

Preparing a one-column paper with MS-Word for Windows

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ABSTRACT: Authors submitting papers for the ITA WTC2027 Antwerp proceedings must use this MS-Word template to ensure consistency and proper formatting for direct reproduction by the publisher. To maintain uniform style throughout the volume, all papers must be prepared strictly in accordance with the formatting instructions provided below. Paper lengths must not exceed 8 pages. Authors are encouraged to type directly into the template without modifying any of the preset styles. Please note that figures and tables should be designed with clarity in mind, as the publisher will reduce the final camera-ready copy to 75% of its original size. The abstract should be written as a single paragraph and not exceed 350 words.

1 GENERAL INSTRUCTIONS

1.1 *Page layout*

The page setup must use an A4 page size (21×29.7 cm), with text fitting precisely within the designated type area of 15.0×24.0 cm. For A4 pages, the required margin settings are in Table 1 and are already correctly configured in this template document.

Table 1. Margin settings for A4 page size.

Margin Settings	A4 Page Size (cm)
Top	2.5
Bottom	3.0
Left	3.0
Right	3.0
All other	0.0

1.2 *Type font, type size and spacing*

Use Times New Roman for all text, except for equations (see Section 3.4). Text in paragraphs should follow a regular text style with 11-point size and 12-point line spacing (e.g. First paragraph style tag). Other font sizes, for example, in the title block, author block, tables, etc., are specified below in Section 3.1. For headings, use the designated style tags for each heading level (e.g. heading 1, heading 2, etc.). These are explained in more detail in Section 3.2.

Parameters used in equations should be italicised (not for log, sin, cos, ln, max., d (in dx), etc.), as should Latin names of species and genera, and the titles of journals and books. Never use bold except to denote vectors in mathematics. Never underline any text. Use the small font (10 points on 11 points) for tables (Table tags), figure captions (Figure caption tag) and the references (Reference text tag). Never use letterspacing and never use more than one space after each other, for example, at the beginning of a sentence.

2 GETTING STARTED

2.1 *The template file*

It is recommended that you use this template directly, replacing the instructions with your text. The page margins and style tags are already set up for your convenience.

2.2 *Title, author and affiliation frame*

Place the cursor immediately before the Title at the top of this page and replace it with your title. Type the title of the paper in sentence case (i.e., lower case/no caps except for the first word and proper names). The title should not be longer than 25 words. Do not delete the paragraph end separating the title from the author block.

Place the cursor immediately before the A of the example author names and replace it with the authors for your paper. The name format is initials for first and middle names and then the last name (A.B. Author). If any co-authors have the same affiliation as the first author, add their name(s), separated by a comma if more than three names are on the same line, with the final name on the line being separated with an ampersand ‘&’ instead of a comma. An example is provided in the author block above. Replace the example affiliation(s) with the correct affiliation(s). These should be in italics and include: Name of the company/institute, City, and Country. *Do not add street names, P.O. Box numbers or zip codes to the affiliations.* If authors are linked to other institutes, place the cursor at the end of the affiliation line just typed and give a return. Now type the name(s) of the author(s) and after a return, the affiliation. Repeat this procedure until all affiliations have been typed.

All the above texts should fit in the author block frame, which should not be changed (Width: Exactly 15.0 cm; Height: Exactly 7.2 cm; Lock anchor).

2.3 *Abstract frame*

If there are no further authors, place the cursor one space after the word ABSTRACT: and type your abstract of not more than 350 words. The complete abstract will fall in the abstract frame, the settings of which should also not be changed (width: Exactly 15.0 cm; height: Automatic; Lock anchor).

2.4 *First line of text or heading*

If your text starts with a heading, place the cursor immediately before the G of GENERAL INSTRUCTIONS used above and type the correct text for the heading, deleting the example template text. When following the heading text after a return, the next line should have the style tag First paragraph.

3 LAYOUT OF TEXT

3.1 *Text and indenting*

All text, figures, tables, etc. should fit precisely in the 15 × 24 cm type area. All text should be typed in Times New Roman. All text is 11 pt on 12 pt line spacing except for the paper title (16 pt on 18 pt), author(s) (12 pt on 13 pt), affiliation(s) (10 pt on 11 pt) and the small text in tables, captions and references (10 pt on 11 pt). All line spacing is exact. Never add a line space between lines or paragraphs.

First lines after each heading are not indented (First paragraph tag). All subsequent paragraphs following the first paragraph after a heading are indented 4 mm (Normal text tag). Equations are indented 12 mm (Formula tag).

