

**CEDA DREDGING DAYS 2012**  
**Virtue, Venture and Vision in the Coastal Zone**

Beach Rotana Hotel, Abu Dhabi, United Arab Emirates  
12-13 December 2012



## **Authors' Guidance**

### **Content**

1. Guidelines for the preparation and submission of papers for CEDA DREDGING DAYS 2012
2. CEDA DREDGING DAYS 2012 Copyright Form

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**for the International Technical Papers and Programme Committee of Dredging Days 2012**

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# GUIDELINES FOR THE PREPARATION AND SUBMISSION OF PAPERS FOR CEDA DREDGING DAYS 2012

A. Author<sup>1</sup>, B. Author<sup>2</sup> and C. Author<sup>3</sup>

**Abstract:** A CEDA Dredging Days technical paper is a vehicle for the transfer of information about theory, technology and applications relating to dredging and associated matters. This document summarizes how to prepare the manuscripts for submission. Please observe the instructions carefully. **Use the layout of this document as a guide.**

**Keywords:** content, typing instructions, submission, copyright form

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## 1 INTRODUCTION

**CEDA Dredging Days papers should describe original work and should not have been published or offered for publication elsewhere.** It is the authors' responsibility to obtain all necessary approvals for publication from employers or others involved, before the submission of the paper. The attached CEDA Dredging Days 2012 Copyright Form must be completed and submitted for each paper to be published in the Conference Proceedings. (For Internet/Web posting see Section 5 of this document).

## 2 CONTENT - LANGUAGE

Papers must be written in English in a clear and straightforward manner so as to be easily read and understood. It should be remembered that they will be read by many whose first language is not English. Simple sentence construction will assist clarity. The Technical Papers and Programme Committee (TPPC) appreciates that some authors may have difficulties in writing in English. Manuscripts that do not reach the required standard for publication cannot be accepted for presentation or publication but CEDA may be able to arrange editorial assistance for those who require it. Authors who feel that they may encounter problems may wish to contact CEDA (see Section 6 of this document) or to send a preliminary draft manuscript to CEDA in advance of the deadline for the submission of papers.

A manuscript must include:

- Title
- Author's Name, Affiliation (if you prefer to give your organisation's name in a language other than English, always include the English translation in brackets), Address, Telephone, Fax, E-mail and World Wide Web (if applicable)
- Abstract
- Keywords
- Text

### 2.1 Abstract

The abstract should give a concise and informative description of the paper, in a maximum of 300 words, written to interest the reader as well as for information retrieval.

### 2.2 Keywords

Keywords will assist those conducting searches in databases. Please give up to 4 keywords, which reflect the domain of your article. Avoid very general categories (e.g. dredging).

### 2.3 Text

The paper must address the interests of readers with diverse specialities and backgrounds. Abbreviations and synonyms should be spelled out and identified the first time they are used. Trade names and professional jargon should be kept to minimum. **The paper should be free from explicit and implicit commercialism or private interest.** Company and product names, if used, should be included for identification purposes only. References to earlier work in the field and credits to recent contributors should be included.

### 2.4 Terminology

The TPPC requests the authors to avoid the use of the words listed below since due to their negative connotations those words propagate a negative image of dredging. Examples of preferred alternative words are also given.

- ~~Sanitation~~ → remediation/cleanup
- ~~Sanitised~~ → remediated/cleaned up
- ~~Dumping~~ → relocation, placement, disposal
- ~~Spoil~~ → sediment, silt, dredged material
- ~~Sludge~~ → sediment, silt, dredged material
- ~~Polluted~~ → contaminated

### 3 FORMAT

To ensure a degree of uniformity authors are requested to follow the typing instructions provided below. The TPPC reserves the right to omit the publication of a paper if it finds that the instructions have not been followed.

#### 3.1 Length of papers

Papers should not exceed 9 printed pages of text. With the addition of the figures the total number of pages submitted should not exceed 14.

