

## Appendix 3

# **Guidelines for drafting Individual Papers for the XXV<sup>th</sup> World Road Congress Seoul, 2-6 November, 2015**

## **1. INTRODUCTION**

These instructions are for the preparation of Individual Papers for the XXV<sup>th</sup> World Road Congress. To ensure timely and efficient production of the congress proceedings that are in a consistent and easily readable format, authors must submit their full papers in strict conformity with these instructions. Your cooperation in adhering to these instructions is greatly appreciated.

An example of the format is given as a separate Word file.

Any reference of political, commercial or advertising nature is excluded from the papers. The indication of a brand name is excluded in the title and in the abstract. The only references of an indirectly commercial nature which are tolerated in the text are those which are necessary for the understanding of the text. PIARC reserves the right to remove or modify paragraphs containing commercial references after information of the authors.

## **2. LANGUAGE**

The full paper shall be produced in separate files in **English, French or Spanish** which are the official languages of the Congress.

For a full paper produced in one language only, the **author is required to produce an additional file containing the translation of the title and the abstract of the paper in another language**. For example, if the full paper is in English, the title and the abstract should also be provided in French or in Spanish in the additional file, using the same layout as for the full paper.

We encourage authors to submit their full paper in more than one of the official languages of the Congress. All versions of accepted papers will be included in the proceedings, on condition the translation is of adequate quality.

## **3. ELECTRONIC FORMAT, PAPER SIZE, MARGINS, FONT, PAGE LIMIT**

Full papers must be submitted in electronic format using MS-Word. The size of the electronic file should not if possible exceed 1 Mo.

Paper size must be A4 (297 mm x 210 mm). The top, bottom, left and right margins must be set at 2.0 cm.

The font type of all text and headings must be Arial 12 pt, unless it is indicated otherwise in these instructions or template. Text must be single-spaced and fully justified. Bold and

underline must not be used unless indicated otherwise in these instructions or template. Please do not insert any headers, footers. Pages should be numbered as in this template.

The maximum number of pages is 16, including figures, tables, and references.

#### **4. TITLE, AUTHORS, AFFILIATIONS**

The title of the paper must be Arial 12 pt, bold, and justified centre. Use more than one line if necessary, but always use single-line spacing (without blank lines).

Then, after one blank line, insert the first author's name (initial of the first name, then the full last name). If any of the co-authors have the same affiliation as the first author, add their names after an "&" (or a comma if more names follow). In the following lines, insert the affiliation (name of organization or company, country) and the e-mail address. If there are authors linked to other institutions repeat this procedure without a blank line.

The author's name, affiliation and e-mail address must be in Arial 12 pt and justified centre.

#### **5. THE DOCUMENT BODY**

##### 5.1. Headings, sub-headings, indents and line spacing

Headings [Heading 1] must be in upper case and bold typeface. Sub-headings [Heading 2] must be in title case and normal font. Sub-headings [Heading 3] must be in italic. Headings and sub-headings must not be indented.

Before headings, there must be a spacing of 24pt. After headings, there must be a spacing of 12pt. Before sub-headings, there must be a spacing of 12pt. After sub-headings, there must be a spacing of 6pt.

All headings and sub-headings, with the exception of the abstract and references, must be numbered. If a heading or sub-heading falls at the bottom of a page, it must be transferred to the top of the next page.

The first line of paragraph must not be indented. There must be a blank line (12pt) between two paragraphs.

##### 5.2. Abstract

Straight after the author's e-mail address, leave one blank line and insert the abstract (with heading). The abstract should not exceed 200 words.

##### 5.3. Figures and tables

Figures, tables and photographs must be aligned centrally, and positioned as close as possible to the reference in the document. They must have a caption, with a dash dividing the number and the title, for example "Figure 1 - Evolution of modulus". They must be numbered consecutively, for example Figure 1, Figure 2, Table 1, Table 2, etc.

Captions must be placed at the bottom of the figure and the photograph or at the top of the table and aligned centrally.

#### 5.4. References

References must be cited in the text and numbered in square brackets [1].

At the end of the full paper, authors must list all references in Arial (10 pts), in number consecutively, with no blank line, using the following example format:

1. Muncy, S. G. (1993). Cold in-place recycling practices in North America. 5<sup>th</sup> Eurobitume congress. Vol 1B, paper 4.39, pp 886-889
2. Xxxxx

#### 5.5. Electronic file names

The names of the electronic files of the paper must use the following nomenclature:

IPxxx-y-Z.doc

Where:

- xxx is the 3-digit number assigned to the proposed abstract
- y is the last name of the primary author
- Z is the one-letter abbreviation for the language version i.e. E for English; F for French; S for Spanish.

By way of example, the file name "IP012-Bowler-F.doc" will be the paper corresponding to abstract numbered 012 submitted by Bowler, in French.

The name of the file must appear at the bottom of the page (left side, Arial 10 pt) together with the numbering of the page (centred, Arial 12pt).

### 6. DEADLINE

The papers must be posted on the website dedicated to the congress papers no later than:

**28<sup>th</sup> FEBRUARY 2015**

### 7. CONTACT

If you have any questions, please contact:

AIPCR /PIARC - Association mondiale de la Route / World Road Association  
La Grande Arche, Paroi nord, niveau 2  
92055 La Défense Cedex – FRANCE  
Tel: + 33 (1) 47 96 81 21  
Fax: + 33 (1) 49 00 02 02  
E-mail: [seoul2015@piarc.org](mailto:seoul2015@piarc.org)