**Abstract.** This document provides information and instructions for preparing a paper to be included in the Proceedings of the XVII Danube - European Conference on Geotechnical Engineering (17DECGE). To ensure uniform style throughout the volume, the paper must be prepared strictly according to these instructions. An abstract in one paragraph and with no references should appear on the top of the first page, after the title of the paper and the names of the authors in a section titled “Abstract” (without section number). The complete paper should be uploaded online through the paper submission system (https://17decge.ro/conftool/) before the deadline of submission. Any material received too late will not be published. If there are any doubts, please contact the conference secretariat: [info@17decge.ro](file:///Users/bogdanteodoru/Documents/DECGE/paper_template/info@17decge.ro)

Keywords: Paper instructions; Submission; Template file

1. Introduction

Instructions for preparing a paper to be included in the conference proceedings

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* 1. Language, paper length

English is the main language for 17DECGE. In order to be easily readable please consider using short sentences and paragraphs. Abbreviations should be kept to a minimum. Use of standard abbreviations is acceptable. Place special or unusual abbreviations in parentheses after the full term for the first time it appears. Linguistic accuracy is the responsibility of the authors. Scientific and technical English manuals might be very useful for inexperienced authors. The speller and grammar corrector of Word are also important tools. The paper including figures, tables, equations and references must not exceed 8 pages.

* 1. Type area

The text including header, title, section headings, figures, tables and references should fit exactly into the type area of 160 × 242 mm (6.30" × 9.53"). For correct settings of margins see Table 1.

* 1. Type font, type size and spacing

Use Times New Roman 11 points size and 13 points (exact) line spacing, justified (Standard style). Never use bold, except for headings, as described below and never underline any text. Use Times New Roman 10 points size and 12 points line spacing for tables (Table style), Table captions (Table caption style), figures captions (Figure caption style), the abstract (Abstract style) and References (Reference style).

Never use letterspacing and never use more than one space after each other.

1. Layout of the First page
   1. First page header

The first line of the first page header is located 2 cm (0.79") from the top of the page. It contains two lines in 8 points Arial, 9 points line spacing, centred (First\_header style) including the name of the conference (1 line) and date and location (1 line), as shown above.

* 1. Title, authors and affiliation

The first line of the title is located 4.5 cm (1.77") from the top of the page. The title (Title\_1 style) should be written left-aligned, in 14 points, boldface Times New Roman, in lower case (no caps except for proper names). It should be 16 points spaced if the title is more than one line long. The title should be no longer than two lines. It should not contain any acronyms.

Beneath a blank line (11 points size, 13 points line spacing) follows one line containing the authors (initials of the first name followed by the last name, number of affiliation in superscript) separated by a comma. Use boldface Times New Roman, 11 points, left alignment (Author style).

A blank line (11 points, 13 points line spacing) should separate the line of co-authors and the co-author’s affiliation.

Author’s affiliation should be written left-aligned, in 10 points Times New Roman, 12 points line spacing (Affiliation style). Each co-author’s affiliation starts with the number (connecting this affiliation with one or more co-authors) followed by the institution, city and country. Each affiliation should not be longer than one line.

* 1. Abstract and keywords

The first line of the abstract is located 9.5 cm (3.74") from the top of the page. Type the word Abstract in boldface followed by a period. Then type the abstract of not more than 10 lines in 10 points size, 12 points line spacing, justified (Abstract style).

A blank line (10 points, 12 points line spacing) should separate the abstract and the keywords.

Type Keywords in 10 points, 12 points spacing, italic, followed by a colon and 3 keywords at most (Keywords style). All keywords separated by a semicolon should fit into a single line. Each keyword starts with a cap.

* 1. First section heading

Leave two blank lines (each 11 points with 13 points spacing) between the keywords and the first section heading “Introduction” For the style of the first section heading see the section “Section heading” (SECTION HEADING style).

1. Header

Starting from page 2 a header is located 2 cm (0.79") from the top of the page. Type in Arial 8 points the names of the co-authors (first the initial and then last name) separated by a comma, followed by “ / 17DECGE” (Header\_regular style). If the paper is authored by four or more, then use just the first author's name followed by *et al*.

1. Section heading Section heading Section heading Section heading Section heading Section heading

Type section headings in capital letters, Times New Roman boldface 11 points, 13 points line spacing. Number the headings consecutively. The heading number is set flush with the left margin. The heading itself starts 0.55 cm (0.22") from the left margin (tab stop) and is left-aligned. The second line of the heading is 0.55 cm (0.22") indented from the left margin (Section heading style). Leave two blank lines before the section heading, and one blank line between the heading and the first line of the subsequent text. Do not use acronyms in any heading.

* 1. Secondary heading secondary heading secondary heading secondary heading secondary heading

Type secondary headings in lower case, Times New Roman boldface 11 points, 13 points line spacing. Number the headings consecutively as shown above. The heading number is set flush with the left margin. The heading itself starts 0.80 cm (0.31") from the left margin (tab stop) and is left-aligned. The second line of the heading is 0.80 cm (0.31") indented from the left margin (Secondary heading style). Leave one blank line before the secondary heading and one blank line between the heading and the first line of the subsequent text.

* + 1. Tertiary heading

Type tertiary headings in lower case italics, Times New Roman 11 points, 13 points line spacing. Number the headings consecutively as shown above. The heading number is set flush with the left margin. The heading itself starts 1 cm (0.39") from the left margin (tab stop) and is left-aligned. The second line of the heading is 1 cm (0.39") indented from the left margin (Tertiary heading style). Leave one blank line before the tertiary heading and no blank line between the heading and the first line of the subsequent text.