The above limits will be strictly observed by the Editor of the Proceedings: pages above 14 will be omitted from publication. Authors may request the incorporation of maximum 5 additional pages at a price of euro 50 per page. Over-length paper payment must accompany the submission of the final paper.

#### 3.2 Order of contents

- Page 0: Abstract; Author's Name, Affiliation, Address, Telephone, Fax, E-mail and URL;
- Keywords
- Pages 1- 13: Nomenclature (if applicable), Introduction and following text, conclusions, references.

#### 3.3 Typing instructions

##### Paper size - margins

The text should be submitted on unlined white **A4 paper** with top and side margins of 2.54 cm (1 inch). Use full justification. The image area or block of text will then be 158 mm (6.25") x 254 mm (9.5"). Do not leave additional margins. Do not use company headed paper. Do not use headers or footers or draw a frame around your text.

##### Spacing

Manuscripts should be single-spaced.

##### Fonts

Use 'Times New Roman 10 pt' (or equivalent font).

##### Title/abstract page

For this page please follow the typing instructions given on the enclosed example (Annex 1).

##### Headings

Major headings should be typed in capital letters in bold to the left of the column and preceded by two and followed by one blank line. Capitals and lower case letters should be used for subheadings, which should be preceded by one blank line as illustrated by these instructions. (Do not underline any text.)

##### Symbols, formulae and equations

All symbols must be shown in the nomenclature list that precedes the text. The SI system of units should be used. If units other than SI units are included, they should be given in parenthesis after the relevant SI unit. The common units of time will persist, and also in appropriate contexts, the angular measurements. Equations should be indented and successively numbered (in parenthesis) flush with the right-hand guidelines (see example below).

$$y = a + b + cx^2 \tag{1}$$

## References

Citations in the text should be given in parentheses, for example: (Author, Year) or (Author et al., Year) or (Author1 and Author2, Year). List your bibliographical references at the end of your paper in alphabetical order.

For a paper citation:

**Jones A. and A.N. Other** (1987). Title of the Very Interesting and Informative Article. Name of the International Highly Respected Professional Journal, Vol. 2, No. 3, pp. 1-20.

For a book citation:

**Jones A., A.N. Other and J.K. Black** (2000). Title of the Very Interesting and Informative Book. Publication Information, pp.1-30.

For a conference citation:

**Jones A., A.N. Other and J.K. Black** (1999). Title of the Very Interesting and Informative Conference Paper, in Proceedings of the Very Interesting and Highly Successful Conference, City, Country, pp. 315-350.

## Page numbers, headers or footers

Do not number the pages of your paper. Do not use headers or footers.

## Graphics and tables

Avoid commercial endorsements in illustrations. A graphic which includes a trade name incidentally is acceptable but illustrations incorporating the logo of the company with which the author is associated will not be included in the proceedings.

Graphics and tables should be incorporated into the body of the text (not at the end of the paper) as close as possible to their first mention in the text. Graphics and tables should be centred and numbered consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Leave two line spaces between the actual text and figure (including caption). Since the Conference Proceedings will be published online, the use of colour illustrations is encouraged.

The graphics should have a resolution of 300 dpi.

## Captions

Captions should be centered, using a 10 pt normal font and writing out the full words "Figure" and "Table" (see examples below). Figure captions should be below the figures; table captions should be above the tables. Figure axis labels are often a source of confusion. Try to use words, rather than symbols. Put units in parentheses. Avoid abbreviations in table column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not within the table itself.

Examples:

Figure 1. Example for figure caption

Table 1. Example for table caption

## 4 SUBMISSION

Both draft manuscripts for review by the TPPC and final papers **must be sent to Sylvia Minten at the CEDA Dredging Days 2012 Conference Secretariat (sylvia@mintenprojectmanagement.nl) as Word files by e-mail. Other file formats will not be accepted.** Each submission must include the Paper ID.

### 4.1 Draft manuscripts for review by the TPPC

Draft manuscripts must be submitted by **15 September 2012**. All draft manuscript will be peer reviewed. Comments from the reviewers will be sent to the authors by **15 October 2012 the latest**.