3.2 *Headings*

Type primary headings in upper case (all caps) using Times New Roman 11 pt with 12 pt line spacing (Heading 1 tag) and secondary and tertiary headings in italics using sentence case (Head-

ings 2 and 3 tags). ‘Sentence case’ refers to capitalising only the first word and any proper nouns (names, places, etc.), and using lowercase for the remaining letters and words.

Headings are set flush against the left margin. The tag will give two blank lines (24 pt) above and one (12 pt) beneath the primary headings (heading 1 tag), 1½ blank lines (18 pt) above and a ½ blank line (6 pt) beneath the secondary headings (heading 2 tag) and one blank line (12 pt) above the tertiary headings (heading 3 tag). These are summarised in Table 2. Authors are discouraged from using heading levels beyond tertiary. Headings are not indented, nor are the first lines of text following the heading. If a secondary heading directly follows a primary heading, only a ½ blank line (6 pt) should be set between the two headings. The primary and secondary headings used at the beginning of this section provide an example.

Table 2. Heading settings.

Heading Level	Text Format	Spacing Before/Above	Spacing After/Below
1 st level (primary)	ALL CAPS	24 pt	12 pt
2 nd level (secondary)	<i>Sentence case, italicized</i>	18 pt	6 pt
3 rd level (tertiary)	<i>Sentence case, italicized</i>	12 pt	0 pt

3.3 Listing and numbering

Use the style tag ‘Bullet Points’ or “Numbered List” to list facts.

3.4 Equations

Use the equation editor of the selected word processing programme. Equations are aligned with the left margin (Formula tag). Number equations consecutively and place the number with the tab key at the end of the line, between parentheses. Refer to equations by these numbers. See, for example, Equation 1 below:

$$K_t = \left(1 - \frac{R^2 \tau}{c_a + \nu \tan \delta}\right)^4 k_1 \quad (1)$$

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

3.5 Tables

Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Explanations should be given in the table heading or at the foot of the table, not within the table itself. Use the insert table tool and then use the Table Design menu to clear all borders. Then add a horizontal border across all columns at the top of the table, below the column headings, and at the foot of the table. If not using the Word table tool, make sure only to use horizontal rules: One above and one below the column headings and one at the foot of the table (Table rule tag: Use the Shift-minus key to type the rule exactly where you want it). For simple tables, use the tab key and not the table option.

Type all text in tables in small type (Table text tag). Align all headings to the left of their column and start these headings with an initial capital. Type the caption above the table to the same width as the table (Table caption tag). See, for example, Table 2.

3.6 Figure captions

Always use the Figure caption style tag (10-points size on 11-points line space). Place the caption underneath the figure (see example in Section 4). Type as follows: ‘Figure 1. Caption.’ Leave about two lines of space between the figure caption and the text of the paper below it.

3.7 Conclusions

Conclusions should state concisely the most important propositions of the paper as well as the author’s views of the practical implications of the results.

3.8 Acknowledgements

If a set of acknowledgments is included, these should appear immediately before the references section. The heading should be included in all-caps, i.e., ACKNOWLEDGEMENTS, using the Heading without a number tag. The acknowledgements should be written using the standard 11 pt font size using the First paragraph style tag. An example is provided at the end of this document.

3.9 References

For citing references within the text, place the authors' last names (without initials) and the publication date in parentheses. For references with two authors, separate the authors with an '&'; for three or more authors, list the first author followed by 'et al.'. For example, in text citations linked to examples in Sections 3.9.1, 3.9.2 and 3.9.3, would be (Lovat 2006), (Hoek & Guevara 2009) and (Hoek et al. 2000). If appearing at the end of the sentence in parentheses, list the references in chronological order, separated by a semicolon (e.g. Hoek 2000; Hoek et al. 2000; Hoek & Guevara 2009).

At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (Heading without number tag). The references should be typed in small text (10 pt on 11 pt), and second and further lines should be indented 4.0 mm (Reference text tag). If several works by the same author are cited, entries should be chronological:

Larch, A.A. 1996a. Development ...
Larch, A.A. 1996b. Facilities ...
Larch, A.A. 1997. Computer ...
Larch, A.A. & Jensen, M.C. 1996. Effects of ...
Larch, A.A. & Smith, B.P. 1993. Alpine ...

Examples for the format of references in the bibliography are provided below, as well as at the end of this document.

3.9.1 Journal articles

Hoek, E. 2001. Big tunnels in bad rock. *ASCE Journal of Geotechnical and Geoenvironmental Engineering* 127(9): 726-740.
Hoek, E. & Guevara, R. 2009. Overcoming squeezing in the Yacambú-Quibor tunnel, Venezuela. *Rock Mechanics and Rock Engineering* 42(2): 389-418.
McMillan, R., Eberhardt, E., Campbell, R. & Primadiansyah, A. 2024. Monitoring stress-induced brittle rock mass failure for preventative support maintenance. *International Journal of Rock Mechanics and Mining Sciences* 183(105927): 1-18.

