Symposium paper template (using a maximum of three lines to avoid the title taking up most of the page)

A.B. Surname, A.B.C. Surname & A. Surname

Company/Institute name, New Zealand City.

A-C. Surname

Company/Institute name, Country.

ABSTRACT

A template is provided for papers being submitted for publication in the proceedings of the NZGS Symposium 2025. The template also provides guidelines for preparing and submitting papers. Papers must conform with the styles and dimensions used within this template wherever possible.

# Preparing your paper

**Your paper must be submitted by 9 May 2025**. Papers will be reviewed as they are submitted, so the reviewers and symposium organizers appreciate receiving them before this deadline. Papers received after this may not be included in the symposium proceedings.

This template has the guidelines for preparing your paper so you may wish to print or save a copy for reference once you have replaced them with your own work. The template provide a uniform style for papers published in the symposium proceedings and streamlines the review and publication process. Deviation from the template and guidelines may result in a request for correction and resubmission before the paper can be reviewed.

## Before you start writing

Save your paper using a filename that has the paper number it has been assigned and the last or family name of the person you expect to be **presenting the paper** at the symposium. Please use the following format to aid the review and publication process:

“NZGS2025−<number>−<surname>.docx” e.g. “NZGS2025-4-Smith.docx”.

If you are writing your paper using something other than Microsoft Word or software that reads and writes the same document format, please match the fonts, dimensions, and spacing’s as closely as possible to those used in this template.

## Writing your paper

Your paper will ideally use fewer than **8 pages** to present your work. This is not a requirement but your readers will appreciate you giving them a summary rather than every detail. Use an active writing style to keep your reader engaged; this uses fewer words, produces less cumbersome sentences and is easier to understand.

Use the paragraph styles specified in this template. Most of your text will use the “*Normal*” style that needs no blank lines inserted between paragraphs. When pasting text or other items from another source, please use Microsoft Word’s “Keep Text Only” or “Paste with Destination Theme” features—and then add a citation and reference to its source. The *Normal* style may need resetting for some paragraphs (e.g. by pressing Ctrl-Shift-N).

### Title

The title of the paper has the *Title* style, needs to be lower case (with no capitals except for the beginning of the first word, proper names, etc.), and should be no longer than three lines.

### Author and affiliation

Group authors and any co-authors by their company or institute. Use the *Author* style for the list of authors within each group. Use the *Affiliation* style for the name and city or country of each company or institute. The template automatically alternates between these two styles.

For each author in the company or institute, list their initials, separated with dots but no spaces, followed by a single space and then their last, family or surname. If there is more than one co-author in the list, use an & character before the last co-author. If there are more than three co-authors, separate the leading names with commas.

Give the city for a company or institute for authors based within New Zealand. Use a separate group for any co-authors based in another city. Give the state and country for any author groups based outside New Zealand.

Please do not include any contact details in this list. A list of participants and their preferred contact details will be distributed to the symposium delegates. If it is important your contact details be in the paper, please put them in a section at the end of the paper.

### Abstract

Write your abstract to provide a compelling summary that will help your audience quickly identify the purpose, main results, and conclusions of your paper. The abstract begins with the background and context required to ensure you and your audience start from the same place. It then explains WHY your audience should pay attention and creates a question in their minds. It concludes with a clear and simple answer to that question and supports that answer with the most significant results and conclusions.

Your abstract should be less than 250 words (about 16 lines). It should incorporate the contents of the paper’s headings to give the reader an outline of the paper’s layout and any keywords that would help the paper be found in a search that does not include the entire paper.

### Conclusions

Conclusions should concisely state the most important judgements, opinions, and the author’s views of the practical implications of the results. They should complement the description in the abstract and should not introduce ideas that have not been described elsewhere in the body of the paper.

