

INSTRUCTIONS FOR MANUSCRIPT PREPARATION

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ABSTRACT

(100 to 200 words)

FIRST PAGE

On the first page leave four lines of 12pt blank. On the fifth line put the title of the paper in upper and lower case, centered, unjustified, using Times New Roman 14 pt bold or similar. Skip two lines of 12pt space, and on the next line give the authorship in bold upper and lower case letters, centered and in normal text size (12pt) or similar. On the following line put affiliation, including city and state in upper and lower case, centered and in bold text (12 pt). Skip three more lines and then start the text, flush left and justified right. A short (100 to 200 words) abstract should be included here. Start all paragraphs flush left, below 1 line space (as on this page). The manuscript should be 6-8 pages of standard letter size paper (8.5 x 11 inch), *including tables and illustrations*, and produced to the following requirements. Primary headings should be in bold capitals, flush left, with 1 line space above, no space below as in these instructions. Please note that this document is formatted using these instructions.

Secondary Headings

Secondary headings should be in bold upper and lower case flush left.

Heading (third level)

Third level headings should be in italic upper and lower case, flush left.

FIGURES, TABLES AND PHOTOGRAPHS

All figures should be within the number of pages allowed and within the text area with a caption below. Lettering on drawings should be about the same size as the text.

Illustrations and Tables should be referred to by number in the text and identified by their number where they appear. They should also have captions at the top. Equations should be separated from the text by one blank line before and after the equation.

Photographs

Please avoid the unnecessary use of photographs, as they could require large amounts of disk space.

ABSTRACTS

Authors should prepare two abstracts. One abstract will be printed as part of the final program, in addition to the abstract included in the paper. The abstract included in the paper should be a shorter version of the abstract for the final program. Abstracts for the Final Program shall be a maximum of one page and shall be provided as a separate electronic file. These abstracts should be prepared using these same instructions.

REFERENCES, TERMINOLOGY AND NOTATIONS

Any standard reference system may be used. Terminology should be defined. Dual units (Metric & U.S.) are acceptable. Primary units should follow those used in the experimental / analytical work. A notation of mathematical terms and symbols should be included where applicable.

SUMMARY AND CONCLUSIONS

In addition to the typical components of a paper, such as the need, the theoretical basis for the research, the test methodology and results; please provide a short discussion of how this specific research will benefit Caltrans. This may include either a short summary of an on-going project to implement these results or a short discussion of what part of the design and construction process can be improved using these results.

SUBMISSION

Use a typeface and size to match Times New Roman - 12pt. Text shall be single-spaced. Set 1 inch (2.54 cm) margins all round. All text and figures must fit within this 6 ½ x 9-inch area. The Conference Proceedings will be produced on a CD-Rom. Authors should submit their papers electronically via e-mail. The papers should be prepared as a “.pdf” file using the most recent version of Adobe Acrobat. In addition, you may submit a paper copy (optional) of your manuscript on standard white letter paper as a backup (8 ½ by 11 inch).

Electronic files (and hardcopies) should be submitted no later than **September 23, 2005** to the Conference Coordinator. Manuscripts submitted after this date will not be accepted and the presentation will be cancelled, since the number of submitted abstracts was greater than the number that could be accommodated.

Key Words

Please provide three to four key words describing the paper. These words will be utilized to locate papers on the CD-ROM.

NOTE: Papers will be returned if the electronic file is too large and precludes incorporating all papers on the CD-Rom.

QUERIES

If you have questions related to manuscript content or format, please contact Charles Sikorsky

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Please contact the Conference Coordinator for all other questions

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Phone: (916) 227-8716

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