3.9.2 Conference proceedings

Lovat R.P. 2006. TBM design considerations: selection of Earth Pressure Balance or Slurry Pressure Balance tunnel boring machines. In *Proceedings of the International Symposium on Utilization of Underground Space in Urban Areas, Sharm El-Sheikh, Egypt, 6-7 November 2006*.
Rahjoo, M. & Eberhardt, E. 2024. Application of a confinement-dependent spalling criterion for tunnels in highly stressed brittle rock. In Yan et al. (eds.), *Tunnelling for a Better Life; Proceedings of the ITA-AITES World Tunnel Congress 2024 (WTC 2024), Shenzhen, 19-25 April 2024*. CRC Press: London, pp. 300-307.

3.9.3 Books and edited book sections

Eberhardt, E., Diederichs, M.S. & Rahjoo, M. 2016. Pre-peak brittle fracture damage. In Feng (ed.), *Rock Mechanics and Engineering, Volume 1: Principles*. CRC Press/Balkema: Leiden, pp. 623-657.
Hoek, E., Kaiser, P.K. & Bawden, W.F. 2000. *Support of Underground Excavations in Hard Rock*. CRC Press.

4 PHOTOGRAPHS AND FIGURES

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures should fit within the type area width of

187 mm. Paste copies of figures, photographs, etc., at the required size for legibility where you want them to appear in the text. Do not place them sideways on a page.

Figures should not be placed so that the text flows around the figure. Instead, click on the figure and then apply the Figure style tag. This should set the wrap text layout to 'In Line with Text'. Leave about two lines of space between the actual text and the figure (including the caption).

Since the proceedings will be published digitally as PDFs, the use of colour figures and photos is both permitted and encouraged. To ensure high-quality reproduction, please follow these standard guidelines for preparing photo images and figures:

- Use a minimum of 300 DPI for all photographic images.
- Use 600 DPI for diagrams, charts, and any figure containing embedded text or lines.
- Insert images at their final display size; do not scale them up in Word as this reduces quality.
- Ensure that all text within figures remains legible when reduced to 75% of its original size (75% zoom), with a minimum 9-point font size.
- Keep figures clear and concise—avoid clutter, excessive annotations, or overly complex designations.

