



(REVISED 9/7/07)

INSTRUCTIONS TO AUTHORS MANUSCRIPT PREPARATION

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Additional Authors name goes here
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ABSTRACT

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The abstract should be 100-200 words, giving a brief account of the most relevant aspects of the paper. Use paragraph format, without indentation, single spaced.

(two blank lines)

INTRODUCTION

Items in red type are comments and should not appear in your manuscript. Manuscripts should be submitted via mail to UMR's Distance and Continuing Education office no later than November 1, 2007. Authors should provide manuscript as electronic files in both .pdf and MS-Word formats and contained on CD-R (not CD-RW).

These instructions for submitting manuscripts are provided in the format in which your paper is to be submitted. The first page will contain the conference header, paper title, authors (to include each name, professional organization and country), and abstract and then immediately begin your paper. All text should use Times New Roman typeface. The manuscript header (provided on conference web site) will be placed on first page only, 0.5" from top of page. Manuscript header should be 0.56" in height and 6" in width (To set or check the size in Microsoft Word, click on "View" then "Header and Footer" then click on the header itself, then right click and click on "Format Picture" then click on the "Size" tab.) Paper title should be bold and printed in 14 point; all other text should be printed in 10 point. Author names should be bold, as shown above. Your paper number (as assigned) and consecutive page numbers should be included in a footer at the bottom of each page. Paper number should align with the left margin, page numbers align with right margin. Specific margin requirements are as follows.

Use Standard Letter paper size (8.5" x 11" or equivalent)

Page 1:

- 0.5" from top of page - header with conference information begins
- 1.5" from top of page - Paper Title begins
- 0.5" left and right margins
- 3.5" column width

- 0.5" space between columns
- 1.0" bottom margin of paper
- 0.5" margin for footer with paper and page numbers
(this should leave 0.5" between last line of text on the page and the footer)

Subsequent Pages:

- Header is discontinued
- Paper title is discontinued
- 0.5" top margin
- 0.5" left and right margins
- 3.5" column width
- 0.5" space between columns
- 1.0" bottom margin of paper
- 0.5" margin for footer with paper and page numbers
(this should leave 0.5" between last line of text on the page and the footer)

TWO-COLUMN NEWSPAPER FORMAT

Use a two-column newspaper format (except for the abstract as above), with full text justification, using specifications as follows:

- Each column width: 3.5"(88.9 mm)
- Space between Columns: 0.5" (fixed) (12.7 mm)

Graphics, figures and photographs should be adjusted to adhere to one column width. These may be formatted across two columns if absolutely necessary.

TEXT

Text should be printed using Times New Roman typeface, 10 point (as used in these instructions). Text should be single spaced with double spacing between paragraphs. Do not indent paragraphs; all lines should be flush with left margin of column.

MAIN HEADINGS

Authors may use three levels of headings. Main headings should be typed in all capital letters, leaving two blank lines above and one blank line below the heading.

Sub-Headings

Sub-headings should be typed flush with the left margin with only the first letter of main words capitalized. Underline these headings and leave a space of two lines above and one line below them.

Other Headings. Additional headings should be typed the same as sub-headings, underlined and punctuated with a period. Text should follow on the same line as after the end of a sentence. Numbers or letters for headings should be avoided.

GRAPHICS

Photo copies are not accepted. Original line drawings should be scanned and included in the electronic files. Graphics should be centered within the column margins.



Fig. 1. Figure caption should be italic typed and centered immediately below graphic or photo.

Leave a space of approximately 0.25 inches above and 0.2 inches below each illustration. Figure number and caption should be typed below the graphic. Figure should be shortened to Fig. at the beginning of the caption. It should also be shortened to Fig. in the text except at the beginning of a sentence where it should be spelled out, Figure. Captions should be typed to fit within the column width.

TABLES

Double space between text and table heading. Number each table in sequence, flush with the left column margin. Double space between the heading and the table.

Graphics, figures and photographs should be adjusted to adhere to one column width. These may be formatted across two columns if absolutely necessary.

