

# WORLD DREDGING CONGRESS XVII

## Dredging in a Sensitive Environment



CCH - Congress Centre, Hamburg, Germany  
27 September - 1 October 2004

In conjunction with SMM 2004 Shipbuilding, Machinery & Marine Technology International Trade Fair  
28 September – 2 October 2004

## Authors' Kit

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for the  
International Technical Papers Committee of WODCON XVII

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**WODCON XVII is organized by CEDA on behalf of WODA, which incorporates**  
WEDA - Western Dredging Association  
CEDA - Central Dredging Association  
EADA - Eastern Dredging Association

### in association with

Free and Hanseatic City of Hamburg, State Ministry for Economic and Labour Affairs,  
Department of Port and River Engineering

### Supporting organizations

HTG - Hafenbautechnische Gesellschaft  
IADC - International Association of Dredging Companies  
IAPH - International Association of Ports and Harbors  
IMO - International Maritime Organisation  
PIANC - International Navigation Association



## **Guidelines for the preparation and submission of platform and poster papers for WODCON XVII**

**A. Author<sup>1</sup>, B. Author<sup>2</sup>, and C. Author<sup>3</sup>**

**Abstract:** A WODCON technical paper is a vehicle for the transfer of information about theory, technology and applications relating to dredging and associated matters. This document is designed to assist authors in the preparation of their manuscripts. Please observe the instructions carefully. **Use the layout of this document as a guide.**

Throughout the document, unless a clear distinction is made, the word "paper" refers to both platform and poster papers.

**Keywords:** content, format, submission, copyright

<sup>1</sup> Business affiliation 1, Mailing address 1, Telephone 1, Fax 1, E-mail 1, Web 1

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<sup>3</sup> Business affiliation 3, Mailing address 3, Telephone 3, Fax 3, E-mail 3, Web 3

## 1 INTRODUCTION

**The papers should describe original work and should not have been published or offered for publication elsewhere.** It is the authors' responsibility to obtain all necessary approvals for publication from employers or others involved, before the submission of the paper. The attached WODCON XVII Copyright Form must be completed and submitted for each paper to be published in the Congress Proceedings. (For Internet/Web posting see Section 5 of this document).

## 2 CONTENT - LANGUAGE

Papers must be written in English in a clear and straightforward manner so as to be easily read and understood. It should be remembered that they will be read by many whose first language is not English. Simple sentence construction will assist clarity. The International Technical Papers Committee (ITPC) appreciates that some authors may have difficulties in writing in English. Manuscripts that do not reach the required standard for publication cannot be accepted for presentation or publication but CEDA may be able to arrange editorial assistance for those who require it. Authors who feel that they may encounter problems may wish to contact CEDA (see Section 6. of this document) or to send a preliminary draft manuscript to CEDA in advance of the deadline for the submission of papers.

The titles of some of the abstracts submitted were slightly modified during the editorial revision for publication in the 2<sup>nd</sup> announcement brochure of the Congress. For the proposed revised titles please refer to the paper listing on <http://www.woda.org>.

A manuscript must include:

- Title
- Author's Name, Affiliation (if you prefer to give your organisation's name in a language other than English, always include the English translation in brackets), Address, Telephone, Fax, E-mail and World Wide Web (if applicable)
- Abstract
- Keywords
- Text

### 2.1 Abstract

The abstract should give a concise and informative description of the paper, in a maximum of 300 words, written to interest the reader as well as for information retrieval.

### 2.2 Keywords

Keywords will assist those conducting searches in databases. Please give up to 6 keywords, which reflect the domain of your article. Avoid very general categories (e.g. dredging).

### 2.3 Text

The paper must address the interests of readers with diverse specialities and backgrounds. Abbreviations and synonyms should be spelled out and identified the first time they are used. Trade names and professional jargon should be kept to minimum. **The paper should be free from explicit and implicit commercialism or private interest.** Company and product names, if used, should be included for identification purposes only. References to earlier work in the field and credits to recent contributors should be included.

### 2.4 Terminology

The ITPC strongly advises the authors to avoid the use of the words listed below since due to their negative connotations those words propagate a negative image of dredging. Examples of preferred alternative words are also given.

- ~~Sanitation~~ → remediation/cleanup
- ~~Sanitised~~ → remediated/cleaned up
- ~~Dumping~~ → relocation, placement, disposal
- ~~Spoil~~ → sediment, silt, dredged material

- ~~Sludge~~ → sediment, silt, dredged material
- ~~Polluted~~ → contaminated

### 3 FORMAT

**To ensure a degree of uniformity authors are requested to follow the typing instructions provided below. Please note:** The ITPC reserves the right to omit the publication of a paper if it finds that the instructions have not been followed.

#### 3.1 Length of papers

Papers (for both platform and poster presentation) containing **3000-5000 words** should not exceed 9 printed pages of text. With the addition of the figures the total number of pages submitted should not exceed 14.

#### 3.2 Order of contents

- Page 0: Abstract; Author's Name, Affiliation, Address, Telephone, Fax, E-mail and World Wide Web; Keywords
- Pages 1- 14: Nomenclature (if applicable), Introduction and following text, conclusions, references.

