AUTHOR GUIDELINES FOR C-RISE3 MANUSCRIPTS

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***Abstract** –The abstract is to be in fully-justified italicized text, at the top of the left-hand column, below the author information, as it is shown in this stencil. Use the word "Abstract" as the title, in 12-point Times New Roman, boldface type, to the left of the first line, initially capitalized.*

The abstract is to be in 10-point, single-spaced type, and may be up to 3 in. (7.62 cm) long. Leave one blank line after the abstract, then begin the keywords.

All manuscripts must be in English. The body of the abstract should include: (i) motivation and statement of novelty; (ii) description of the main concepts; and (iii) summary of results. This abstract should refer very closely to the abstract submitted for review to this conference.

Keywords: Type "Keywords" in 10-point Times New Roman, boldface type, initially capitalized, flush left relative to the column, without any number in front of it, followed by a colon (:) and your keywords on the same line. The keywords should list up to five (5) important descriptors of the paper. Leave two blank lines after the keywords, then begin the main text.

1. INTRODUCTION

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. If you have any questions, direct them to the working committee at the Centre for Risk, Integrity and Safety Engineering (C-RISE).

The introduction of your actual paper should include (i) motivation for the paper, (ii) literature review, (iii) problem definition, (iv) solutions considered, (v) selected methodologies, and (vi) significance of the results obtained.

Following this introduction, the entire paper should include (i) the main body, (ii) results and discussion, (iii) conclusions, (iv) acknowledgements, (v) references, and (vi) appendices, if necessary. You can type over sections of this template document or cut and paste from another document and then use markup styles.

2. FORMATTING YOUR PAPER

2.1. Length of Paper

The standard paper for this conference includes six (6) pages. However, manuscripts as short as four pages or as long as eight pages may be considered for publication.

2.2. Page Size and Stencil

All printed material, including text, illustrations, and tables, must be kept within a print area of 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Table 1 illustrates the utilization of a page.

Table 1. Page margins (in inches)

Page	Top	Bottom	Left/Right
First	1	1	0.84
Rest	1	1	0.84

All text must be in a **two-column format** (except for the main title area). Columns are to be 3-1/4 inches (8.25 cm) wide, with a 5/16 inch (0.8 cm) space between them. Text must be fully justified (except for the title area and references).

This guide has been written in the required format, and is made available in Microsoft Word. A LaTeX version is not acceptable at this time

2.3 Main Title and Author Name(s)

The main title (on the first page) should begin 1-3/8 inches (3.49 cm) from the top edge of the page, centered, and in 14-point Times New Roman, boldface type, fully capitalized. Further capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs. Leave two blank lines after the title.

Author names and affiliations are to be centered beneath the title, and printed in Times New Roman 11-point, non-boldface type. Each author should be listed by their first and last names. The first name should be spelled

out fully, while any middle names could be abbreviated (e.g., *John H.T. Smith*). **Two** authors should be separated by "and" (not "&"). **Multiple** authors should be separated by commas, and the last by ", and." If the affiliation differs for multiple authors, numerical superscripts can proceed the last names (e.g., *John Smith[1]*), with a corresponding superscript preceding their affiliations (e.g., [1]Memorial University of Newfoundland). The affiliations are centered below the author names, in 10-point Times New Roman, non-boldface type. Include e-mail addresses of the authors, if possible. Follow the author information by two blank lines before main text.

2.6 Fonts and Type-style

Wherever *Times New Roman* is specified, *Times Roman*, or *Times* may be used.

2.7 Footnotes

To help your readers, avoid using footnotes altogether, and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence). If you must, place footnotes at the bottom of the column on the page on which they are referenced. Use Times New Roman 8-point type, single-spaced.

2.8 Headers and Footers

The header contains the name of the conference, while the footer contains its location, dates, and paper number, all left-justified. The footer also contains the running page number in the paper, and the total number of pages in the paper, both in a format shown.

3. FORMATTING THE MAIN TEXT

Type your main text in 10-point Times New Roman, single-spaced. Do **not** use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.17-inch or 0.422 cm). Be sure your text is fully justified; i.e., flush left and flush right. Please do not place any additional blank lines between paragraphs.

3.1 First-Order Headings

The main text of the paper is segmented into sections. The heading of each section is called the first-order heading, and it appears, for example, as "3. FORMATTING THE MAIN TEXT". It is written in Times New Roman, 11-point boldface, all capitalized, centered, with one blank line before, and one blank line after. Use a period (not a colon) after the heading number. Place no period after the heading.

3.2 Second-order Headings

As in this heading, they should be Times New Roman, 11-point boldface, initially capitalized, flush left, with one blank line before, and one after.

3.2.1 Third-order Headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times New Roman, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

3.3 Text Balancing on the Last Page

If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

4. FIGURES AND TABLES

Figures include line drawings (e.g., flowcharts, network diagrams, schematics, illustrations, and graphs), as well as screenshots and photographs. Figures and tables must be embedded in the text of the paper, with one line above and one line below them.

Figure and table **captions** should be 10-point *Times New Roman*. Figures and tables must be numbered separately. Figure captions are to be centered *below* the figures. Table captions are to be centered *above* the tables.

All the original figures should be produced using high-quality, with resolution of 300 dots per inch (dpi), or 150 dpi minimum. Screenshots must also be of good quality and legible when placed in the paper. Text in the drawings must be Arial or equivalent sans-serif font. Each figure should fit the column width. If the figure is too complicated, it could fit the width of both columns. Make sure that any text in the figures is not smaller than 8-point when reduced, or 10-point when enlarged. Make sure that the colours selected in the figures could print on gray-scale printers, so that any information contained in the colour be also distinguishable when printed.

5. PREPARING PAPER FOR SUBMISSION

5.1 Saving as a Self-Contained PDF

When saving your paper into Adobe portable file format (pdf) for submission to the conference for inclusion in the proceedings, extreme attention must be given to the display of the file on any screen, and printability of the file on any printer.

5.2 Right-to-Publish Form

You **must** complete the Right-to-Publish (RTP) form when you submit your full paper. We **must** receive this form before your paper can be published in the conference proceedings. The RTP form is available via the C-RISE website.

Acknowledgements

Acknowledge your funding agencies and colleagues involved in the work reported in the paper, but not listed as authors.

References

List of references arranged alphabetically according to first author, subsequent lines indented. Use American Psychological Associations 6ᵗʰ Edition citation style. Do not number references. Publications by the same author(s) should be listed in order of year of publication. If there is more than one paper by the same author(s) and with the same date, label them a, b, etc., e.g. Morris et al. (1990a, b). Please note that **all** references listed here must be directly cited in the body of the text.

Brown, F., Harris, M.G., and Other, A.N. (1998). Name of paper. In Name(s) of editor(s) (ed.), *Name of book in italics,* page numbers. Publisher, Place of publication.

Smith, S.E. (2004). *Name of book in italics*, page or chapter numbers if relevant. Publisher, Place of publication.

Smith, S.E. and Jones, L.Q. (2008). Name of paper. *Name of journal in italics,* volume (number), page numbers

APPENDIX A: STENCILS & FORMS

A.1 C-RISE3 Conference Paper Stencil

A stencil for a C-RISE conference paper (in .doc, and .pdf) is provided at the C-RISE Website.

A.2 C-RISE3 Right-to-Publish Form

Although the copyright to the paper is retained by the authors, a right-to-publish (RTP) form must be submitted for each paper to C-RISE3 prior to the publication of the conference proceedings.

A.3 Symposium Registration Form

A registration form for the C-RISE3 symposium is provided at the C-RISE Website.