

INSTRUCTIONS FOR FULL PAPER PREPARATION

Firstly, we would like to thank you in advance for your cooperation to the success of the 11ICG. This document presents instructions on how to prepare your paper for the conference. Please follow the recommendations carefully to avoid delays or rejection of your paper.

1. Paper Submissions

Each author(s) will be required to make Three (3) submissions of the paper. All papers must be submitted electronically using the link provided on the conference website (www.11icg-seoul.org) only. Papers submitted via e-mail, fax or regular mail will neither be accepted nor acknowledged. Second and third submission will have the same format. The difference between the two submissions is as follows:

- The first submission will be used for abstract-review purposes only. The extended deadline for this submission is **February 28th, 2017**.
- The second submission will be used for paper-review purposes only. It will be sent after the comments and amendments made by the reviewers have been properly addressed by the authors. The deadline for this submission is **September 29th, 2017**.
- The third submission will be sent for the publication of our proceedings. The deadline for this submission is **March 30th, 2018** (Papers that arrive late are likely to be excluded from publication).

2. Requirements

2.1 Paper Length

The length of the paper must be between 4 - 8 pages.

2.2 Commercialism

All commercialism must be avoided. This applies to all authors including those at universities, consultants, independent laboratories and manufacturers. Products should be defined by their properties. Product names can only be used once within the paper, and only where they are associated with the definition of the properties. Papers that do not conform will be returned to the author to be revised. Failure to conform to these rules in the final submission will result in rejection of the paper. Acknowledgement of sponsorship at the end of a paper is both appropriate and acceptable.

2.3 Identification of Product

Reference to a product name is allowed only once in the paper (not in the title). The recommended descriptions of geosynthetics functions, geosynthetics terminology, mathematical and graphical symbols and units are available on the IGS website (<http://www.geosyntheticssociety.org/wp-content/uploads/2014/10/RecommendedMathematicalandGraphicalSymbols.pdf>).

2.4 Clearances

The author(s) 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 are/were contracted for the work. The Organization Committee assumes you have obtained the proper permission and requires the author(s) to sign a release form to this effect. The Organizing Committee assumes no liability for the author's(s') failure to gain proper permission.

2.5 Copyright Material

If a figure, table or photograph has been published previously, it will be necessary for the author to obtain written approval from the original publisher for it to be reprinted in the Proceedings. The source of previously published material should be included in caption for tables, figures and photographs. Papers are required to be submitted to the Organizing Committee free of copyright charges.

3. Instructions for Paper Preparation

3.1 Introduction

We ask you to submit the final version of your paper as a pdf file. Please submit also an MS Word-File of your paper. To ensure the high quality of your paper in the proceedings (electronic version), it is extremely important to consider the following points:

- Please ensure that you followed the paper preparation guidelines provided in the paper template. The template can still be downloaded from the website.
- We ask you for high-resolution pdf files to ensure high quality in the proceedings and it will be your responsibility to ensure legibility of the figures. If you submit colour figures in your electronic version, please ensure that they will be readable also when printed in black and white.
- When converting Word-documents to pdf-files using Adobe Acrobat or other converting software, please choose the option 'High Quality Print'.
- Figures should be embedded with a resolution of at least 300 dpi.
- Please ensure that all fonts are embedded in the pdf file - this is extremely important to ensure legibility of the paper.

Please submit your full paper to the online submission system following the Full Paper Submission Guidelines. All instructions and templates can be found on the website (http://www.11icg-seoul.org/sub03_04.php).

3.2 Structure

Please adhere to the following order of presentation: Title, Author(s), Affiliation(s), Abstract, Keywords, Main text, Acknowledgements, Appendices, References.

- The title should be written as a sentence, so NO capital letters where normally there should be none. And no stop (“.”) at the end of the title. For example: Soil reinforcement using geosynthetics
- Below the title of the paper, the Authors' names should be typed on the appropriate line of the template.
- The affiliation and address should follow on the next line. In case of co-authors, respective addresses should be clearly indicated.

NOTE: All papers should contain a Keyword, an Abstract and a Conclusions section.

3.3 Corresponding Author(s)

The name and affiliation (university, institution etc with place name and country) of all corresponding authors should be given. If you like, you can also add your postal address and email address. Titles or occupations (such as Prof., dr., eng. PhD etc) are **NOT** permitted, only in the main text titles will be allowed.

3.4 Abstract

The abstract should be readily understandable to most readers and may contain up to a maximum of 250 words.

3.5 Keywords

Authors should supply their own keywords. The keywords will be used for making a Keyword index.

3.6 Text Body

Papers should be typed on an A4 paper, single spaced with Times New Roman font (see template). Do not use any bold fonts in the text.

Use one-column paragraph format for the main text body, margin settings should be 1.5 cm from each side of the paper; i.e. top, bottom, left, and right.

Forms of main headings and sub-headings should be as follows: Main headings should be all in capital letters.

For all sub-headings, only the first letter of the sub-heading is capital and, except heading number, all in italics.

If a heading is on top of a page, please put the spacing before paragraph manually to Opt. If a sub-heading follows a heading, please put the spacing before the sub-heading to Opt.

3.7 Symbols and Equations

You should use internationally accepted symbols (see [1] or [2]). All mathematical expressions must be type-written (no pictures). Please use only TrueType fonts and avoid any Asian fonts in any case.

Mathematical expressions should fit into a single column.

Numbers that identify mathematical expressions should be enclosed in parentheses and placed at the end of the line (aligned with right margin). Refer to equations in the text as “Eq.(1)”etc. or “Equation (1)” etc.

3.8 Tables, Figures and Photos

All tables and figures should be numbered consequently (Table 1, Figure 1) and should have titles and captions. The proper position of each table and figure must be clearly indicated in the paper.

If a figure is within the text, leave one line between text and figure. But do not leave any lines between the figure caption and figure.

Graphical and photographic artwork is accepted with a minimum resolution of 300 dpi.

3.9 Units

Please use the SI system of units. Other systems of units will not be accepted.

3.9 References

References are not allowed to be footnotes. References to other work in the text should refer to the author or authors and the year of publishing. References should be listed in the reference list, which should be in alphabetical order.

For example: (Peterson 1976) or (Smith & Carrera 1998)

By three or more authors: first author and et al. (Fernandez et al. 1990)

If several works by the same author are cited, entries should be chronological and if there is more than one reference of the same year you should add a, b etc. in the reference and corresponding reference list (Example: Peterson 1984b).

References list:

Michalowski, R.L. & Shi, L. 1993. Bearing capacity of nonhomogeneous clay layers under embankments. *Journal of Geotechnical Engineering*, Vol. 119(10), pp. 1657-1669.

Bathurst, R.J. & Alfaro, M.C. 1996. Review of seismic design, analysis and performance of geosynthetics reinforced walls, slopes and embankments. *Proc. International Symposium on Earth Reinforcement*, Kyushu, Japan, Vol. 1, pp. 23-52.

Hildebrand, J.H. & Scott, R.L. 1950. *The solubility of nonelectrolytes*. 3rd Edition, Reinhold, New York, USA.

4. Further Information

For queries relating to the general submission of manuscripts, please contact the 11ICG Secretariat at paper@11icg-seoul.org and/or visit the 11ICG website at www.11icg-seoul.org.

REFERENCES

[1] International Geosynthetics Society, Recommended Mathematical and Graphical Symbols, 2009

[2] ISO 3898:2013 Bases for design of structures - Names and symbols of physical quantities and generic quantities