## Final check and submission

Once you and any co-authors have finished writing your paper, please carry out a final check that:

* the title has three or fewer lines
* the authors and their affiliations are formatted in accordance with Section 1.2.2
* the abstract states the purpose, main results, and conclusions of the paper in 250 words or less as described in Section 1.2.3
* all heading, text, caption, and table styles match those used in this template
* the conclusions complement and expand on what the abstract describes
* all references are cited within the paper and correctly formatted in a REFERENCES section at the end

Papers submitted using the symposium website after the deadline may not be included in the symposium proceedings.

Once submitted, your paper will be reviewed. The paper may need to be submitted a second time if the reviewers identify aspects that need correcting.

If you identify a minor correction is needed after you have submitted the paper, please wait until the submitted version has been reviewed to minimise the amount of correspondence. You can resubmit it after it is reviewed, even if the reviewers accept it with no suggested changes.

If you identify a significant correction that should be considered by the reviewers, please contact the symposium organisers for further instructions.

# Parts of the paper’s body

## Headings

Headings should summarise the text that follows them and will often incorporate keywords describing the paper and be included in the abstract. Avoid using more than two levels of headings and never use more than three levels.

A line with the *Normal* style textcan be converted to a heading by simultaneously pressing the ALT and SHIFT keys and either the left or right cursor keys (i.e., ← or →). Use the left cursor key for a heading style with the same level as the previous one and the right cursor key for a heading style with the next greater level. Additional presses of the same cursor key will reduce or increase the level further.

## Lists and numbering

Use the following format for lists where all items are of equal importance and their order is not important (use the *List Stem* style to keep this paragraph with the first item in the list):

* first level item – this is the *List Bullet* style with the bullet on the left margin
* create this list using the “Bullets” button
	1. second level item with the bullet aligned with the left margin of the first level
	2. create this using the Tab key immediately after creating a new first level item
	3. use SHIFT-Tab to revert to first level
	4. keep the second level items together by inserting a page break before the first level bullet that provides the stem for this group of items

For lists of items that need to be referred to within the text, are ordered or describe steps in a procedure (use the *List Stem* style for this paragraph):

1. First level– this is the standard style with the number on the left margin
	1. Second level (if really needed) with the with the letter aligned with left margin of the numbered level
	2. Levels are created and adjusted the same way as for the bulleted lists.

## Equations

Use the Equation Editor for all equations or variables that have subscripts or superscripts. You can enter a single Greek character by simultaneously pressing the CTRL,SHIFT and Q keys and then the desired letter key by itself (i.e.,  = a,  = q, etc). The next letter key will be entered as normal text, but positioning the cursor immediately after the Greek character will allow more Greek characters to be entered.

For other professional style equations, change the style of a new paragraph to *Equation* after you have created the equation using the Equation Editor. Follow the equation with a tab and a sequential equation number between parentheses. See for example, Equation 1 below:

$K\_{t}=\left(1-\frac{R^{2}τ}{c\_{a}+v\tan(δ)}\right)^{4}k\_{1}$ (1)

where $c\_{a}$ = interface adhesion; $δ$ = friction angle at interface; and $k\_{1}$ = shear stiffness number.

## Notes

These should be avoided; give the information in the text.

## References

For citations in the text, place the authors’ last names (without initials) and the date of publication in parentheses (Larch 1996b).

At the end of the paper, list all references in alphabetical order underneath a REFERENCES heading (*Unnumbered heading* style). If several works by the same author are cited, the reference entries should be chronological:

Larch, A.A. 1996a. Development ...

Larch, A.A. 1996b. Facilities ...

Larch, A.A. & Jensen, M.C. 1996. Effects of ...

The reference formats for books and journals are respectively:

Last name, First name or Initials (ed.) year. *Book title*. City: Publisher.

Last name, First name or Initials year. Title of article. *Title of Journal* (series number if necessary) volume number (issue number if necessary): page numbers.

Examples:

King, A.B. 1995. Codification of Serviceability Criteria of New Zealand, *Journal of the New Zealand Structural Engineering Society*, Vol 8(1) 23-28 Auckland:SESOC

Jappelli, R. & Marconi, N. 1997. Recommendations and prejudices in the realm of foundation engineering in Italy: A historical review. In Carlo Viggiani (ed.), *Geotechnical engineering for the preservation of monuments and historical sites*; *Proc. intern. symp., Napoli, 3-4 October 1996*. Rotterdam: Balkema.

