Conference 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, City, Country.

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ABSTRACT

A template is provided for papers being submitted for publication in the proceedings of the 2025 NZSEE Annual Technical Conference. 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 Friday 31 January 2025**. Papers will be reviewed as they are submitted, so the reviewers and conference organizers appreciate receiving them before this deadline. Papers received after this may not be included in the conference 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 provides a uniform style for papers published in the conference proceedings and streamline 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 conference. Please use the following format to aid the review and publication process:

“NZSEE2025−<number>−<surname>.docx” e.g. “NZSEE2025-2-Smith.docx”.

Enter the paper number—without leading zeros—in the footers for the first two pages. Enter the paper title in the second footer too. The title will need to be truncated and have an ellipsis (…) added to the end if it continues onto a second line.

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

We recommend pages 4-8 pages long and encourage concise but thorough information. 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 conference 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 four or fewer lines and is repeated in the footer of page 2 and later
* the paper number is included in the footer of every page
* the authors and their companies or institutes 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 with 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 conference website after the deadline may not be included in the conference 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 conference 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. You can enter a single Greek character may be entered 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:

(1)

where = interface adhesion; = friction angle at interface; and = shear stiffness number.

## Notes

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

## References

**For citations within the text**: include the authors’ last names (without initials) and the year of publication in parentheses (Larch 1996b). For articles with two authors, please list both authors’ last names (without initials) and the year of publication eg: (Larch and Jensen, 1996). For articles with three or more authors, please list only the first authors’ last name (without initials) and the year– eg: (Larch et al., 1996)

**Within the Refence List at the end of the paper:** At the end of the paper, list all references in alphabetical order underneath a REFERENCES heading (*Unnumbered heading* style). All references cited in the text must be listed in the reference, and all references listed must be cited in the text. 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 ...

The reference list should be listed in alphabetical order of the last name of the first author. The names of all co-authors should be written for all references (i.e. writing just the first author’s name followed by et al. (as you would do in the citation within the text) is not allowed). An author’s name should be written as (surname, initials of first and middle names; e.g., Smith, JB). Formatting details of different types of reference are summarized below.

## Journal Articles:

Surname1 Initials1, Surname2 Initials2 and Surname3 Initials3 (Year). “Title of journal article with only the first letter capital”. *Journal Name* *in Italics with the First Letter of all Main Words Capital*, **Vol**(Issue): page start-page finish. [https://doi.org/doi number](https://doi.org/doi%20number) (online link if the journal is not DOI registered)

**Examples:**

Carradine DN, Kumar A, Fairclough R and Beattie G (2020). “Serviceability fragility functions for New Zealand residential windows”. *Bulletin of the New Zealand Society for Earthquake Engineering*, **53**(3): 137-143. <https://doi.org/10.5459/bnzsee.53.3.137-143>

Mulligan J, Sullivan TJ and Dhakal RP (2020). “Experimental seismic performance of partly-sliding partition walls”. Journal of Earthquake Engineering. (Accepted for publication, published online) <https://doi.org/10.1080/13632469.2020.1733139>

Pourali A, Dhakal RP, MacRae G and Tasligedik S (2017). “Fully-floating suspended ceiling system: Experimental evaluation of structural feasibility and challenges”. *Earthquake Spectra*, **33**(4): 1627-1654. <https://doi.org/10.1193/092916EQS163M>

## Conference Papers:

Surname1 Initials1, Surname2 Initials2 and Surname3 Initials3 (Year). “Title of conference paper with only the first letter capital”. *Conference Name* *in Italics* *with the First Letter of all Main Words Capital*, Date, City, Vol.# (if applicable), Paper ID or page numbers. online link where available

**Examples:**

Bradley B, Dhakal RP and Mander JB (2007). “Probable loss model and spatial distribution of damage for probabilistic financial risk assessment of structures”. *10th International Conference on Applications of Probability and Statistics in Civil Engineering* *(ICAPS10)*, 31 July – 3 August, Tokyo, Japan, Paper No 43, 3pp.

Stanway J, Sullivan T and Dhakal RP (2018). “Towards a new delivery approach to improve the performance of non-structural elements in New Zealand”. *17th US-Japan-New Zealand Workshop on the Improvement of Structural Engineering and Resilience*, 12-14 November, Queenstown, New Zealand, 8pp. <https://atcouncil.org/docman/atc-15-16-papers/174-p2-10-stanway/file>

## Personal Reports

Surname1 Initials1, Surname2 Initials2 and Surname3 Initials3 (Year). “*Title of Report* *in Italics* *with the First Letter of all Main Words Capital*”. Report ID, Publishers’ Employer, City, Number of pages. online link where available

**Example:**

MacRae GA, Pampanin S, Dhakal RP and Palermo A (2012). “*Review of Design and Installation Practices of Non-Structural Elements*”. Report for the Engineering Advisory Group, Department of Building and Housing, Wellington, New Zealand, 82pp. <http://www.naturalhazards.org.nz/NHRP/Publications/Research-Publications/Short-Term-Recovery-Programme>

## Institutional Reports/Standards:

Publishing Institution (Year). “*Title of Report/Standard in Italics with the First Letter of all Main Words Capital*”. Report/Standard ID, Reporting Institute, City, Number of pages. online link where available

**Examples:**

MBIE, NZSEE, SESOC, EQC and NZGS (2017). “*The Seismic Assessment of Existing Buildings – Technical Guidelines for Engineering Assessments*”. Ministry of Business Innovation and Employment, New Zealand Society for Earthquake Engineering, Earthquake Commission, New Zealand Geotechnical Society, Wellington, New Zealand. <http://www.eq-assess.org.nz>

Standards New Zealand (2004). "*NZS1170.5: Structural Design Actions. Part 5: Earthquake Actions ‐ New Zealand*”. Standards New Zealand, Wellington, 76pp. <https://www.standards.govt.nz/sponsored-standards/building-standards/NZS1170-5>

## Theses:

Surname Initials (Year). “*Title of the Thesis in Italics with the First Letter of all Main Words Capital*”. Masters Thesis OR PhD Dissertation, University Name, City, Country, Number of pages. online link where available.