#### 3.3 Typing instructions

##### Paper size - margins

The text should be submitted on unlined white **A4 paper** with top and side margins of 2.54 cm (1 inch). Use full justification. The image area or block of text will then be 158 mm (6.25") x 254 mm (9.5"). If A4 paper is not available, use 8½" x 11" paper with left margins of 1" (25.4 mm). The right hand margin should be 1¼." (32 mm) and the top and bottom margins ½" (12.2 mm). Do not leave additional margins. Do not use company headed paper. Do not use headers or footers or draw a frame around your text.

##### Spacing

Manuscripts should be single-spaced.

##### Fonts

If possible please use proportional, serif font such as 'Times New Roman 10 pt'. If such fonts are not available use a 10 pitch typeface and work to the margins indicated above.

##### Title/abstract page

For this page please follow the typing instructions given on the enclosed example (Annex 1).

**PLEASE NOTE:** A separate electronic copy of the title/abstract page must be submitted with both the draft manuscript and the camera-ready paper to be put on the Congress web site.

##### Headings

Major headings should be typed in capital letters to the left of the column and preceded by two and followed by one blank line. Capitals and lower case letters should be used for subheadings, which should be preceded by one blank line as illustrated by these instructions. (Do not underline any text.)

##### Symbols, formulae and equations

All symbols must be shown in the nomenclature list that precedes the text. The SI system of units should be used. If units other than SI units are included, they should be given in parenthesis after the relevant SI unit. The common units of time will persist, and also in appropriate contexts, the angular measurements. An exception is when English units are used as identifiers in terms such as "3½" disc drive'. Equations should be indented and successively numbered (in parenthesis) flush with the right-hand guidelines (see example below).

$$y = a + b + cx^2 \tag{1}$$

##### References

Citations in the text should be given in parentheses, for example: (Author, Year) or (Author et al., Year) or (Author1 and Author2, Year). List your bibliographical references at the end of your paper in alphabetical order.

For a paper citation:

**Jones A. and A.N. Other** (1987). Title of the Very Interesting and Informative Article. Name of the International Highly Respected Professional Journal, Vol. 2, No. 3, pp. 1-20.

For a book citation:

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### **Page numbers, headers or footers**

Do not number the pages of your paper. If you submit hard copy, page numbers should be written in pencil at the bottom right of each page.

Do not use headers or footers.

### **Photographs, figures and tables**

Avoid commercial endorsements in illustrations. A photograph which includes a trade name incidentally is acceptable but illustrations incorporating the logo of the company with which the author is associated will not be printed in the proceedings.

Photographs, figures and tables should be incorporated into the body of the text (not at the end of the paper) as close as possible to their first mention in the text. Figures and tables should be centred and numbered consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Leave two line spaces between the actual text and figure (including caption). Since the Congress proceedings will be published on a CD-ROM, the use of colour illustrations is encouraged.

If you are unable to supply your entire paper (including all tables and illustrations) electronically, make sure that you use original (not pencil) drawings and sharp contrasting photographs. Photographic reproductions cut from books or journals, photocopies of photographs and screened photographs are not acceptable. If you are unable to print the illustrations as part of the text they must be pasted into your manuscript.

### **Captions**

Captions should be centred, using a 10 pt normal font. Use the abbreviation "Fig. 1". Figure captions should be below the figures; table captions should be above the tables. Figure axis labels are often a source of confusion. Try to use words, rather than symbols. Put units in parentheses. Avoid abbreviations in table column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not within the table itself.

## **4 SUBMISSION**

Both draft manuscripts for review by the ITPC and camera-ready papers **must be submitted online** on the Congress web site: <http://www.woda.org> as **Portable Document Format (PDF) files**. **Other file formats will not be accepted**. If you are unable to supply your paper electronically please send the original camera-ready paper with all illustrations pasted, page numbers written in pencil at the bottom right of each page, and two additional copies to the CEDA Secretariat (address in Section 6. of this document). Please note: The quality of the publications of non-electronically submitted papers will be considerably poorer than that of those with electronic submission. Therefore, the organizers strongly encourage electronic submissions.

### **4.1 Draft manuscripts for review by the ITPC**

Draft manuscripts must be submitted by **1 March 2004**. The online submission facility on <http://www.woda.org> will be operational from 15 February 2004 onwards. All draft manuscripts, platform or poster, will be peer

reviewed. Comments from the reviewers will be sent to the authors by **15 April 2004**.

Each draft manuscript submission must include:

- a separate title/abstract page (see 3.3 Title/abstract page)
- the full draft manuscript, including the title/abstract page

#### **4.2 Camera - ready papers**

The camera-ready papers, (platform and poster) will be published in the Congress proceedings on CD-ROM. A hard copy Abstract book will also be produced. The camera-ready papers must be submitted by **15 July 2004**. The online submission facility for the camera-ready papers will be operational on <http://www.woda.org> from 15 April 2004 onwards. Please note that the ITPC reserves the right to remove a paper from the program if it finds that the reviewers' suggestions have not been followed, or discovers that the paper has been previously published.

