

## INSTRUCTIONS FOR PREPARING MANUSCRIPTS

FIRST AUTHOR<sup>1</sup> and SECOND AUTHOR<sup>2</sup>

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The abstract should summarize the context, content and conclusions of the paper in between 200 and 300 words. It should not contain any references or displayed equations. Typeset the abstract in 9pt Times New Roman with line spacing of 11pt, making an indentation of 7mm on the left and right margins. Suggest approximately 3-4 keywords for indexing purposes (separated by commas) as below.

*Keywords:* Keyword1, keyword2, keyword3, keyword4

### 1 General Appearance

Contributions to the *One Day IEM-CIE-HKIE Tripartite Geotechnical Seminar, Kuala Lumpur, 23 October 2012* are to be in English. Authors are encouraged to have their contribution checked for grammar. Two spaces **MUST** be left after the period of each sentence. Abbreviations are allowed but should be spelt out in full when first used. Integers ten and below are to be spelt out. Italicize foreign language phrases (e.g. Latin, French). Authors are required to submit their manuscripts both in MS-WORD and PDF formats, and should check their formatting before submission.

### 2 The Main Text and Important Considerations of the Paper

The text is to be typed in 10/12pt Times New Roman or Palatino, single spaced. A4/US letter size paper can be used. The trim size is **245mm (height) x 171mm (width)**. Text area includes running title; the footer at the bottom is 211mm deep and 132mm wide. The entire text is in a single column format, except for the abstract. Final pagination and insertion of running titles will be done by the publisher. Authors are encouraged to use this style template in MS-WORD. If you're not using this template, please ensure the page dimensions are followed accurately.

### 3 Major Headings

Major headings, including sub-headings and sub-sub headings should be typed in boldface in Title Case. Leave 6 pt additional space after the major heading, and one line space before.

#### 3.1 *Sub-headings*

Sub-headings should be typed in boldface italic. Capitalize the first letter of the first word only. Leave no additional space after the sub-headings; leave one space before.

##### 3.1.1 *Sub-subheadings*

Typeset sub-subheadings in boldface italic and capitalize the first letter of the first word only. Number the sub-sub headings systematically, as illustrated. Make sure that no heading, sub-heading, or sub-sub heading appears all by itself on the last line. Leave no line space after the sub-headings; leave one space before.

##### 3.1.2 *Numbering and Spacing of Headings*

Sections, sub-sections and sub-sub-sections are numbered uniformly in Arabic numerals. Leave two spaces after the end of the numbering and beginning of heading text. Flush left all paragraphs that follow after section headings. Subsequent paragraphs should be indented.

##### 3.1.3 *List of Items*

Lists may be laid out with each item marked by a bullet (dots only):

- Item one
- Item two

Leave 6pt space before and after bullets. Alternatively, items may also be numbered in lowercase Roman numerals:

- (i) item one
- (ii) item two
  - (a) lists within lists can be numbered with lowercase alphabets
  - (b) second item
- (iii) item three
- (iv) item four
- (v) item five

### 3.1.4 Equations

The equations are typeset in 10pt size, centered. Equation numbers must appear right aligned with open and closed parentheses (see Eq. (1)). In MathType please set the font size to 10pt by selecting the MathType menu “Size” > “Define”. When the “Define Sizes” dialog appears, set the value for “Full” as 10pt.

Displayed equations are to be centered on the page measure and have at least 8pt empty space above and below the equations. Displayed equations should be numbered consecutively in the paper, with the number set flush right and enclosed in parentheses, as below:

$$\mu(n,t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^t 1(N(\sigma) = n) d\sigma} \quad (1)$$

Equations should be referred to in the text in abbreviated form, e.g. “Eq. (1)” or “Eq. (2)”.

Conventional symbols should be adopted and used consistently. There is no constraint on use of units. Standard English letters like  $x$  are to appear as  $x$  (italicized) in the text if they are used as mathematical symbols. Punctuation marks are used at the end of equations as if they appeared directly in the text.