## Tables

Locate tables close to the first reference to them in the text and number them consecutively. Place the caption above the table to the same width as the table (*Table caption* style). Type all text in tables in small type (use the *Table text* style). Align all headings to the column centres (*Table Heading* style) and start the headings with an initial capital. Indicate units in a line immediately below the heading. Explanations should be given at the foot of the table. If notes are required, use the following reference marks: \*, \*\*, etc. and place the footnotes directly underneath the table. See for example, Table 1.

Table : Summary of the significant test properties.

|  |  |  |  |
| --- | --- | --- | --- |
| Specimen\* | Ultimate Strength (kN) | Initial Stiffness (kN/mm) | Earthquake Record |
| Interior | 27 | 5.7 | 1.25 x El-Centro 1940 |
| Exterior | 14 | 3.0 | NZS 4203 Matahina |

\*Labelled according to its position in the building.

## Photographs and figures

Photographs and figures should be centred across the width of the page and placed at the top or bottom (e.g. Figure 1 on the next page) of the page wherever possible.

Place the caption below the photograph or figure and use the *Caption* style. Number figures consecutively, in the order in which reference is made to them in the text.



Figure 1: Caption style

Colour photographs and figures may be used as the proceedings will not be published in printed form. However, many readers will print a copy of the paper in black and white so choose line colours, particularly for plots, that are both visible (e.g. avoid yellow) and distinctly different when printed.

Keep figures as simple as possible. The minimum size of the lettering is 9 points. Lines should preferably be at least 0.2 mm thick. Make the lettering size and line thickness proportionally larger if the diagram size is to be reduced after it is inserted into the paper. Figures should be wider than 160 mm. Avoid excessive notes and designations.

Once a photograph or figure is inserted into the text, change its format to ‘in line with text’ (on the layout tab), so that it moves with the text. Insert line diagrams (i.e. plots) from other software into the paper using the *Paste Special* option and select a Picture format rather than an Object or Bitmap format to minimise the file size and produce the best quality.

Smaller photographs or figures can have the text flow around them (e.g. see Figure 2 below) but this is not a preferred format. If used, the photograph or figure should be 85 mm wide and its top should be aligned with the top of the text in a paragraph.

Photographs (either colour or black and white) should be scanned at a resolution that produces a resolution of 150 dpi when inserted in the paper. E.g. Scan at 75 dpi if it is only to be reduced to 50 % of its original size in the paper. If the scanning software allows the file format to be selected, use JPEG Interchange Format (with a jpg file name extension).

Figure 2: Caption style

Black and white figures and line diagrams should be scanned at a resolution that makes their resolution 300 dpi when they are pasted into the document and in their final size. If the scanning software allows the file format to be selected, use the gif or png format for colour diagrams and the tiff or png format for black and white diagrams. (Avoid using the jpg format for line diagrams as its compression algorithm makes lines and text ‘fuzzy’.)

# REFERENCES, SYMBOLS AND UNITS

Consistency of style is very important. Note the spacing, punctuation and caps in the examples below.

* References in the text: Figure 1, Figures 2-4, 6, 8a, b (not abbreviated)
* References between parentheses: (Fig. 1), (Figs 2-4, 6, 8a, b) (abbreviated)
* 20 *instead of* ×20 / X20 / x 20; 4 + 5 > 7 *instead of* 4+5>7 *but* −8 / +8 *instead of* – 8 / + 8
* e.g. / i.e. *instead of* e.g., / i.e., and/or “eg./ie.

Always use the official SI notations:

* kg / m / kJ / cm instead of kg. (Kg) / m. / kJ. (KJ) / cm.;
* 0.50 instead of 0,50 ; 9000 instead of 9,000 but if more than 10,000: 10,000 instead of 10000