INSTRUCTIONS FOR KEYNOTE LECTURERS − EIGHTH INTERNATIONAL CONFERENCE ON ADVANCES IN STEEL STRUCTURES (ICASS’2015)

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**Keywords**: International conference; Steel Structures; Stability; Ductility characteristics; Moment-rotation behaviour; Design methodology.

**Abstract**. This document presents the information and Word instructions required to prepare a keynote paper to be included in the proceedings of the International Conference on Advances in Steel Structures − ICASS’2015. The keynote paper must be written in English, using MS-Word. The files containing the styles for preparing the keynote paper in MS-Word can be downloaded from the Conference Web Page at http://icass2015.ist.utl.pt/.

1 INTRODUCTION

The keynote paper must be written in English, centered in size A4 pages with 2.5cm margins. Moreover, it cannot exceed **30 pages** in length and **15 Mb** in size (**pdf file**). The paper can be written using the template files available for download in the Conference Web Site for MS-Word (doc or docx file extensions) and must be translated to Portable Document Format (pdf). In this template files, text styles are available for each particular part of the document (paper title, abstract, title sections, normal text, legends, etc), providing the convenient font type, alignment, space between lines, etc. The direct use of these text styles will make writing the paper easier.

A **pdf file** containing the keynote paper must be sent to the Conference secretariat no later than **February 15th, 2015**, identified with the letter “KP” and the keynote lecturer last name (e.g., “**KP-Smith**”). Keynote papers should be submitted by e-mail to the following addresses: *icass2015@ist.utl.pt* and *dcamotim@civil.ist.utl.pt*

If an e-mail message is not technically viable, the paper can be submitted via dropbox.

**Keynote lecturers should only submit a pdf file − there is no need to submit the source file.**

2 TITLE, AUTHORS, AFFILIATION, KEYWORDS AND ABSTRACT

The first page includes the paper title, the author names and affiliations, up to 6 keywords and an abstract of the paper that must not exceed 12 lines. The title, author names, affiliations, keywords and abstract must be separated by 14 pt vertical spaces. Different affiliations must be separated by 6 pt vertical spaces.

2.1 Title

The first line of the title starts 30 pt below the top edge of the text area. The title must be centered and written in uppercase using bold Times New Roman font with size 14. If the title extends over several lines, these lines must be single-spaced.

2.2 Authors

The author names must include the first name, middle initials and the last name. These must be centered and written in bold Times New Roman font with size 12. The author names must be located 14 pt below the last title line.

2.3 Affiliations

The author affiliations must be centered, written in Times New Roman font with size 10 and located 14 pt below the author names. The various author affiliations must be separated by 6 pt vertical spaces. However, different lines corresponding to the same affiliation are single-spaced. If various authors share the same affiliation, their e-mail addresses should be written sequentially.

2.4 Keywords

Up to 6 keywords must be provided, separated by semi-colons. These keywords are written in Times New Roman font, size 10, in justified lines and using “exactly 12 pt” spacing. The word **Keywords:**, written in bold Times New Roman font with size 10, must start the first line. The keywords must be spaced from the last line of the affiliations by a 14 pt vertical space.

2.5 Abstract

The typeface used for the abstract is an italic Times New Roman font with size 11. The word **Abstract.**, written in bold Times New Roman font with size 11, must appear in the beginning of the first line. The abstract text is justified with “exactly 13 pt” line spacing and written 14 pt below the last line of the keywords, as shown in the first page of this template. The abstract of the paper **must not exceed 12 lines**.

3 SECTIONS

3.1 Main sections

The main section titles must be left aligned and written with uppercase bold Times New Roman font with size 12. A 18 pt space before and a 6 pt space after the section title must be specified.

3.2 Subsections

The subsection titles must be written left aligned, with a bold Times New Roman font with size 12. Only the first letter of the subsection title is uppercase, as all the others are lowercase. Spaces of 12 pt before and 6 pt after the subsection title must be specified − when a subsection title follows immediately a section title (as in subsection 4.1 of this template), the vertical distance between the two titles should be of only 6 pt.

3.2.1 Sub-subsections

The sub-subsection titles must be written left aligned, with a regular Times New Roman font, with size 12. Only the first letter of the sub-subsection title is uppercase, as all the others are lowercase. Spaces of 8 pt before and 4 pt after the sub-subsection title must be specified.

3.2.2 Footnotes

Footnotes can be included in the paper. They should be written with a regular Times New Roman font, size 9, in “exactly 10.5 pt” line spacing[[1]](#footnote-1).

4 HEADERS

As shown in these instructions, the title page has a header with the name, venue and date of the Conference written in Times New Roman font, size 10 and right aligned. All the other pages will have in the header the author(s) names, centered and written in Times New Roman font with size 9. For two authors, use First A. Author and Second B. Author. For more authors, use First A. Author *et al.*.