## 4 Figures and Photographs

Figures are to be inserted into the text nearest its first reference. The text in the figures should be large enough so that the text is reasonably readable. Authors are advised that all photographs will be finally reproduced in grayscale/black and white.

Leave one line space before and after the figure caption. Leave one line space between the text and start of the figure. Figures are to be placed closest to where cited, but definitely within the same section as called. Figures must be anchored to move with the text and be sequentially numbered in Arabic numerals. The 9pt font figure caption must be placed below the figure. Figure should be placed top and bottom of the page. Please prepare the figures in high resolution (300 dpi) for half-tone illustrations or images. Half-tone pictures must be sharp enough for reproduction, otherwise they will be rejected.

All authors must testify that their tables and figures are their own works, previously published figures **must** be accompanied by a written permission from the author and **publisher**.

Figures must be anchored to move with the text and be sequentially numbered in Arabic numerals. The 9pt font figure caption must be placed below the figure. Whereas every effort should be made to place figures within a single column, larger sized figures may span across both columns by inserting suitable section breaks.

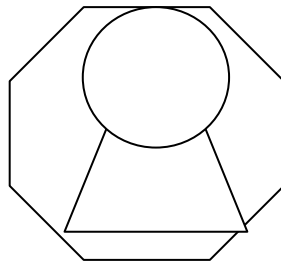


Figure 1. This is the caption for the figure in font 9pt. The caption must be centered.

## 5 Tables

Tables should be inserted in the text as close to the point of reference as possible, and definitely within the same section. One line space should be left above and below the table; also keep one line space after the text and start of the Table caption.

Tables should be numbered sequentially in the text in Arabic numerals. Captions are to be centered above the tables (see Table 1).

**Table 1.** This is the caption for this Table in font 9pt. The caption must be centered.

Year	Height of Dam (m)	Width at Base (m)
1200	10	50
1350	15	70
1625	17	90
1865	25	119
2006	39	115

The table captions must be in 9pt Times New Roman. If tables need to extend over to a second page or column, the continuation of the table should be preceded by a caption, e.g. “*Table 1 (Continued)*”. The text inside tables should be in 9pt. Whereas every effort should be made to place tables within a single column, larger sized tables may span across both columns by inserting suitable section breaks. In all events, tables must be anchored to move with the text.

## 6 Questions

For questions on writing the paper and submitting manuscripts, please consult this guideline first. If your question is not answered, kindly contact the following persons at:

Ir. Liew Shaw Shong at email: [ssliew01@gmail.com](mailto:ssliew01@gmail.com) (Chairman)

Ir. Kenny Yee at email: [kenny@menard-asia.com](mailto:kenny@menard-asia.com)

Ir. Dr. Chan Swee Huat at email: [shchan\\_21@yahoo.com](mailto:shchan_21@yahoo.com)

Ms. Jacquelyn Ong Lian Wah at email: [jac@iem.org.my](mailto:jac@iem.org.my) (Secretariat)

Please adhere to the submission schedule for best results to ensure your paper is published.

## 7 Typesetting

All manuscripts will be processed as how it is submitted considering it as CRC. No separate proof to authors will be sent after pagination. Hence, please adhere to the type size and the trim size specified in Section 1.

## 8 Footnotes

Footnotes must be numbered sequentially; select footnotes at the bottom of page by going *Insert* → *Footnote*.<sup>1</sup> Endnotes will be permitted for legal affairs type of papers only.

## 9 Final Manuscript

The final PDF must be submitted together with the ms-word or LaTeX files together with all the supporting files. The deadline for submission of papers is 23 July 2012. The maximum number of pages per paper is 12 pages.

## 10 Manuscript Submission

The manuscript must be submitted by email. Submit a WORD document. Kindly adhere to the submission deadlines.

