



INSTRUCTIONS FOR PREPARING FULL PAPER FOR THE 4TH INTERNATIONAL CONFERENCE ON EARTHQUAKE ENGINEERING

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ABSTRACT

This document describes the format instructions for preparing full papers for the 4th International Conference on Earthquake Engineering to be held in Taipei, Taiwan on October 12 and 13, 2006. It is our goal to be relatively flexible in the format, yet maintain a reasonable degree of consistency between papers in the final proceedings. The abstract can be shorter than the original abstract, since the maximum paper length is only ten pages. A good abstract should be an informative summary of the most important results. It should not be a summary of subjects covered. The abstract is of utmost importance, because it is the most widely read portion of a manuscript.

Keywords: 4ICEE, Taipei, Taiwan

INTRODUCTION

The papers presented at the 4th International Conference on Earthquake Engineering will be collected in the conference proceedings in a digital form (DVD-ROM) and be distributed during the conference. This document describes, and is formatted in, the desired format for the papers.

GENERAL REQUIREMENTS

- Paper Number: On the upper right corner of this document, please remember to fill in your Paper Number. Your Paper Number is given in the abstract acceptance notification letter.
- Full Paper Submission Online: The Acrobat PDF format is required. It is recommended to use the conversion setting of “eBook” quality or other high quality conversion settings to ensure the readability and clarity of figures and photos.
- Deadline: Papers should be submitted between **May 1 and July 31, 2006 (inclusive)** through our online paper collection site at <http://icee2006.ncree.org.tw>. All papers will be acknowledged upon receipt.
- Language: All papers must be written in standard English and must conform to accepted usage, grammar and syntax.

FORMAT REQUIREMENTS

The styles for three levels of headings are specified. Heading 1 is shown at the beginning of this section. Headings should be preceded and followed by a one-line space. The Microsoft Word is

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preferred as the word processor. If you prefer other word processors, please follow the general instructions as given below.

Heading 2 Example

Heading 3 Example

The general format requirements are as follows:

1. Paper Length (use A4 size paper): The preferred length of each paper is 8–10 pages inclusive of figures, tables, photographs, appendices and list of references (12–20 pages for keynote papers). However, the file size may not exceed 15 mega bytes each paper (30MB for keynotes) in order to be accommodated in the conference DVD-ROM. In exceptional cases, a larger file size may be possible through sending a special request to 4ICEE Secretariat at icee@ncree.org.tw.
2. Margins: 1 inch (2.5 cm) on all four sides.
3. Title: 16-pt bold Times New Roman, centered, all caps, with single line spacing, and should be preceded by a 3-lines space and followed by a 2-lines space.
4. Authors/Affiliation: 11-pt Times New Roman, with single line spacing, and should be preceded by a 2-lines space and followed by a 2-lines space and then followed by superscript footnote number(s). The title and the affiliation of the author(s), in 9 pt Times New Roman, single spacing, should be listed at the end of the first page.
5. Abstract Header: 10-pt bold Times New Roman, with 2-lines spacing before and one-line spacing after the title.
6. Abstract: no more than 400 words, in 10-pt Times New Roman, single line spacing, 0.8cm indentation on both sides, one line spacing before, and justified on both margins.
7. Section Heading 1: all caps, in 11-pt bold Times New Romans and centered, with one line spacing before and after the title, respectively.
8. Section Heading 2: 11-pt bold Times New Roman, upper and lower case letters, flushed to the left margin, with one line spacing before and after the title.
9. Section Heading 3: in 11-pt italic bold Times New Roman, upper and lower case letters, flushed to the left margin, with one line spacing before and after the title, respectively.
10. Figures: Insert either in the body of the text where appropriate, or at the end of the paper, with 11-pt Times New Roman caption below the figure. Placement of figures in the text where reference is made to them is encouraged, as it enhances readability. Each figure should be referred to by number in the text, as in Fig. 3, or as in Figs. 3, 4, and 5. Leave at least a one-line space between text and captions. An example is given below:

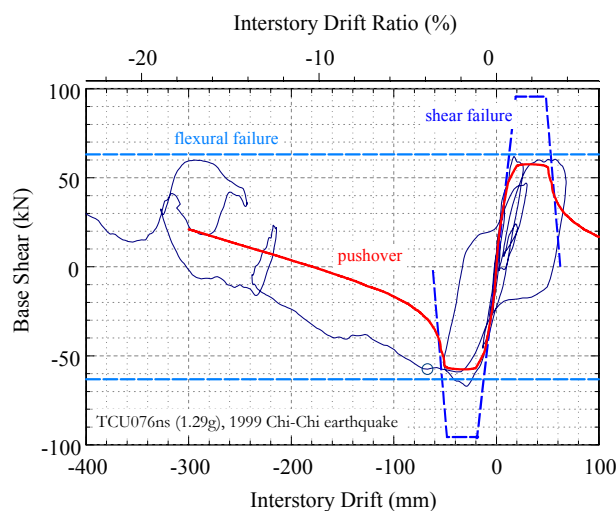


Figure 1. A figure in the text; first letter capitalized, period at end, and indent following lines as shown. If the caption is short, authors should center it under the figure.

11. Tables: As with Figures, but with caption above the table. Similarly, tables should be referred to as Table 3, or Tables 3, 4, and 5.

Table 1. A list of numbers

Heading	Column 1	Column 2
Row 1	1	2
Row 2	3	4

12. Body text: 11-pt Times New Roman, single line spaced. Leave a one line space between paragraphs. Both justified and ragged right margins are acceptable. However, as some word processors justify right margins with awkward character and word spacing, authors should exercise their judgment and select the option that provides the best presentation for their papers.
13. Equations: Centered, with equation number at the right, and should be preceded and followed by a one-line space. For example,

$$F = ma \quad (1)$$

where F, m, and a are variables in the equation and should be described in the text. Awkward line spacing caused by in-line equations should be avoided. Equations should be referred to in the text as Eq. 1, or as Eqs. 2, 3, and 4.

14. Units: SI units are preferred.
15. References Header: 11-pt bold Times New Roman, centered, with single line spacing, leave one line spacing before and after the title, respectively.
16. References should appear in a section at the end of the paper, arranged in alphabetical order by last name of the first author. Citations in the text of the paper should use author last names and the year; for example, "... in previous work by the authors (Tsai et al., 1999; Yang and Wu, 2002)". All references must be cited in the text.

Additionally, authors are responsible for obtaining permission for reprinting any material included in their papers that is already copyrighted elsewhere.

CONCLUSIONS

Each paper is expected to concisely state the conclusions of the work. The Conclusions section should discuss the significance and applicability of the work, and not merely restate the abstract. Great care should be exercised to make explicit the limitations or conditions under which the results can be applied.

ACKNOWLEDGMENTS

Acknowledgments should be succinct and used only as necessary.

APPENDIX

Appendices only should be used to provide information that would otherwise interrupt the principle focus of the paper or to provide supplemental information to be read by a small portion of the readership. If more than one appendix is necessary, they should be numbered. Appendices should precede the References section.

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[NOTES: The title of the journal is italicized. The volume number follows the journal name without the word "volume." In this case, the volume number is followed by the number of the issue (optional), followed by the page numbers of the article.

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Williams, A., (1998). *Seismic Design of Buildings and Bridges*, Engineering Press, Austin, TX.

[NOTES: 10-point type. Year of publication after author name, then period. Title of book is italicized.]

[NOTE: For further assistance in formatting references, see *The Chicago Manual of Style* or other style manual.]