

INSTRUCTIONS TO AUTHORS

A. General

- The manuscript should be prepared in such a way that they are suitable for photo-offset reproduction. Please follow the instructions strictly so that the uniformity in appearance of papers in the Conference Proceedings can be assured.
- Abstracts/Full Papers should be submitted electronically through TeMUS system.
- One-Full-Page Abstracts are published in a Volume of Abstracts and Full-Length papers are included in a CD-ROM.

1) LAYOUTS

Please try to match the font size and font style on the example paper. This is a somewhat larger text as the paper will be reduced by 15% when printed. In case the paper size is A4 size, the margins are as below:

Margins: Top(3.5cm), Bottom(3.5cm), Left(2.3cm), Right(2.3cm)

2) LENGTH

- The length of Abstract for Volume of Abstracts should not exceed ONE full page.
- The adequate length of paper is 4-20 pages.

3) TYPING

- The paper size is (210×297 mm). The text and artwork (incl. figure captions) produced in MS word format are preferred and should fall within this size. Do not leave any unnecessary space.
- You may type on the white A4 sheets within the frames.
- The text should be typed all in BLACK.
- The text should be typed using ARIAL, or a similar font.
- The use of 12 point font on 2-point space (If you use 12 point font, the line spacing will be 14 points.) is strongly recommended. Single spacing is acceptable if 2-point space is not possible.
- Each paragraph should be indented 5 spaces. Do not leave extra space between paragraphs.
- The text must be ORIGINAL, not photo-copied, unless the copy is absolutely clear, not blurred or with portions of letters missing.

B. DETAILS

1) TITLE

Type the exact title of the paper in upper and lower case with 14 point bold font style. The title should be centered. The title should be brief and NOT longer than two title lines (approx. less than 85 characters).

2) NAMES OF AUTHORS

Type the name(s) of authors (in the order of first, middle and last name) with 14 point plane font style and put an asterisk (*) in front of the presenting author's name. For author(s) from a different institution, start a new list. Do not use titles (i.e., Prof., Ph.D., Mr., etc.). Title(s) of author(s) may be given as a footnote at the bottom of the first page of the paper. The list of author(s) should be centered.

3) AFFILIATION

The affiliation of author(s) (including city and country) should be given below the list of authors. Please use 12 point italic font style for the affiliation(s). The affiliation(s) should be centered.

4) ABSTRACT

This is not the same one-full-page abstract for the Volume of Abstracts. Type to keep the abstract within 10 lines (or 200-400 words). Do not have references or displayed equations in the abstract.

5) HEADING

- Main Heading

The text following a main heading should be indented (5 spaces). A main heading should be in upper case and have one line space above and below it.

- Secondary Heading

The text following a secondary heading should be indented (5 spaces). A secondary heading should have one line of space above it but no space below it.

- Third grade heading

There is no full stop following the third grade heading, but leave three (3) spaces before starting a text. A third grade heading should have one line of space above it.

6) TABLES AND FIGURES

Tables and figures should be consecutively numbered. Place the table title should appear above the table and the figure caption below the figure. Allow one line of space

between the table and its title and between the figure and its caption. Allow two lines of space between the table or figure and the adjacent text.

7) EQUATION

All equations must be set or clearly typed and consecutively numbered. Refer to equations in the text as Eq. (1), Eq. (2). All equations should be centered and have one line space between equations and text material. Displayed equations should be numbered simply as (1),(2),(3). The numbers should appear at the extreme right of the line in parentheses.

8) REFERENCES

References should be listed at the end of the paper in alphabetical order of the last names of the first authors and referred in the text by the last name and the year of publications as (Choi 1989). The year of publication should be placed in parenthesis after the last author of the paper. Style the reference list according to the following examples. Use abbreviates on journal titles according to standard forms. References need not be numbered nor grouped by the category such as Journal articles, books, etc.

Journal articles:

Choi, C.K. and Kim, S.H. (1989), "Coupled use of reduced integration and nonconforming modes in improving quadratic plate element." *Int. J. Num. Meth. Eng.*, Vol. **28**(4), 1909-1928.

Books:

Salvadori, M.G. and Baron, M.L. (1961), *Numerical Methods in Engineering*, Prentice-Hall, Englewood Cliffs, NJ.

Proceeding papers:

Choi, C.K. and Kwak, H.G. (1989), "Optimum RC member design with discrete sections", *Proceedings of '89 ASCE Structures Congress*, San Francisco.