

## Technical Paper MSWord Template and Submission Guidelines

A.N. Other. School of Engineering, University of Putsonderwater, South Africa. [another.an@puts.ac.za](mailto:another.an@puts.ac.za)  
C.A. Monster. Monster Geosynthetics (Pty) Ltd, Livingstone, Zambia. [camonster@monster.co.zm](mailto:camonster@monster.co.zm)

### ABSTRACT

Papers must be written in English only and must be based on an accepted abstract. Once the corresponding author has been notified that an abstract has been accepted, the Paper Manuscript must be submitted by **30th April 2017** using the conference web site at [www.geoafrica2017.com](http://www.geoafrica2017.com). The manuscript must be prepared using only this MSWord template and in accordance with the instructions contained herein. The manuscript will be reviewed for suitability as a contribution to the conference proceedings, and for oral or poster presentation. The Technical Committee (TC) may require authors to make revisions to their submitted papers. The need for any such amendment will be made known to affected authors by **30th June 2017**. These authors must submit their final papers through the conference web site by **30th July 2017** at the very latest. The presenting author of each paper must be registered as a full conference delegate, by the deadline of **30th June 2017**, in order to enable the publication and presentation of a paper. Papers submitted to the conference organizers in any other way, or where registration fee has not been received by the deadline, will not be accepted or published notwithstanding that the registration fee may be paid at a later date. The abstract in this paper must not exceed 150 words. In the event of a conflict between this document and the example paper this document will govern.

### 1. INTRODUCTION

#### 1.1 Publication Quality and Uniformity

To ensure publication quality and uniformity, the following guidelines are intended to assist authors in preparing their papers for the conference. Authors of papers are required to type their manuscript into this template to ensure uniformity of paper presentation in the conference proceedings.

Please note that if these guidelines are not followed, your paper will be returned to you for revision and re-submittal. The resulting time delay could lead to your paper not being published in the conference proceedings due to preparation deadlines.

#### 1.2 Required Registration

The presenting author must register as a full conference delegate in order to submit a final paper. This must be done online through the conference web site at [www.geoafrica2017.com/](http://www.geoafrica2017.com/) by no later than **30th June 2017**. The presenting author need not necessarily be the primary author.

#### 1.3 Online Submission

All draft and final papers must be submitted electronically in Microsoft Word format using the online submission feature on the conference web site. Your draft manuscript must be received by **30th April 2017** and your final manuscript by **30th July 2017**. Papers submitted to the conference organizers in any other way will not be accepted.

Authors of accepted abstracts can access the paper submission centre by logging in at <http://www.geoafrica2017.com/> using their User Name (email address where system's emails were sent) and Password received during abstract uploading.

For further information on manuscript submission using the online web site please visit the conference web site at: [www.geoafrica2017.com](http://www.geoafrica2017.com)

## 1.4 Important Paper Deadlines

Notification to authors of acceptance of abstracts: .....	March 7th, 2017
Receipt of Papers submitted to paper review centre on <a href="http://www.geoafrica2017.com">www.geoafrica2017.com</a> .....	30 April 2017
Allocation of Papers to paper reviewers of the TC .....	5 <sup>th</sup> May 2017
Notification to authors of acceptance/need for modification of papers: .....	30 June 2017
Receipt of Final Papers: .....	30 July 2017
Authors' Registration and Payment of Attendance Fee: .....	30 June 2017
Presentation of Papers: .....	08 - 11 October 2017

## 2. FORMATTING DETAILS

### 2.1 Length

The length of a complete paper including title, abstracts, text, figures, photographs, tables, acknowledgments and references is **FOUR (4) to TEN (10) pages**. Papers will not be accepted if they are longer than ten (10) pages.

### 2.2 Font

All text must be 10 point Arial font with the following exceptions:

- The title must be 14 point Arial font (bold).

### 2.3 Page Size and Margins

Select A4 (21 cm wide x 29.7 cm) and use the following page dimensions: top margin = 37.5 mm, bottom margin = 25 mm, left margin = 20 mm, right margin = 20 mm, and gutter width = 6 mm.

### 2.4 Page Numbers

Do not insert page numbers or headers or footers. These will be added when the proceedings are assembled.

### 2.5 Spacing and Indenting

All text elements should be single-spaced. Text must be in one (1) column. No indents should be used anywhere, except in the references. Use two spaces between sentences.

One (1) open line should be left between paragraphs. The text should be right and left justified.

Leave two (2) open lines above and one (1) open line beneath primary headings - leave one (1) open line above and one (1) open line beneath secondary and tertiary headings. Leave one (1) open line between equations and text, and between successive equations. Leave one (1) open line between the body of text and figures or tables (including captions).

### 2.6 Title/Author(s)

The full paper title should be typed at the top of the first page in 14 point Arial font, bold and Title Case, and left justified.

Leave one (1) open line at 10-point font following the title.

The author name(s), affiliation, country and e-mail address should then be typed in 10 point Arial font. Do not use italics. Do not include author titles. Include initials only for first and middle names.