**Please, do not alter the title page header and make sure that you comply with the headers of the other pages.**

5 TEXT

The text must be typed in a single column, with “exactly 14 pt” line spacing, justified and employing Times New Roman font with size 12. The first line of each paragraph must be indented by 0.5cm and a 4 pt space should be specified between consecutive paragraphs.

6 PAGE NUMBERS

The authors should include page numbers in the bottom of the pages and centered, employing a Times New Roman font with size 9. No number should be included in the first page.

7 FIGURES

Figures should be included within the text and all of them should be referred in the text. The figures should be inserted in the text in a “camera-ready” form (the page size will remain unaltered), numbered consecutively and each of them must be immediately followed by the corresponding caption. The figures should be included in “single-space” paragraphs.



Figure 1: Example of a figure.

The captions are centered and written using a Times New Roman font with size 11 and in “single-spaced” lines, as indicated in figure 1 above. Between the text and a figure, an “exactly 10 pt” space blank line must be included. The vertical distance between each figure and its caption must be 4 pt. Between a figure caption and the text, an “exactly 10 pt” space blank line must be included.

The figures should be included in the text as close as possible to the first time they are referred in the text. As much as possible, the figures should be placed at the beginning or at the end of a page. Do not place figures at the end of the paper, unless it is strictly necessary.

8 EQUATIONS

The equations must be centered and “exactly 10 pt” space blank lines must be included to separate the text from the first equation, consecutive equations and the last equation from the text. Please, write the equations using (i) letters/symbols in *italic* with font size 12 and (ii) the numbers in normal style also with font size 12. When letters/symbols and/or numbers are subscripts, they retain the style but the font size is reduced to 7. The equations must be numbered sequentially using Arabic characters included in parenthesis and right aligned. The following is an example of two consecutive single-line equations written according to the specifications:

 (1)

 (2)

If you use non-standard fonts, please make sure that they appear correctly in the pdf file.

9 TABLES

Tables should be prepared with the format shown below and included within the text. All of them should be referred in the text. The tables should be numbered consecutively and each of them must be immediately preceded by the corresponding caption. The captions are centered and written using a Times New Roman font with size 11 and in “single-spaced” lines, as indicated in table 1 below.

Table 1: Example of a table.

|  |  |  |
| --- | --- | --- |
| Column 1 | Column 2 | Column 3 |
| C11 | C12 | C13 |
| C21 | C22 | C23 |
| C31 | C32 | C33 |
| C41 | C42 | C43 |
| C51 | C52 | C53 |

Between the text and a table caption, an “exactly 10 pt” space blank line must be included. The distance between each table and its caption must be 4 pt. Between a table and the text, an “exactly 10 pt” space blank line must be included.

The tables should be included in the text as close as possible to the first time they are referred in the text. As much as possible, the tables should be placed at the beginning or at the end of a page. Do not place tables at the end of the paper, unless it is strictly necessary.

10 conclusion

Authors should be aware that each page will appear in the Conference Proceedings exactly as is shown in the pdf file they send to the ICASS’2015 Organising Committee. Therefore, it is essential that these instructions be strictly followed. Authors are strongly advised to use this template file to write their papers, since it was prepared following the above instructions.

REFERENCES

The references must be identified by numbers between brackets [1,2,3]. They must be numbered consecutively following the order in which they appear in the text. At the end of the paper, a final section titled **REFERENCES** must include all the reference details in numerical order using a Times New Roman font with size 11 and “exactly 13 pt” spacing, as shown below. Moreover, note also that the distance between two consecutive references must be 3 pt and the content of each reference must be indented by 0.75cm.

[1] Bazant Z.P. and Cedolin L., *Stability of Structures − Elastic, Inelastic, Fracture and Damage Theories*, Oxford University Press, New York, 1991.

[2] Gonçalves R. and Camotim D., “Buckling behaviour of thin-walled aluminium and stainless steel columns using generalised beam theory, *Advances in Structures*, G.J. Hancock, M. Bradford, T. Wilkinson, B. Uy, K. Rasmussen (eds.), Balkema Publishers, Lisse, 405-411, 2003.

[3] Della Corte G., De Matteis G., Landolfo R. and Mazzolani F.M., “Seismic analysis of MR steel frames based on refined hysteretic models of connections”, *Journal of Constructional Steel Research*, **58**(10), 1331-1345, 2002.

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[10] Schafer B.W., “Progress on the direct strength method”, *Proceedings of 16th International Specialty Conference on Cold-Formed Steel Structures*, Orlando (17-18/10), 647-662, 2002.

1. Nevertheless, footnotes should be avoided as much as possible. [↑](#footnote-ref-1)