**Examples:**

Dashti F (2017). “*Out-of-plane Instability of Rectangular Reinforced Concrete Walls under In-plane Loading*”. PhD Dissertation, Department of Civil and Natural Resources Engineering, University of Canterbury, 323pp. <http://hdl.handle.net/10092/13612>

Wilford D (2020). “*Behaviour of Reinforcing Bars under High Speed Strain Reversals*”. Master Thesis, Department of Civil and Environmental Engineering, University of Auckland, Auckland, New Zealand, 123pp.

## Books:

Surname1 Initials1, Surname2 Initials2 and Surname3 Initials3 (Year). “*Title of the Book in Italics with the First Letter of all Main Words Capital*”. Edition (if applicable), ISBN Number where available, Publisher, City/Country, Number of pages. online link where available.

**Example:**

Dhakal RP, Fenwick RC and Walker A (2008). “*Curvature Ductility of Reinforced Concrete Plastic Hinges*”. ISBN 978-3-639-04184-2, VDM Publishers, Germany, 155pp.

## Book Chapters:

Surname1 Initials1, Surname2 Initials2 and Surname3 Initials3 (Year). “*Title of the Chapter in Italics with the First Letter of all Main Words Capital*” Page start-finish in *Title of the Book* *in Italics*. Editors: Name, ISBN Number where available, Publisher, City/Country. online link where available.

**Example:**

Dhakal RP and Maekawa K (2001). “Post-Peak Cyclic Behaviour and Ductility of Reinforced Concrete Columns” Page 193-216 in Modelling of Inelastic Behaviour of RC Structures under Seismic Loads. Editors: Shing PB and Tanabe T, ISBN: 9780784405536, American Society of Civil Engineers (ASCE), USA.

## Online Information:

Publisher. *Title of information* *in italics*. Website address (accessed date)

**Example:**

GNS Science. *GeoNet*. <http://www.geonet.org.nz> (Accessed 21 September 2014)

MunichRe. *Ten costliest earthquakes ordered by insured losses*. <https://www.munichre.com/site/wrap/get/documents_E2066418540/mr/assetpool.shared/Documents/5_Touch/_NatCatService/Significant-Natural-Catastrophes/2014/10-costliest-earthquakes-ordered-by-insured-losses.pdf> (Accessed 21 January 2018)

## Newspaper/Media Article:

Reporter’s Full Name. *Title of the article* *in italics with only the first letter capital*. Media/Newspaper Name, Published date. Online link

**Example:**

Michael Wright. *Christchurch earthquake insurance wrangles endure, six years on*. Press, 25 February 2017. <https://www.stuff.co.nz/business/money/89610941/Christchurch-earthquake-insurance-wrangles-endure-six-years-on>

## 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.

Tables with many columns may need labels that span more than one line

Table 2: 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.

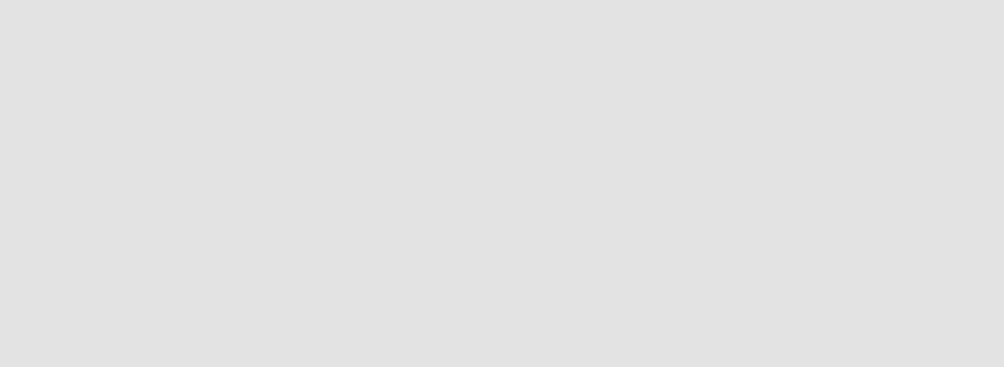


Figure 1: Caption style

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.

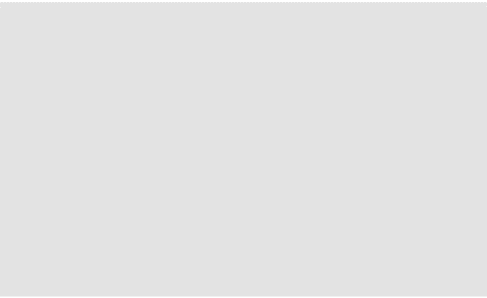
Photographs (either colour or black and white) should be scanned at a resolution that produces a resolution of 150 dpi when inserted in the paper. E.g. Scan at 75 dpi if it is only to be reduced to 50 % of its original size in the paper. If the scanning software allows the file format to be selected,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

Figure 2: Caption style

Black and white figures and line diagrams should be in 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 it makes lines and text ‘fuzzy’.)

# Figure and table citations, 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.,

Always use the official SI notations:

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