Table 1. Sample of Table

Column Name	Column Name	Column Name
10.0000	12.0000	14.0000
16.0000	18.0000	20.0000
22.0000	24.0000	26.0000

EQUATIONS

Equations should appear within the manuscript and be numbered consecutively. The equation number should be typed in parentheses, flush with the right margin.

$$+[C]\{0\} + [K]\{x\} = -[M_F] \quad (1)$$

If mathematical expressions require extra space (e.g., a square root sign, subscript or superscript), then any line containing such characters should be 1.5 spaces below the preceding line and above the following line. Clarity of subscripts and superscripts is essential. Simple expressions should be written on one line, using the solidus (i.e., a/x) wherever possible to avoid awkward line spacing.

PAGE NUMBERING

Pages should be numbered consecutively as part of the footer at the bottom of each page. Right, left and bottom margins of footer should be 0.5". Paper number should be placed flush left and page number flush right.

ADDITIONAL ITEMS

For items not specifically addressed herein, authors may use their own judgment or contact the conference chairman/secretary for clarification. Anyone unable to comply with these instructions should contact the conference chairman/secretary immediately.

SUBMISSION PACKET

Use an envelope with a strong insert to prevent folding. Please submit the following:

1. One printed copy of manuscript (printed from the .pdf electronic file provided).
2. Copyright Transfer agreement – duly signed by authorized author (may be downloaded from conference web site).
3. CD-R (no CD-RW), disk that includes:
 - your paper in .pdf format
 - your paper in MS-Word format
 - individual electronic photos of yourself and all other authors (JPG or GIF) pre-sized to 1.25” wide by 1.75” tall ONLY – no smaller, no bigger
 - extended abstract (for the printed Proceedings Abstract volume)

NAMING CONVENTIONS

Disks should be clearly labeled with the paper number, submitting author name, and date. Individual files contained on disk should be clearly named using following naming protocol using underline for blank spaces:

Paper: Paper #_last_name_of_author_submitting
(example: 1_12_Prakash.pdf and
1_12_Prakash.doc)
Photo: Family Name_First Initial
(example: Prakash_S.jpg)
Abstract: Abstract_Paper #
(example: Abstract_1_12)

Packet should be sent by mail/airmail or courier service to:

Distance and Continuing Education
University of Missouri-Rolla
216 University Center
1870 Miner Circle
Rolla, MO 65409-1560 USA
(Phone: 573-341-4442)

DEADLINE

Submission packets and manuscripts should be submitted as soon as possible, but must arrive at the conference office no later than **November 1, 2007.**

REFERENCES

References should follow the Harvard system. In the text, surname of author and year of publication are given. Two or more referenced by the same author(s) published in the same

year are differentiated by a, b, c, etc. For references with more than two authors, text citations should be shortened to the primary name followed by *et al.* References should be listed in alphabetical order at the end of the paper. Those by the same author(s) should be in chronological order. Journal references should include: author’s surname and initials; initials and surnames of remaining authors, year of publication in brackets, article title; abbreviated journal title, volume number and page numbers.

References to books should include: author’s surname and initials; initials and surnames of remaining authors; year of publication in brackets; title; publisher and place of publication. For multi-author works, include [after the date of publication] chapter title (where provided); >in:= followed by book title; initials and name(s) of editor(s) in brackets; volume number and pages, publisher and place of publication.

Chopra, A.K. [1995]. “*Dynamic of Structures-Theory and Applications to Earthquake Engineering*”. Prentice Hall, Englewood Cliffs, New Jersey.

Gazetas, G. [1984]. “Seismic Response of End-bearing Single Piles”, *Soil Dyn. and Earthquake Engrg.*, No. 3, pp. 82-93.

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Prakash, S., Y. Wu and E.A. Rafnsson [1995a], “On Seismic Design Displacements of Rigid Retaining Walls”, *Proc. Third Intern. Conf. on Recent Adv. in Geo. Erthq. Engrg. and Soil Dyn.*, St. Louis, MO, Vol., III, pp. 1183-1192.

Prakash., S., Y. Wu and E.A. Rafnsson [1995b], “*Displacement Based Aseismic Design Charts for Rigid Walls*”, Shamsheer Prakash Foundation, Rolla, MO.

For additional information or clarification, please contact:

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Conference Secretary
University of Missouri-Rolla
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FAX: 573-341-4992
E-mail: gicchge@umr.edu

A template is provided as a guide for your manuscripts. **Please print the template on transparent paper to overlay on your text to make sure your paper meets all guidelines.** All text should be within the margin lines indicated.