## Acknowledgments

This section and its heading (unnumbered) should be in 9pt and come before the appendices and references. Dedication and funding information may also be included here.

## Appendix A. The Relation Between $R$ and $V$

Appendices should be used only when absolutely necessary. They should come before the References. If there is more than one appendix, label them alphabetically. Number the displayed equations occurring in the Appendix in this way, e.g., (A.1), (A.2), etc

$$\frac{S_R(f)}{R^2} \cong \frac{\alpha_H}{nV_{\text{eff}}} \frac{1}{f^k}. \quad (\text{A.1})$$

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<sup>1</sup>This is a sample footnote. Aim to keep all footnotes within two to three lines. Footnotes take up space, so use them sparingly.

$$\mu(n,t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^t 1(N(\sigma) = n) d\sigma} \quad (\text{A.2})$$

## References

Type references in continuous format in 9pt Times New Roman with single line spacing. References in the text are as Smith and Hox (1995) and Rameshwaram (1996) using the last name of the author in the citation, rather than numbers. The reference list should appear in alphabetical order by last name. When multiple references are used at the end of a sentence or within parentheses, enter them like this (Joan 1976, Mathew 2005, Roger 2007); order these references in the text by their year of publication.

For journal names, use the standard abbreviations. List references using the style shown in the following examples. All manuscript titles and journal names should be in *Title Case*.

Court cases must be *italicized* when entered in the text, like *Drennan v. Star Paving Co.*

The Reference heading is unnumbered.

### Journal Papers

Singh, A. (2009). The Future of Energy, *Leadership and Mgmt. in Engrg.*, 9(1): 9-25.

Singh, A. and Shoura, M. M. (2006). A Life Cycle Evaluation of Change in an Engineering Organization: a Case Study, *International Journal of Project Management*, Elsevier, 24(4): 337-348

### Books

Newnan, D. G. (1983). *Engineering Economic Analysis*, 2<sup>nd</sup> ed., Engineering Press, Inc., San Jose, CA.

Cheung, S. O. (2007). *Trust in Co-operative Contracting in Construction*, City University of Hong Kong Press, Hong Kong.

### Edited Volumes

Ghafoori, N. (ed.) (2009). *Challenges, Opportunities, and Solutions in Structural Engineering and Construction*, Proceedings of the 5<sup>th</sup> Intl. Struct. Engrg. and Constrn. Conf., Las Vegas, Sept 22-25, CRC Press/ Balkema.

### Proceedings Papers

Yazdani, S. (2001). Damage and Preloading in Concrete, in *Creative Systems in Structural and Construction Engineering*, Singh, A. (ed.), A. A. Balkema, Netherlands: 995-998.

## References

The following are examples of referenced works from published books, journals, and hard-copy documents:

Becker, D.E., Crooks, J.H.A., Been, K., and Jefferies, M.G. (1987). Work as a criterion for determining in-situ and yield stresses in clays. *Canadian Geotech. J.* 24 (4): 549-564.

Berre, T. and Bjerrum, L. (1973). Shear strength of normally consolidated clays. *Proc. 8th Intl. Conference on Soil Mechanics and Foundation Engrg.*, 1(1), Moscow: 39-49.

Bruce, D.A. (2005). Glossary of grouting terminology. *J. Geotechnical and Geoenvironmental Engrg.* 131 (12): 1534-1542.

Camp, W.M. (2004). Drilled and driven foundation behavior in a calcareous clay. *GeoSupport 2004*, GSP No. 124, ASCE, Reston/VA: 1-18.

Campanella, R.G. and Robertson, P.K. (1988). Current status of the piezocone test. *Penetration Testing 1988*, 1, Balkema, Rotterdam: 93-116.

Germaine, J.T. (1982). Development of the directional shear cell for measuring cross-anisotropic clay properties. *ScD Thesis*, Dept. of Civil Engineering, MIT, Cambridge, Mass, 569 p.