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## ONE COLUMN PAGE LAYOUT

### TITLE OF THE CONFERENCE:

ICSA2010 – First International Conference on Structures and Architecture

### DATE:

21–23 July, 2010

### LOCATION OF THE CONFERENCE/SYMPOSIUM:

Guimarães, Portugal

### PLEASE NOTE:

**When an Author submits a paper or article to the Publisher, the Author is obliged to sign and return a Consent to Publish Form, which will be provided by the Editor of the proceedings. With submitting a paper for publication the Author agrees to transfer the copyright of his paper to the Publisher, and the Publisher has the right to publish the paper.**

#### *Further more:*

*All papers/documents should be delivered in \*.pdf format that was compiled from \*.doc (Word) files or from another software program, using the option 'embedded fonts' in pdf-file preparation. Pdf-files prepared from scanned documents can not be accepted. In addition to the \*.pdf file, the original source file (\*.doc) should be provided as well.*

- Papers must be submitted in digital form (MsWord and PDF required)
- the deadline for submission of papers and extended-abstracts is 15 December, 2009.
- the maximum number of pages per paper is 16 for keynote speakers.
- the maximum number of pages per extended-abstract is 4 for keynote speakers.
- the maximum number of pages per paper is 8 for regular contributions.
- the maximum number of pages per extended-abstract is 2 for regular contributions.
- **The attached job-options(CPI) should be used to create the pdf file.**
- **Be sure that all letterfonts are included when you create the PDF file.**

### HOW TO SUBMIT ABSTRACTS/PAPERS:

To submit an abstract or paper in electronic form authors should be registered in the ICSA2010 portal ([www.icsa2010.com](http://www.icsa2010.com)) and access the restricted area. Please follow the attached submission instructions (**Instructions to Submit a Document.pdf**).

### Deadlines:

Abstract submission - 10 July 2009

Abstract acceptance - 15 October 2009

Extended abstracts and Paper submission - 15 December 2009

Paper acceptance - 15 February 2010

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### FOR ADDITIONAL INFORMATION, SEE SYMPOSIUM WEBSITE:

[www.icsa2010.com](http://www.icsa2010.com)

## PLEASE FIND BELOW SEVERAL FILES THAT CAN BE USED TO PREPARE YOUR PAPER:

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1 column A4.zip >>

- B1ProcA4.doc : Microsoft Word Document - instructions for paper size A4
- B1procA4.dot : Microsoft Word Template - template for paper size A4

1 column USLetter.zip >>

- B1procLe.doc : Microsoft Word Document - instructions for paper size US-Letter
- B1procLe.dot : Microsoft Word Template - template for paper size US-Letter

Instructions.pdf : Sample paper with instructions

Artwork.pdf : Document containing instructions how to submit your artwork (figures)

Readme.pdf : This file

*Before starting, make sure that you have a Post Script printer installed. Microsoft Word users should select the correct files for their printer: A4 paper size (21 x 29.7 cm, European size), or Letter paper size (8 1/2" x 11", American size). Copy the files which you will be using to a new directory and keep the original file as a backup*

### MICROSOFT WORD USERS

Start MS Word. Close the empty file which appears on your screen (Close in File Menu). Now open the file B1ProcA4.doc (if you have a printer printing on A4 size paper - European standard) or B1ProcLe.doc (if you have a printer printing on Letter size paper - American standard) (Open in File Menu). Print this document. It gives detailed instructions on how to proceed when you still have to type your paper and also when you want to use the text from an old file. After you have read the first two pages of these instructions you are ready to start.

*Note that you should always use the tag "First paragraph" after a heading. For the rest of the text use "Standard text". When importing figures always set the paragraph tag on "Figures". Figures cannot be imported on the paragraphs tag. Use only the headings 1, 2, and 3 prepared by the Publisher.*

### Quick start for MS Word users

1. Copy the correct template file to the template directory. The name of this directory can be found in File Locations of Options (Tools Menu).
2. Start MS Word and select the template file in "New" (File Menu).
3. Rename this new file in "Saving As" (File Menu).

*You are now ready to type your paper (see 4-7 below), or/and to insert text from another file (see 8-10 below).*

4. Type the correct title, author(s) and affiliation(s), and delete old text without deleting the return at the end of the line.
5. Type your abstract behind "ABSTRACT: ".
6. Type the text of the first heading and delete old text without deleting the return at the end.
7. Now type the text of your paper using tag "First paragraph" for all paragraphs which follow after a heading and tag "Standard, text" for all other normal paragraphs. Figures should be placed in paragraphs with a "Figure" tag and equations with a "Formula" tag.
8. To insert text from another file open, that file as well, select (Mouse) the text to be copied (Edit Menu), and paste (Edit Menu) it into the new file. In the Window Menu you can switch between opened files. The title, author(s), and affiliation(s) should not be copied completely. First type the first word of each line and then copy the rest of each line one by one. Copy only the text of your abstract and place it behind the word "ABSTRACT: ".
9. Check if setting of paper size and margins (Page Set Up in File Menu), and Columns (Format Menu) are still correct (see table 1 in Instruction file).
10. Change the old tags for the new Balkema tags (see 7 above). Before doing this apply automatic formatting: From the Format Menu select AutoFormat and click AutoFormat now.

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### FINAL NOTE TO ALL AUTHORS

Please see to it that your paper has the same typography as the specimen paper enclosed, whether you used the Balkema templates or not. The publisher will reduce your paper to 85% and print it in black. For this reason please check that the print is clear and of a high quality.

It is also very important that you submit your artwork/figures both embedded into Microsoft-Word as in a separate single file, with a preferred format of .TIFF or .EPS << **see for reference Artwork.pdf**

### PROBLEMS

The last or first line of text on Letter size paper (11" x 8 1/2") does not print on paper: This is because the length of the paper is too short to cope with the text. Try to solve the problem in MS Word by changing the top and bottom margin settings (Page Setup dialog box in File Menu). The correct settings are Top: 0.13" and Bottom: 0.17". Change to 0.10" and 0.20" or to 0.17" and 0.13" (the total should come to 0.30" in order to have the correct height of type area). If these changes do not solve the problem you will have to reduce the height of the type area. Add margin at top (or bottom) until the printer is able to cope with your text.

Please do not hesitate to e-mail us should you have any suggestions for improvement.  
Please contact Mr. Lukas Goosen, Production Manager– email address: [Lukas.goosen@tandf.co.uk](mailto:Lukas.goosen@tandf.co.uk)