more than 10,000: 10,000 instead of 10000*
- × 20 *instead of* ×20 / X20 / x 20; 4 + 5 > 7 *instead of* 4+5>7 *but* -8 / +8 *instead of* - 8 / + 8
- e.g., / i.e., *instead of* e.g. / i.e.

## 5 CONCLUSIONS

Conclusions should state concisely the most important propositions of the paper as well as the author's views of the practical implications of the results.