TITLE: INSTRUCTIONS FOR THE AUTHORS OF PAPERS

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Abstract

These instructions explain how to prepare your paper for the SIAM 2017 symposium. They include guidelines for the layout, illustrations, text style and references.

Keywords

Paper; Instructions

1 INTRODUCTION

The goal of this template is to achieve uniformity in the papers appearing in the SIAM 2017 symposium. The layout and style presented on these instructions should be used when preparing your paper. The paper must be sent in MS Word docx or doc format. The official language of the Conference is English. Papers written in other languages will not be accepted. Every paper will be numbered separately. Please leave the numbers in the footer and do not modify it.

2 AUTHORS

The authors should be named using the first initial and full last name: G. Habert. Affiliations of authors should be indicated by superscript number. Please **do not use academic titles** (Prof. Dr. etc.). The authors section should be in Arial 10 pt, normal.

3 FORMATING THE PAPER

3.1 Print area

The paper size is the A4 (210mm x 297mm). Set the page margins to 20 mm for the top margin and 20 mm for bottom, 25 mm for left, and 25 mm for right.

3.2 Title

The title should be written using Arial 14 point, bold, centred. Use full UPPERCASE as indicated on the template.

3.3 Abstract

Your abstract should not exceed 250 words. It should provide a brief summary of the contents of your paper. It should be centred across the page, indented 12 mm from the left and right page margins and justified. The heading of this section should be typed in Arial 10 pt, bold, and the body of the abstract in Arial 10 pt, normal.

3.4 Keywords

Leave one empty line between the abstract and the keywords. The heading Keywords should be in Arial 10 pt, bold. The keywords should be in Arial 10 pt, normal, separated with semicolons (;).

3.5 Paper body

Begin typing your paper 130 mm from the top margin. Use a two-column format, and set the spacing between the columns at 5 mm, so that column width is 82,5 mm. The paper should include the following sections:

- Introduction
- Materials (or Data) and methods
- Results
- Discussion
- Conclusions

3.6 Font and line spacing

Arial 10 pt should be used in figures, tables, and text. The line spacing should be set at single spacing 'at least 10 points'. Leave 3 points after each paragraph.

3.7 Headings and heading spacing

We recommend using no more than three levels of headings, indicated in these instructions as Heading 1, Heading 2 and Heading 3. The styles for these headings are included on this template.

4 TEXT

4.1 Units

Please use SI units.

4.2 Style

The following list summarizes several important points of style to keep in mind when preparing your paper for the SIAM 2017 symposium:

- Do not use underlining in your paper.
- Use bold for emphasis, but keep its use to a minimum.
- Use a consistent spelling style throughout the paper (US or UK).
- Use single quotes.U
- Use %, not percent.
- Do not use ampersands (&) except as part of the official name of an organization or company.
- Keep hyphenation to a minimum. Do not hyphenate 'coordinate' or 'non' words, such as 'nonlinear'.
- Do not end headings with full stops.
- Leave one character space after all punctuation.

4.3 Mathematic text and equations

Equations should be justified to the left margin and numbered at the right margin. Leave 6 points before and 6 points after the equation, as indicated in the Equation style on the Word template.

$$x^2 + y^2 = 41 \qquad (1)$$

For equation font sizes, use 9 point for full size, 7 point for subscript and superscript, and 5 point for sub-subscript and sub-superscript. Use italics for variables (u); bold for vectors (no arrows) ($\mathbf{u}$); bold italic for variable vectors ($\boldsymbol{u}$) and capital bold italic ($\boldsymbol{U}$) for variable matrices. Use ith, jth, nth, not i^{th}, j^{th}, n^{th}.

4.4 Lists

Mark each item with a solid bullet '•' or with: (i), (ii), (iii), (iv).

5 FIGURES AND TABLES

Make sure that all graphical content is sharp and printable in sufficient quality (at least 300 dpi, CMYK). It is possible to use both grayscale or colour graphics. Lines should be thick enough to allow proper reproduction. When preparing figures and tables, make sure that all lettering inside the figure is no smaller than the size of the paper text - 10 point.

Figures can used either the full wide of the page (single column) or be inserted in a double column text. But they should be readable.

Number figures and tables consecutively, as they appear in the text. Each figure and each table must have a caption. Captions should be centred at the foot of the figure and typed in the Arial 10 pt, italic. Begin the caption with a capital letter and end with a full stop. If a figure or table is too large to fit into one column, it can be centred across both columns at the top or the bottom of the page. For figures the caption should appear below and for the tables it should appear above.

6 SUMMARY

This paper summarizes the instructions for preparing an electronic publishing paper for the proceedings of the Second International Symposium on Infrastructure Asset Management.

7 ACKNOWLEDGMENTS

If you need to thank to all who contributed to preparing your paper, please put this section into your text.

8 REFERENCES

The references should be numbered according to their appearance on the paper using square brackets [1]. The list of references [4] [3] [2] should include all the works quoted on the paper following this format.

[1] H. Bauman and A. Tillman. *The hitch hiker's guide to LCA: an orientation in life cycle assessment methodology and application*. Lund, Sweden: Studentlitteratur, 2004.

[2] Frischknecht R. et al. Implementation of life cylce impact assessment methods, data v2.0 (2007), in ecoinvent. Report No. 3, EcoInvent Swiss Centre for Life Cycle Inventories: Dubendorf, 2007.

[3] Lasvaux S. et al. Towards a reduced set of indicators in buildings lca applications: a statistical based method. In *International symposium on LCA and construction*, pages 65–72, New York, 2012. Association for Computing Machinery.

[4] Hellweg S. and L. Mila i Canals. Emerging approaches, challenges and opportunities in life cycle assessment. *Science*, 344(6188):p. 1109–13, 2014.