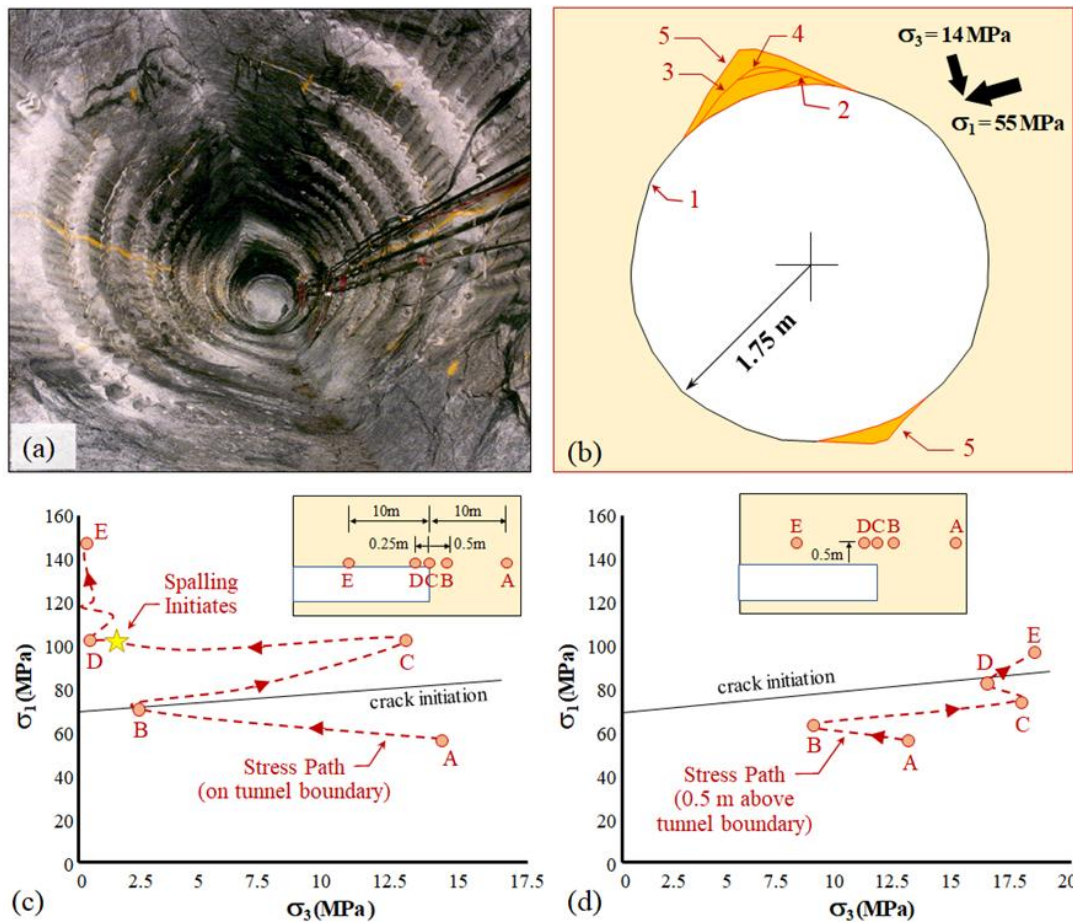


Figure 1. Caption of a typical figure.

5 PREFERENCES, SYMBOLS AND UNITS

Consistency of style is critical. Note the spacing, punctuation and caps in all 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)

- USA / UK / The Netherlands instead of U.S.A. / U.K. / Netherlands / the Netherlands
- Author & Author (1989) instead of Author and Author (1989)
- (Author 1989a, b, Author & Author 1987) instead of (Author, 1989a,b; Author and Author, 1987)
- (Author et al. 1989) instead of (Author, Author & Author 1989)
- Use the following style: (Author, in press); (Author, in prep.); (Author, unpubl.); (Author, pers. comm.)

Always use the official SI notations:

- kg / m / kJ / cm instead of kg. (Kg) / m. / kJ. (KJ) / cm.;
- 20°16'32"SW instead of 20° 16' 32" SW
- 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
- 14C instead of C14 / C-14 and BP / BC / AD instead of B.P. / B.C. / A.D.
- 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.,
- Imperial units (feet, inches, psi, etc.) may be included in parentheses immediately after the SI value if relevant to a specific project or audience, but must not be used as the primary unit

6 SUBMISSION OF MATERIAL TO THE EDITOR

Full papers must be submitted through the author's portal for review by the technical committee. Submissions should include both the Word file and a PDF copy to confirm the authors' preferred layout. All figures should be included as high-resolution images in the Word file.

Please make sure to review the paper for correct English carefully and to correct typos before submitting. Also, make sure to check whether the paper looks the same as this sample (i.e., has followed the formatting guidelines correctly): Title at top of first page in 18 points, authors in 14 points and all other text in 11 points on 12 points line space, except for the small text (10 point on 11 point line space) used in tables, captions and references. Also, check that the page size is set to A4, that the margins are set as indicated in Table 1 (resulting in a type width of 187 mm), and that the space above the ABSTRACT is precisely as in this sample.

ACKNOWLEDGEMENTS

Remember, the WTC scientific program is not a venue for commercial sales pitches or promotional content. Such activities are more appropriately directed to the Trade Exhibition. Papers may present innovations but must not be commercially driven. Submissions not meeting this standard will be returned. Sponsorship acknowledgments at the end of a paper are welcome.

REFERENCES

- Eberhardt, E., Diederichs, M.S. & Rahjoo, M. 2016. Pre-peak brittle fracture damage. In Feng (ed.), *Rock Mechanics and Engineering, Volume 1: Principles*. CRC Press/Balkema: Leiden, pp. 623-657.
- Lovat R.P. 2006. TBM design considerations: selection of Earth Pressure Balance or Slurry Pressure Balance tunnel boring machines. In *Proceedings of the International Symposium on Utilization of Underground Space in Urban Areas, Sharm El-Sheikh, Egypt, 6-7 November 2006*.
- McMillan, R., Eberhardt, E., Campbell, R. & Primadiansyah, A. 2024. Monitoring stress-induced brittle rock mass failure for preventative support maintenance. *International Journal of Rock Mechanics and Mining Sciences* 183(105927): 1-18.
- Rahjoo, M. & Eberhardt, E. 2024. Application of a confinement-dependent spalling criterion for tunnels in highly stressed brittle rock. In Yan et al. (eds.), *Tunnelling for a Better Life; Proceedings of the ITA-AITES World Tunnel Congress 2024 (WTC 2024), Shenzhen, 19-25 April 2024*. CRC Press: London, pp. 300-307.