## 2.7 Abstracts

Each paper must begin with an abstract in English consisting of **no more than 150 words in total**. The abstract will be extracted to compile the booklet of abstracts. Please assure the abstract on the paper is correct and final.

Type the word "ABSTRACT" and then the English abstract.

Leave three (3) open lines (10-point font) between the last author line and three (3) open lines (10-point font) between the last abstract line and the Introduction line.

## 2.8 Number Headings

Within the paper, number all headings as follows:

- 1. PRIMARY HEADING
- 1.1 Secondary Heading
- 1.1.1 Tertiary Heading

Avoid orphan headings. If you do not understand these terms, please consult someone who does.

## 2.9 Spelling

Spelling is to conform to customary UK English usage, as given in the Oxford Unabridged Dictionary.

## 2.10 Equations, Formulas, Symbols and Units

Type and centre equations and formulae on the page. Leave one (1) open line above and below the equation.

Equation numbers must be placed flush at the right margin in square brackets and numbered consecutively.

Example of equation:

$$\tau = \sigma \tan \phi + c \quad [1]$$

Refer to equations in the body of the text by these numbers (e.g., "Eq.1" or "Equation 1 shows..."). Symbols and notations should conform to those recommended by the International Geosynthetics Society in the following document [http://www.geosyntheticssociety.org/Publications/IGS\\_Sym4.pdf](http://www.geosyntheticssociety.org/Publications/IGS_Sym4.pdf).

Use SI units and Arabic numbers, and do not use italics.

## 2.11 Tables

Number tables consecutively in order of appearance and locate them close to the first reference to them in the text. Refer to tables as Table 1, or Tables 1 and 2, in the body of the text. Avoid abbreviations in column headings (other than units).

Centre and type the caption above the table to the same width as the table, and leave one (1) open line between the table caption and the table and between the table caption and the preceding text. Leave one (1) open line between the table and following text. Centre the table on the page.

Use the following example for the format of table.

Table 1. Characteristics of tested soils.

Characteristics	Vancouver	Richmond
Organic matter (%)	0	1
Water content (%) <sup>1</sup>	40	60
Liquid limit (%)	22	44
Plastic limit (%)	15	18
Sand (%)	35	8
Silt (%)	45	44
Clay (%)	20	48

<sup>1</sup>water content of specimens after preparation for testing

## 2.12 Illustrations and Figures

All illustrations must be embedded in the MS Word document using Edit / Paste Special / Picture.

Centre the illustration or figure on the page. It is permissible to have two illustrations or figures side by side provided they are legible. Leave one (1) open line before and after the illustration or figure.

Please number illustrations (whether drawings or photographs) consecutively in the order of appearance and refer to them as Figure 1, Figures 2 to 4, etc.

Do not place illustrations sideways on a page; however, if this cannot be avoided, no other text should appear on that page.

Drawings may be in colour but authors should select colours that are effective when reproduced in black and white hardcopy.

Photographs may be in colour, but authors should select colours that are effective when reproduced in black and white hardcopy.

Lettering should be approximately the same size as the text with a minimum height of 2 mm. Lines should preferably be 0.2 mm thick. Captions should be placed immediately below the illustration and centred on the page.

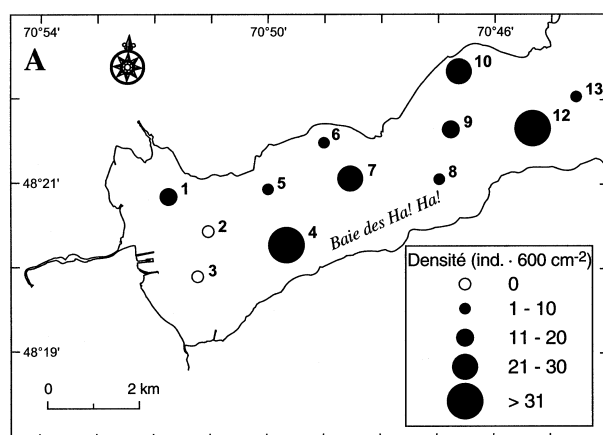


Figure 1. Spatial distribution of the macro-benthic organisms (from Pelletier et al. 1999).