Each camera-ready submission must include:

- a separate title/abstract page (see 3.3 Title/abstract page)
- the full camera-ready paper, including the title/abstract page
- a short (100 word) biography of the author who will present the paper. This is for use by the Session Chair in introducing the speaker

The completed WODCON XVII Copyright Form (Annex 2) should be sent separately to the CEDA Secretariat (address in Section 6. of this document).

**Please note:** The submission deadlines will be strictly enforced.

**Important:** It is understood by the submission of the camera-ready paper that one or more of the authors will register for the Congress, pay the appropriate fee(s), attend the Congress and present the paper. If at least one registration fee per paper has not been received at the time of the submission of the camera-ready paper, the paper will be withdrawn from the programme and will not appear in the proceedings. Online registration on <http://www.woda.org> will be open from 15 February 2004.

## **5 COPYRIGHT NOTICE FOR INTERNET/WEB POSTING**

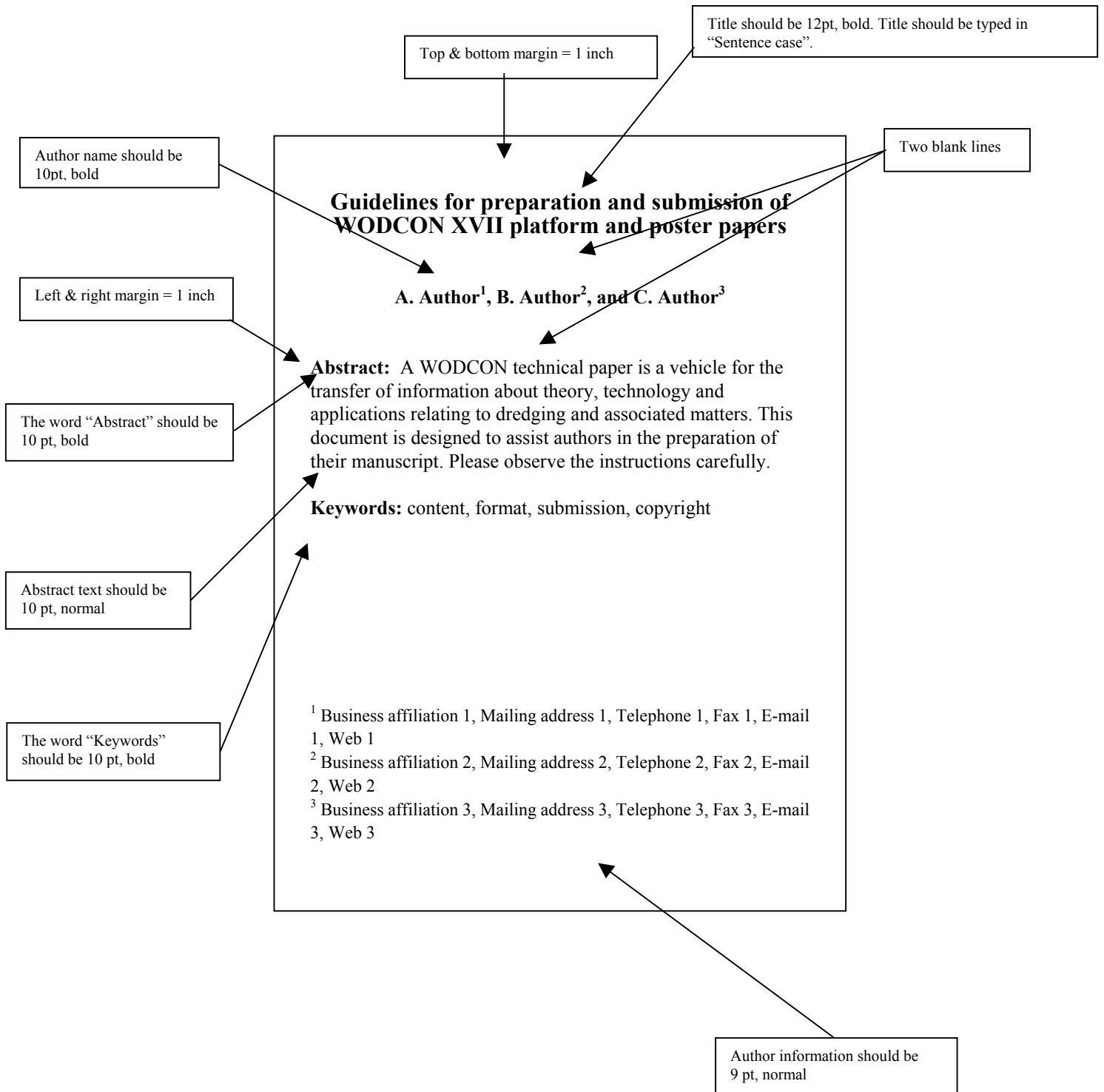
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**TITLE/ABSTRACT PAGE – EXAMPLE (Margins are shown for A4 size paper)**



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**TITLE OF CONGRESS PAPER (hereafter, "the paper"):**

**AUTHOR(S):**

**TITLE AND DATE OF PUBLICATION: Proceedings of WODCON XVII, 27 September – 1 October 2004, Hamburg, Germany**

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