1. Text body

Use Times New Roman 11 points size and 13 points (exact) line spacing, justified (Standard style). Between two paragraphs of the text body one blank line should be set. Paragraphs are never indented.

* 1. Listing and numbering

A list should be arranged as shown below:

* Use Times New Roman 11 points size and 13 points (exact) line spacing, justified. The text is 0.55 cm (0.22") indented from the left margin (List\_1 style).
* This is the second topic of this list.
* This is the third topic of this list.
* This is the fourth topic of this list.
  1. Equations

The standard font of the equations should be Times New Roman 11 points. Equations are not indented. The minimum line spacing is 13 points (Equation style). Number equations consecutively and place number at the end of the line, between parentheses. Give the meaning of all symbols immediately after the equation in which they are first used. Refer in the text to equations by these numbers. See for example Eq. (1) below:

 (1)

where *a* is the first variable and *b* the second variable (always explain relevant symbols in the text). Leave a blank line above and a blank line beneath the equation. A blank line separates two subsequent equations. In this template Eqs. (2) and (3) are not shown.

* 1. Figures, diagrams and photographs

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures, etc. can be in black/white or full colour. Please note that full colour figures are only in full colour in the digital version of the proceedings. Printed proceedings will be in black/white only. Figures should be centred. Leave one line of space above and beneath the figure (including caption).

The most convenient place for figures is the top or bottom of the page. Avoid placing text between figures. Please ensure that the figures are of high quality. Use the Figure style.

Refer in the text to a figure such as Fig. 1.

* 1. Figure captions

Figure captions should be centred and written in Times New Roman 10 points with 12 points line spacing. Type “**Figure 1.** Caption text.” Place the caption underneath the figure. Between the figure and the caption should be 6 points of space (included in the Figure caption style). Leave one line of space between the figure caption and the text. See for example Fig. 1 below.



**Figure 1.** Figure captions should be as short as possible. Refer to the text.

* 1. Tables and table captions

Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article (e.g. in figures). Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Use only horizontal rules: One above and one below the column headings and one at the foot of the table. Type all text in tables in Times New Roman 10 points size, 12 points line spacing, 2 points spacing above and beneath each line. Align all headings to the left of their column and start these headings with an initial capital (Table style).

Type the caption above the table in Times New Roman 10 points, 12 points line spacing, 4 points spacing between the caption and the table (Table caption style), left-aligned. Type “**Table 1.** Table caption text.” See for example Table 1.

**Table 1.** Margin settings for A4 size paper and letter size paper

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Setting | A4 size paper | |  | Letter size paper | |
|  | cm | inches |  | cm | inches |
| Top header | 2.0 | 0.79 |  | 1.5 | 0.59 |
| Top text | 3.0 | 1.18 |  | 2.5 | 0.98 |
| Bottom | 2.5 | 0.98 |  | 1.2 | 0.47 |
| Left | 2.5 | 0.98 |  | 2.8 | 1.10 |
| Right | 2.5 | 0.98 |  | 2.8 | 1.10 |

* 1. Nomenclature and units

Follow internationally accepted rules and conventions: use the International System of units (SI). If other quantities are mentioned, give their equivalent in SI or, if SI units do not exist, in an internationally accepted unit.

Use a zero before decimal points: “0.25”, not “.25”. Use “cm3”, not “cc”.

1. Conclusions

Conclusions should state concisely the most important propositions of the paper.

Acknowledgements

Use the format of the section headings for the heading of the acknowledgements, however without number (Heading\_references style).

References

Last name, First name initials (year). Title of article. *Journal title*, **Journal volume**: pages.

Last name, First name initials (year). Title of article. In: Editor Last name, First name initials (eds), *Proceedings title*; Conference date, location, country. Paper No., number of pages. Publisher.

STANDARD (year). *Standard title*.

Last name, First name initials (year). *Book title*. Publisher.

Examples:

Adam, D. (2009). Energy from earth-coupled structures, foundations, tunnels and sewers. *Geotechnique* **3**: 229-236.

Krawinkler, H., Zareian, F., Lignos, D.G. and Ibarra, L.F. (2009). Prediction of collapse of structures under earthquake excitations. In: Papadrakakis, M., Lagaros, N.D. and Fragiadakis M. (eds), *Proc. 2nd International Conference on Computational Methods in Structural Dynamics and Earthquake Engineering (COMPDYN 2009)*; June 22-24, 2009, Rhodes, Greece. CD-ROM paper, Paper No. CD449, 19 pp.

ÖNORM S 9020 (1986). *Building vibrations; blasting vibrations and comparable immissions of impulse shape*.

Potts, D.M. and Zdravković, L. (2001). *Finite element analysis in geotechnical engineering*. Thomas Telford Publishing.

At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (such as section headings, however without number). Between the heading and the first reference there should be a blank line (11 points size, 13 points line spacing). The references should be typed in Times New Roman 11 points, 12 points line spacing, and second and further lines should be indented 0.55 cm (0.22 ") (Reference style).

If several works by the same author are cited, entries should be chronological:

Snow, J. (2021a). Seismic …

Snow, J. (2021b). Prediction …

Snow, J. (2022). Analysis …

Snow, D. and Onymous, A.N. (2002). Incremental …

Snow, Author, A. and Author, B. (2005). Direct …

In the text, place the authors’ last names (without initials) and the date of publication in parentheses (Snow 2011a, Snow and Onymous 2002, Snow *et al.* 2005).