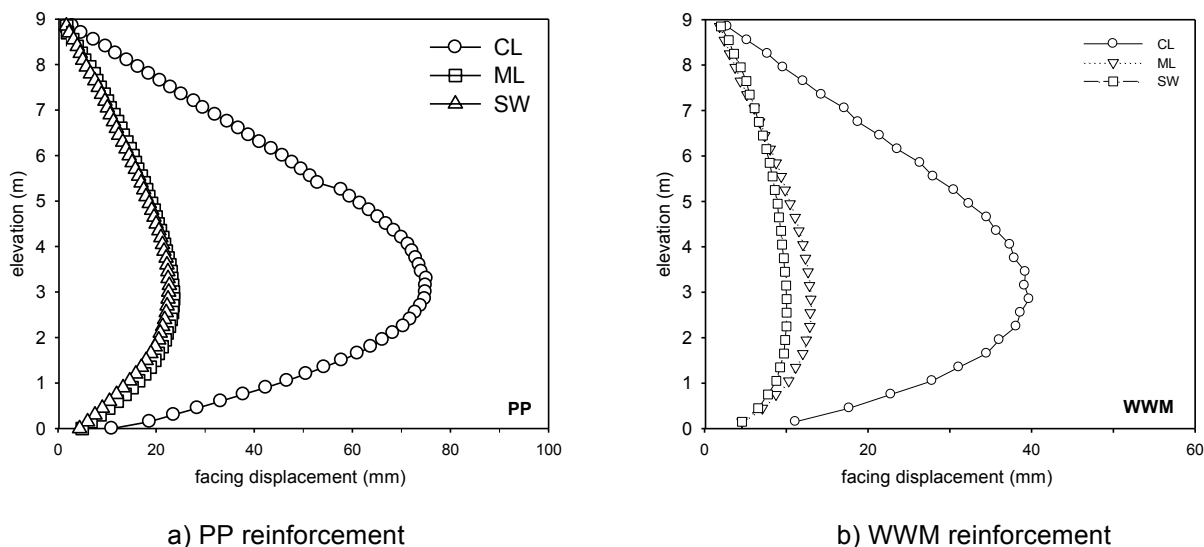


Figure 2. Wall deformations.

### 3. CLEARANCES AND COPYRIGHT MATERIAL

Authors are responsible for obtaining written permission to profile the project or subject matter in their papers from any and all clients, owners or others who contracted for the work.

If a figure, table or photograph was previously published; the author must obtain written approval from the original publisher before it can be reprinted in the conference proceedings.

The conference organizers assume that you have obtained the proper permission(s) as applicable. The conference organizers assume no liability for failure by the authors to gain proper permissions.

The source of previously published material should be included in the caption of the table, figure or photograph.

The GeoAfrica 2017 Technical Committee (TC) reserves the right to make modifications to the final paper submission to ensure full compliance to the Technical Paper Template and Submission Guidelines, spelling according to the English Oxford Dictionary and general clarity of the contents. The GeoAfrica 2017 TC cannot be held responsible for any loss of information and detail. The authors are therefore encouraged to ensure that the technical paper strictly adheres to the guidelines and that it is received in good order.

### 4. COMMERCIALISM

**All commercialism must be avoided.** Papers may not include any promotion for products, services, or companies. Company logos shall not appear anywhere in the paper. Authors shall not use brand names or company names in the paper titles. When a brand name must be used in a paper, the brand name may appear only once in the text of the paper and then be referred to thereafter by a generic description. No brand name may appear in any table, figure or picture. The authors of a paper should be identified by their name, affiliation, and country. Any violation of these rules may result in automatic rejection of the paper for presentation and publication in the conference proceedings.

## ACKNOWLEDGEMENTS

Providing an acknowledgment of sponsorship at the end of a paper is permitted. The acknowledgements heading should appear without a heading number. The ACKNOWLEDGEMENTS section should follow the text of the paper and precede the REFERENCES section.

## REFERENCES

The REFERENCES heading should appear without a heading number.

Within the body of the text, references should be made in parenthesis with the author's surname(s) and the year of publication such as "(Seed et al. 1977)" or "According to Seed et al. (1977)..."

At the end of the paper, list all references in alphabetical order of authors' names. The first line of each entry in the reference list should not be indented: the following lines should have 5 mm indentation. Do not leave an open line between references. Type book titles and the names of journals, reports and conferences, etc. in *italics*.

Format for books is: last name, initials (year) *Book Title*, Publisher, City, State/Province, Country (of publisher). For example:

Terzaghi, K. and Peck, R.B. (1987). *Soil Mechanics in Engineering Practice*, 2nd ed., McGraw Hill, New York, NY, USA.

Format for journal papers is: last name, initials, (year), Article title, *Name of Journal*, volume number in Arabic numerals, pages. For example:

Ingold, T.S. and Miller, K.S. (1983). Drained axisymmetric loading of reinforced clay, *Journal of Geotechnical Engineering*, ASCE, 109: 883-898.

Format for conference papers is: last name, initials, (year), Article title, *Name of conference*, Publisher, City, State/Province and Country where conference took place, volume number in Arabic numerals: pages. For example:

Leshchinsky, D. and Perry, E.B. (1987). A design procedure for geotextile reinforced walls, *Geosynthetics '87*, IFAI, New Orleans, LA, USA, 1: 95-107.

Koerner, R.M., Wayne, M.H. and Carroll, R.G., Jr. (1989). Analytic behavior of geogrid anchorage, *Geosynthetics '89*, IFAI, San Diego, California, USA, 2: 525-536. [Note: all authors are authors listed, do not use "et al." in the reference list.]

Format for an ASTM test standard:

ASTM D 638. Standard Test Method for Tensile Properties of Plastics, *American Society for Testing and Materials*, West Conshohocken, Pennsylvania, USA. [Do not include year since standards are re-published every year]