

INSTRUCTIONS FOR PAPER SUBMISSION

2nd BRAZILIAN CONGRESS OF TUNNELS AND UNDERGROUND STRUCTURES

1 – INTRODUCTION

Each paper accepted for presentation will be reproduced in CD-ROM in .PDF format. Considering the need for keeping the graphics appearance the more uniform possible, each paper should be prepared according to the instructions presented next.

Paper submission is to be made through the electronic system in .PDF format and, consequently, no text edition will be made afterwards. The authors are urged to keep up with the instructions and the Scientific Committee reserves the right to refuse acceptance of papers that do not comply with the paper format.

Each submitted paper will be sent to referees who may refuse it on the basis of low technical quality, no relevant conclusions and for not complying with the formatting instructions. As part of the evaluation process, the referee may suggest changes to the paper and the authors will be advised of such suggestions. The authors may withdraw the paper.

2 – GENERAL INSTRUCTIONS

2.1 – Overall document organization

The paper content must be organized as follow:

First page:

- Paper title;
- Authors' names;
- summary;
- key words, in portuguese, minimum of two and maximum of three;
- footnote, indicating authors' affiliation and address.

Other pages:

- Text body – with the titles of first, second and third level – including tables and figures (the text initiates with a first level title);
- Acknowledgements (if existent);
- List of references;
- Annexes containing other tables and figures (if existent).

2.2 – Maximum paper length

A paper must be at most 6 pages long, including all the items described above.

2.3 – Paper Language

Papers written in English, Spanish or Portuguese will be considered by the Scientific Committee.

Commercialism neither companies' logos will not be tolerated by the Committee and authors must refrain from using them. .

2.4 – Important dates

Full paper must be submitted by **February 1st, 2008**.

Authors will be informed of the evaluation by **March 15th, 2008**.

Only one author, for each paper will be granted the discount in the registration fee and must apply for registration by **April 15th, 2008**. This is a necessary condition for paper publication and to be included in the conference technical program. Each author may validate up to three paper.

2.5 – Paper submission

Papers must be submitted using the conference's electronic address: www.acquacon.com.br/2cibt

3 – PAPER CONFIGURATION AND FORMAT

3.1 – Page configuration

The authors must use Microsoft word 6.0 or higher.

- | | |
|-------------------|-----------------|
| ✓ Page size | A4 |
| ✓ Font style | Times New Roman |
| ✓ Font size | 10 points |
| ✓ Spacing | Single |
| ✓ Alignment | Justify |
| ✓ Upper margin | 2,0 cm. |
| ✓ Lateral margins | 2,0 cm. |
| ✓ Lower margin | 2,0 cm. |

✓ **PARAGRAPHS**

First line of each paragraph must be at 1 cm from the left margin. For the paragraph formatting use the option **FORMAT PARAGRAPH** in the “menu” or use the tecler “TAB”.

✓ **ITEMS OF PAPER**

The paper must be divided into items (bold, upper case and to the left) and sub-items (bold, lower case and to the left) with no numbering.

✓ **FIGURES**

All figures, photos, tables, plots and formulas must be inserted in the text body with proper reference. The figures must be identified with consecutive numbering and title, below the figure (for instance, Figure 1 Title).

✓ **EQUATIONS**

The equations must be incorporated into the text in different ways. They may be inserted as scanned images, created by an external software, using symbols or via a formula editor from word. In all cases, equations must start at 1,25 cm from the left margin and must be numbered in sequence throughout the document, the number inside parentheses and aligned 1,5 cm from the right margin.

✓ **TABLES**

Do not use complicated formatting, border or shading. Tables must be identified with an exclusive numbering and title (i.e. Table 1. Title). Tables must be kept as Portrait and not as Landscape.

✓ **FOOTNOTES**

Footnote must always appear in the page they are mentioned in the paper.

✓ **BIBLIOGRAPHIC REFERENCES**

A list of references must be included at the end of the paper. The references must contain authors' surnames, followed by name initials, title of publication, publisher/editor, date and other information relevant to identify the publication. If known, the ISBN must be included in the reference. In the text body, the references must be numbered by order of appearance in the text and printed in between brackets as [1].

ATENÇÃO:

- The identification data for each paper will be used for folders, proceedings and/or Book of Summaries;
- Make sure that all authors' names have been inserted into the system. This information will be used, without editing, in all printed material.

A password will be generated by the corresponding author and that will allow the monitoring of the evaluation status of each paper.

After hitting "Submit", all data will be displayed for proper checking. If alterations are needed hit "previous page" and proceed with the changes; otherwise, hit "OK". An e-mail message will be sent to all author acknowledging receipt of the information. Next a login and password will be generated by the system and the author is informed of that and indication for the link to upload the paper is provided.

After that all authors will be informed about the receipt of the paper.

In order to upload the paper, hit "Here for Upload File" , hit "search" in order to find the directory and file corresponding to the paper and hit Upload. A message will appear indicating that the operation was made with success and another message will be sent to the authors.

Further requests and questions must be addressed to the Conference Secretariat through the phone: (11) 3522-8164 or e-mail: 2cbt@acquacon.com.br.