

# Abstract and Paper Submission Guidelines

## 41st STGEC Conference

November 2 – 5, Wilmington, North Carolina

Conference sponsored by North Carolina Department of Transportation

*Past, Present and Future of Geotechnical Engineering in the Transportation System*

We hope to have a variety of presentations that demonstrate the changes over the last 41 years, the present state of practice, and provide a look at the future with a particular emphasis on case histories and state of practice papers involving State DOTs.

### Important Dates

- Abstract/Paper Submission Due Date: September 4, 2009
- Notification of Acceptance Date: September 11, 2009
- Advanced Registration Date: September 4, 2009

### Important Information

- Author's abstract/paper and PowerPoint presentation material will be included in the conference proceedings in portable document format (pdf).
- All authors must register and pay registration fee to attend this conference.

## Abstract and Paper Submission Guidelines

Send your abstracts, papers and speaker contact information via email to:

- [STGEC@ncdot.gov](mailto:STGEC@ncdot.gov) with a subject – STGEC Conference

Technical and editorial assistance with abstract and paper preparation is available on request. Further information on the Conference is available at the conference website:

<http://www.ncdot.org/doh/preconstruct/highway/geotech/STGEC/>

If you have further questions about abstracts/papers, please contact Chris Chen or Mohammed Mulla by phone at (919) 250-4088 or send an email to [STGEC@ncdot.gov](mailto:STGEC@ncdot.gov).

### **I. ABSTRACT SUBMISSION GUIDELINES**

Abstract length should be limited to 200 to 400 words, single-spaced, Times New Roman font type, Justified, 11-point font size, without figures or photos, in Microsoft WORD DOC format (in 2003 or earlier version).

The abstract should include:

- Title of the Paper
- Authors' Names
- Affiliations of All Authors
- Contact Information (addresses, phone numbers, fax numbers, and e-mails)

## **II. PAPER SUBMISSION GUIDELINES**

Paper submission is optional.

Please use the following page layout and style guidelines for your paper.

1. **Length:** There is an absolute **5,000** word limit for the papers.
2. **Formats:** When formatting your document, note the following specifications:
  - 8.5" × 11" paper
  - Left and right margins: 1" (2.54 cm)
  - Top margin: 1" (2.54 cm)
  - Bottom margin: 1" (2.54 cm)
  - Spacing – **Single-Spaced**
  - Font – Times New Roman, 11-point / Reference List may be no smaller than 8-point
  - Justify pages
  - Illustrations, Tables & Figures : Figure numbers and captions should be typed single-spaced in position as they are to appear on the page. The type should match that used for the text. Number tables and figures consecutively in Arabic numerals (1, 2, etc.) and cite them in the text as, for example, Figure 1, Table 1, etc.
3. Digital Submittal Format: Paper **MUST** be submitted in Microsoft WORD DOC format (2003 or earlier version).

### **LAYOUT**

Paper should **NOT** have a separate title page. The first page of the paper should include the following:

- Title of paper
- Name(s) of author(s)
- Name of organization of author(s)
- Author(s) address and telephone number. The text (body) **must** begin on the first page.
- Do **NOT** number pages electronically.
- Do **NOT** use headers and footers.
- All figures must be embedded in the word processing document

### **STYLE**

#### **Headings**

Note the style of headings in this instruction sheet. They have been typed and placed in the following manner:

#### *First-order Headings*

These should be in uppercase bold letters and flush with the left-hand margin (e.g., **STYLE**) with a line space above and below.

#### *Second-order Headings*

These should be in uppercase and lowercase bold letters, and flush with the left-hand margin. Insert one line space above and below the heading (e.g., **Headings**).

### *Third-order Headings*

These should be in italics and insert one line space above with no line space below. (e.g., *Third-order Headings*).

### **References**

References should be placed at the end of the text and listed in numerical order.

### **Equation Numbers**

When numbering equations, enclose the numbers in parentheses and place them flush with the right margin.

### **Tables and Figures**

Tables and figures may be either one or two columns wide and may be inserted near their mention in the text or grouped together at the end of the text.

(all headings should be flush with the left margin, all main body texts should be justified)