### 4.2 Paper digest

For each paper a paper digest will be included in the Final Programme of the conference which is prepared and published in co-operation with CEDA's official magazine, Dredging and Port Construction. Figure 1 shows how the paper digest will look like.



Figure 1. Example for paper digest

The digest will include the paper title, the authors' names and their affiliations, **and maximum 5 bullet points** to raise interest in your paper and optionally, **only 1 picture/image/diagram**. Limit each bullet point to **less than 15** words. Please provide input for the digest as specified in the text box below.

**Text** in a MS Word text file following strictly the example (paper title is written in lower case character, author names are set out with the first initial after the surname, with a hyphen between the name and the company name):

(Title of the paper)The Elbe river – a lifeline for northern Germany  
(Authors)Marušić N – Wasser- und Schifffahrtsamt Cuxhaven  
Iwens C – Nordsee Nassbagger- und Tiefbau (DEME)

- The historic development of deepening and maintenance dredging works on the Elbe
- Hamburg harbour's trading position
- Overview of current maintenance dredging concepts on the Elbe
- The future of maintenance dredging on the Elbe
- Future deepening works on the Elbe

**CAPTION**  
TSHD Marieke opposite WSA Cuxhaven on the Elbe

**Illustration**  
Please send the illustration as a separate graphic file in high resolution.

**Deadline**  
Papers digests should reach the CEDA Secretariat not later than 1 September 2012.

Please note: The editor of DPC reserves the right to correct the English text and to shape it to conform to the agreed style.

### 4.3 Final papers

The final papers will be published in the Conference Proceedings (online). The final papers must be submitted by **15 November 2012**. Please note that the **TPPC reserves the right to remove a paper from the programme and from publication if it finds that the reviewers' recommendations have not been followed, or discovers that the paper has been previously published.**

Each final paper submission must include:

- the full final paper, including the title/abstract page
- the title/abstract page
- the name and the short (100 word) biography of the author who will present the paper. This information will be used by the Session Chair when introducing the speaker. Please submit this electronically in Word or include the text in the main body of the email.

The completed CEDA DREDGING DAYS 2012 Copyright Form (Annex 2) should be sent separately to the CEDA Dredging Days 2012 Conference Secretariat (address in Section 6. of this document).

**Please note: The submission deadlines will be strictly enforced.**

**Important:** It is understood by the submission of the final paper that one or more of the authors will register for the conference, pay the appropriate fee(s), attend the conference and present the paper. If at least one registration fee per paper has not been received at the time of the submission of the final paper, the paper will be withdrawn from the programme and will not appear in the conference proceedings. Online registration on [www.cedaconferences.org/dredgingdays2012](http://www.cedaconferences.org/dredgingdays2012) will be open from July 2012.

#### **4.4 Summary of important dates**

Submission of paper digests:	1 September 2012
Submission of draft manuscripts:	15 September 2012
Reviewer comments to authors:	15 October 2012
Submission of final paper :	15 November 2012

## **5 COPYRIGHT NOTICE FOR INTERNET/WEB POSTING**

Authors have the right to publish their paper electronically on the Internet, on their or on their company's server. If authors wish to post their papers electronically, they must include a full reference to CEDA Dredging Days 2012 proceedings when linking to the full paper as shown in the following example:

**Jones A. and A.N. Other** (2000). Title of paper. CEDA Dredging Days 2012, Abu Dhabi, United Arab Emirates, pp. XY-XX

## **6 ENQUIRIES**

**CEDA Dredging Days 2012 Conference Secretariat**

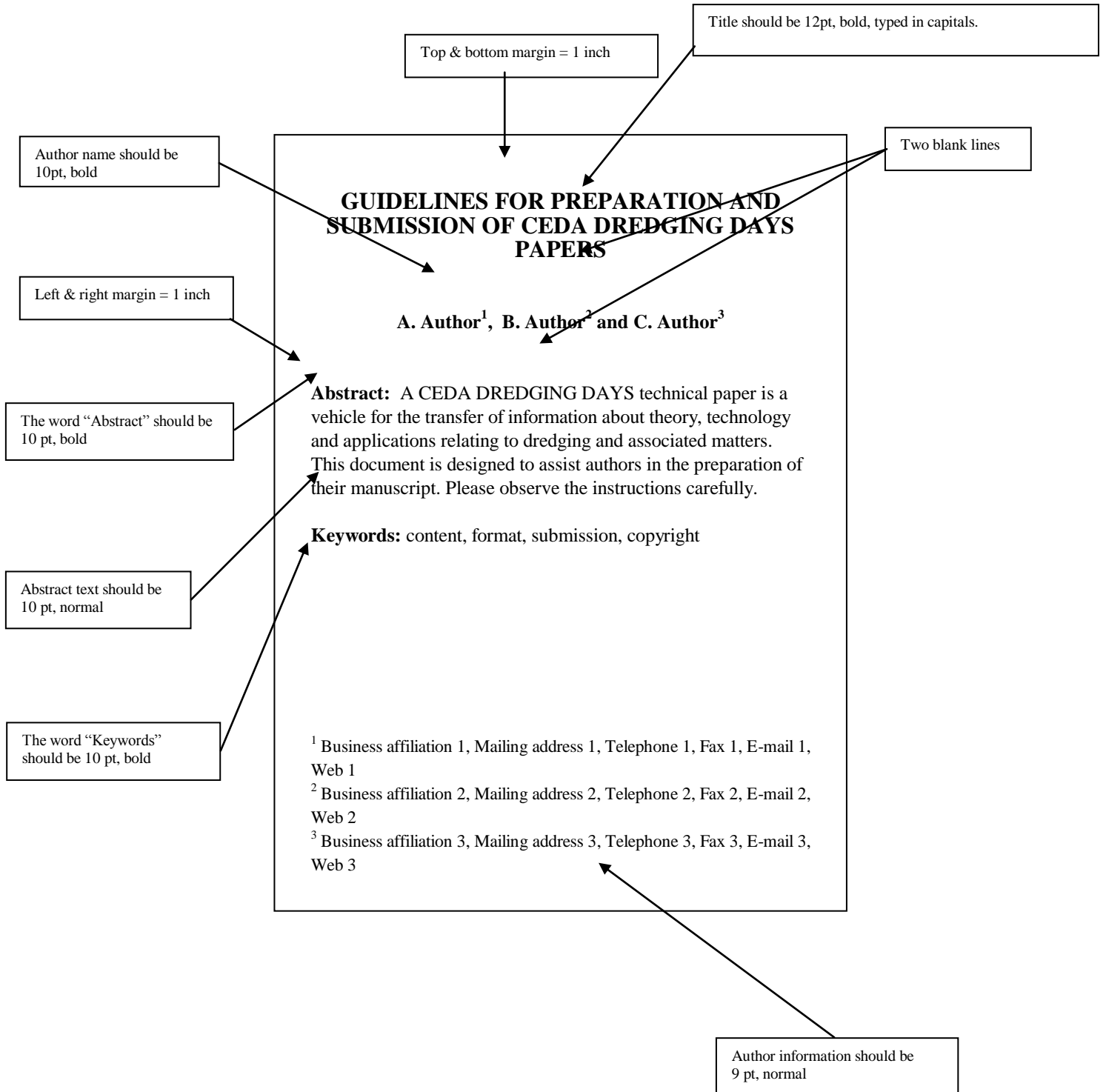
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**TITLE/ABSTRACT PAGE – EXAMPLE (Margins are shown for A4 size paper)**





### **CEDA DREDGING DAYS 2012 Copyright Form**

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**TITLE OF CONFERENCE PAPER (hereafter, "the paper"):**

**AUTHOR(S):**

**TITLE AND DATE OF PUBLICATION: Proceedings of CEDA DREDGING DAYS 2012, 12-13 December, Abu Dhabi, United Arab Emirates**

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