#  *Cover page*

**Title:** **Guidelines for Preparing Papers for the Proceedings of the Tenth CTWWA/JWWA/WRF Water System Seismic Conference.**

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**ABSTRACT DEADLINE:** May 31, 2007

**PAPER DEADLINE:** August 31, 2007

**POWERPOINT DEADLINE:** September 30, 2007

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Guidelines for Preparing Papers for the Proceedings of the Tenth CTWWA/JWWA/WRF Water System Seismic Conference

###### Craig A. Davis, Masanori Hamada, and Thomas D. O’Rourke

(Note: The paper title is bold, 18 point and authors are 14 point.)

# ABSTRACT

Below is a set of guidelines and sample for preparing your paper. It is most important that you follow these guidelines as closely as possible.

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**YOUR PAPER** *(first-order heading****)***

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## Length of Paper

The length of each paper, including the abstract, tables, figures and references, may not exceed 12 pages. Authors are encouraged to keep papers to the minimum length possible, and limit the number of tables and figures, providing only essential information of interest to the readers.

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Each paper must have an abstract. The abstract shall be no longer than 350 words. The abstract should present the primary objectives and scope of the study or the reasons for writing the paper.

## Organization of Paper

The paper should be organized in the following sequence:

* Title of paper, authors, abstract and affiliations on one page as shown in the sample (on a separate page);
* Body of paper, including tables and figures (integrate into text, near where first referenced);
* Conclusion;
* Acknowledgement (if any); and
* References.

## Units of Measurements

Measurements in the paper may be in SI units, U.S. Customary units or both. When using both SI and U.S. Customary units, please place the SI units first and the U.S. Customary units in parentheses.

## PAGE SETUP

* Font (Typeface): Times New Roman, 12 points preferred, but no smaller than 10 points, except the paper title is bold 18 points and authors are 14 points as shown on the title and abstract page.
* Numbering: Do not use page numbers. On each page of your paper, write the page number and author’s last name with a pencil near the bottom on the back of the page.
* Text: Single space.
* Paragraphs: All paragraphs should be justified. ;do not use an extra line space between paragraphs.

*(two line spaces between text and first-order subhead)*

## SUBHEADS *(first-order heading)*

 *(one line space from heading to text)*

All subheads should be flush with the left margin. First-order subheads should be in bold caps with 2 line spaces above and 1 line space below them. Second-order subheads should be in bold with main words capitalized with 1 line space above and below them. Third-order subheads should be in bold italic with main words capitalized with 1 line space above and below them (see Figure 1). Subheads should not appear alone at the bottom of a page.

**Spacing** *(second-order heading)*

Do not leave a blank line between paragraphs.

*(two line spaces between text and first-order subhead)*

## ARTWORK *(First-order heading)*

Artwork (photographs, tables, or figures, including captions) should be planned for appearance at the bottom or top of a page, as close to the first mention of the artwork as possible; i.e., no text should appear both above and below artwork. There should be two to three blank lines between artwork (including captions) and main text (see Figure 1). All print within the artwork should be in Helvetica font in the range of 8 point to 10 point (e.g., EIGHT POINT, TEN POINT).

## Tables and Figures *(second-order heading)*

## Labels for tables should appear centered at the top of the table in uppercase letters in a 10-point font. A Roman numeral should follow the word “TABLE”. Tables should be numbered consecutively throughout the text. In the case of figures (charts, graphs, photographs), the word “Figure” should appear preceding an Arabic numeral in the caption, which should be centered below the figure.

***Photographs*** *(third-order heading)*

Photographs should be scanned and inserted into your paper. Original black and white photographs ONLY should be submitted with the hard copy of your paper.

*(two to three blank lines—text figures “boxed in”)*

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Illustrations should be treated as “Figures” and labeled as such. Illustrations should be inserted into the text near the first reference. Labels must always be printed, not handwritten.

## MATHEMATICAL EQUATIONS

Mathematical equations should be centered between left and right margins and should be separated by one blank line. All equations should be numbered consecutively throughout the text, using Arabic numerals in parentheses along the right margin.

  (1)

  (1)

Shear reinforcement

**13 ctc 100mm

Steel jacket

t=6mm

Unshrinking mortar

Figure 1. Column retrofitted with steel jacket

TABLE I. EXPERIMENTAL AND CALCULATED DATA

|  |  |  |  |
| --- | --- | --- | --- |
| Vf**(%)** | **αI****ξ10-6/F** | ΔT**(F)** | **Δθ/T****x 10-3/F** |
| 55 | 1.1 | −150 | −1.90 |
| 35T1.5 | −235 | −2.55 | 28.74 |
| 35 | 1.5 | −235 | −2.40 |
| 60 | 0.8 | −235 | −1.60 |
| 60 | 0.8 | −235 | −1.65 |

# ACKNOWLEDGMENTS

These guidelines were originally prepared by Professor Thomas D. O’Rourke of Cornell University, Ithaca, NY, USA and Professor Masanori Hamada of Weseda University Tokyo, Japan. The guidelines were only slightly modified by Craig Davis for the 3rd US – Japan Workshop on Water System Seismic Practices, after receiving approval from Professor O’Rourke. The support provided by Professors O’Rourke and Hamada are gratefully acknowledged.

## REFERENCES

The first time a particular source (article, book, etc.) is cited in the text, it should be assigned a number and placed in the list of references at the end of the paper—similar to the list that follows. Each time this source is cited in the text, it should be referred to by its original number. Each number should be placed in brackets at the end of the referenced phrase before any final punctuation mark, e.g., as [2]. A sample of listings is provided for a journal paper [1], a book [2], a chapter in an edited book [3], an unpublished report [4], and a presentation at a conference [5]. (If square brackets are not available to you, parentheses are acceptable.) References should be set in 10-point type.

[1] Ikegami, R., D. G. Wilson, J. R. Anderson, and G. J. Julien. 1990. “Active Vibration Control Using NiTiNOL and

 Piezoelectric Ceramics,” *J. Intell. Matls. Sys. & Struct.,* 20(2):189-206.

[2] Pankratz, T. M. 1988. *Screening Equipment Handbook.* Lancaster, PA: Technomic Publishing Co., pp. 111-117.

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 Research,” in *Pharmaceuticals and the Sea,* C. W. Jefford, K. L. Reinhar, and L. S. Shield, eds. Lancaster, PA,

 Technomic Publishing Co., Inc., pp. 79-83.

[4] Margarit, K. L. and F. Y. Sanford. March 1993. “Basic Technology of Intelligent Systems,” Fourth Progress Report,

 Department of Smart Materials, Virginia Polytechnic Institute and State University, Blacksburg.

[5] Hoffer, R. and D. Dean. 1996. “Geomatics at Colorado State University,” presented at the 6th Forest Service Remote

 Sensing Applications Conference, April 29-May 3, 1996.