

3.2 Headings

Type primary headings in capital letters roman (Heading 1 tag) and secondary and tertiary headings in lower case italics (Headings 2 and 3 tags). Headings are set flush against the left margin. The tag will give two blank lines (26 pt) above and one (13 pt) beneath the primary headings, 1½ blank lines (20 pt) above and a ½ blank line (6 pt) beneath the secondary headings and one blank line (13 pt) above the tertiary headings. Headings are not indented and neither are the first lines of text following the heading indented. If a primary heading is directly followed by a secondary heading, only a ½ blank line should be set between the two headings. In the Word programme this has to be done manually as follows: Place the cursor on the primary heading, select Paragraph in the Format menu, and change the setting for spacing after, from 13 pt to 0 pt. In the same way the setting in the secondary heading for spacing before should be changed from 20 pt to 7 pt.

3.3 Listing and numbering

When listing facts use either the style tag List signs or the style tag List numbers.

3.4 Equations

Use the equation editor of the selected word processing programme. Equations are not indented (Formula tag). Number equations consecutively and place the number with the tab key at the end of the line, between parantheses. Refer to equations by these numbers. See for example Equation 1 below:

From the above we note that $\sin \theta = (x + y)z$ or:

$$K_t = \left(1 - \frac{R^2 \tau}{c_a + v \tan \delta} \right)^4 k_1 \quad (1)$$

where c_a = interface adhesion; δ = friction angle at interface; and k_1 = shear stiffness number.

For simple equations in the text always use superscript and subscript (select Font in the Format menu). Do not use the equation editor between text on same line.

3.5 Tables

Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in 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. Use only horizontal rules: One above and one below the column headings and one at the foot of the table (Table rule tag: Use the Shift-minus key to actually type the rule exactly where you want it). For simple tables use the tab key and not the table option. Type all text in tables in small type: 10 on 11 points (Table text tag). Align all headings to the left of their column and start these headings with an initial capital. Type the caption above the table to the same width as the table (Table caption tag). See for example Table 1.

3.6 Figure captions

Always use the Figure caption style tag (10 points size on 11 points line space). Place the caption underneath the figure (see Section 5). Type as follows: 'Figure 1. Caption.' Leave about two lines of space between the figure caption and the text of the paper.

3.7 References

In the text, place the authors' last names (without initials) and the date of publication in parentheses (see examples in Section 5). At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (Reference heading tag). The references should be typed in small text (10 pt on 11 pt) and second and further lines should be indented 5.0 mm (0.2") (Reference text tag). If several works by the same author are cited, entries should be chronological:

Larch, A.A. 1996a. Development ...
Larch, A.A. 1996b. Facilities ...
Larch, A.A. 1997. Computer ...
Larch, A.A. & Jensen, M.C. 1996. Effects of ...
Larch, A.A. & Smith, B.P. 1993. Alpine ...

3.7.1 Typography for references

Last name, First name or Initials (ed.) year. *Book title*. City: Publisher.

Last name, First name or Initials year. Title of article. *Title of Journal* (series number if necessary) volume number (issue number if necessary): page numbers.

3.7.2 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.

3.8 Notes

These should be avoided. Insert the information in the text. In tables the following reference marks should be used: *, **, etc. and the actual footnotes set directly underneath the table.

3.9 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.

4 PHOTOGRAPHS AND FIGURES

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures should fit within the column width of 90 mm (3.54") or within the type area width of 187 mm (7.36").

Figures, photographs, etc. should be in black only. Paste copies of the same size onto 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. Leave about two lines of space between the actual text and figure (including caption). Never

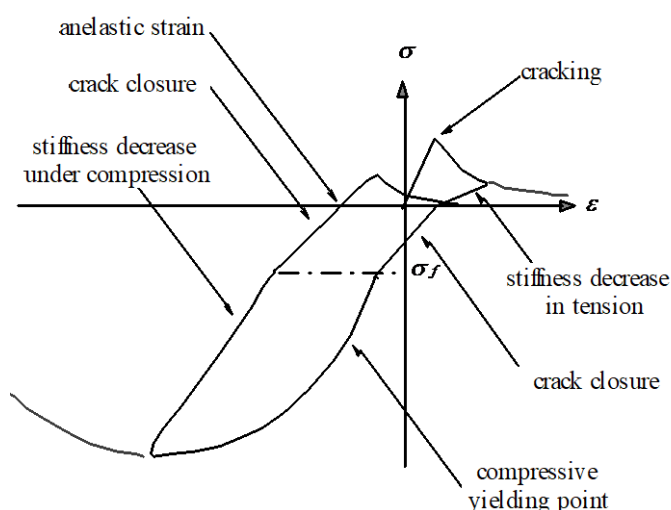


Figure 1. Caption of a typical figure. Photographs will be scanned by the printer. Always supply original photographs.

place any text next to a figure. Leave this space blank. The most convenient place for placing figures is at the top or bottom of the page. Avoid placing text between figures as readers might not notice the text. Line drawings (as well as photographic reproductions of these) should be in black (not grey) on white. Keep in mind that everything will be reduced to 75%. Therefore, 9 point should be the minimum size of the lettering. Lines should preferably be 0.2 mm (0.1") thick. Keep figures as simple as possible. Avoid excessive notes and designations.

Photographs should be black and white, with good contrast and on glossy paper. Photographic reproductions cut from books or journals, photocopies of photographs and screened photographs are unacceptable. The proceedings will be printed in black only. For this reason avoid the use of colour in figures and photographs. Colour is also nearly always unnecessary for scientific work.

5 PREFERENCES, SYMBOLS AND UNITS

Consistency of style is very important. Note the spacing, punctuation and caps in all the examples below.

- *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.); (Author, pers. comm.)

Always use the official SI notations:

- kg / m / kJ / mm *instead of* kg. (Kg) / m. / kJ. (KJ) / mm.;
- 20°16'32"SW *instead of* 20° 16' 32" SW
- 0.50 *instead of* 0,50 (*used in French text*); 9000 *instead of* 9,000 *but if more than 10,000: 10,000 instead of 10000*
- ¹⁴C *instead of* C¹⁴ / C-14 and BP / BC / AD *instead of* B.P. / B.C. / A.D.
- × 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.,

6 SUBMISSION OF MATERIAL TO THE EDITOR

The camera-ready copy of the complete paper printed on a high resolution printer on one side of the paper as well as two copies of the paper should be sent to the editor. Include the original photographs. Check whether the paper looks the same as this sample: Title at top of first page in 18 points, authors in 14 points and all other text in 12 points on 13 points line space, except for the small text (10 point on 11 point line space) used in tables, captions and references. Also check if the type width is 187 mm (7.36"), the column width 90 mm (3.54"), the page length is 294.4 mm (9.82") and that the space above the Abstract is exactly as in the sample. Write your name and the shortened title of the paper in pencil in the bottom margin of each page and number the pages correctly.

7 DEADLINE

The above material should be with the editor before the deadline for submission. Any material received too late will not be published. Send the material by airmail or by courier well packed and in time. Be sure that all pages are included in the parcel.

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