

Attachment 1

WORLD DREDGING CONGRESS XXII

AUTHOR INSTRUCTIONS

Please prepare and submit the manuscript according to this author instructions.

1. Submission Proceedings and Schedule

Date	Proceedings	Specific Requirements
10 April, 2018	Submit the abstract.	The submission must include the name (including the co-author), affiliations, complete mailing address, zip code, telephone number and email contact address of the author.
15 May, 2018	The Technical Paper Committee will determine the acceptance of abstracts.	Authors will be informed of acceptance of their abstracts and will receive a notification which will include instructions for the preparation of the full technical paper, conference registration form and the copyright transfer form.
31 August, 2018	Submit the draft manuscript.	The draft manuscripts must meet the requirements of the congress paper format. The copyright transfer form must be submitted at the same time.
20 October, 2018	Reviewer comments will be sent to the authors.	The review comments are the following: 1. Acceptance, 2. Declined or 3. conditional acceptance with major revision.
5 November, 2018	For the papers required to change greatly, the final full papers must be submitted.	Papers must be in accordance with the congress papers format.
20 November, 2018	The Technical Papers Committee will review and finalize the revised final full papers.	Determine whether to accept the revised papers.
25 November, 2018	The review comments of revised papers will be sent.	The acceptance comments will be sent to the first of corresponding authors.
31 November, 2018	Submit the registration form.	Participants are required to submit the registration form to the recipient of each dredging association (Authorized Organizers).
15 December, 2018	The authorized organizers of dredging associations in their respective regions should gather the final full papers and give them to China Dredging Association (CHIDA).	In addition to final full papers, the submission includes copyright transfer forms and the authors' registration forms.
20 January, 2019	The authors can enjoy preferential price if registration fees are paid before this date.	Registration fees for all authors should be paid to China Dredging Association (CHIDA).
25 April, 2019	The conference will be held.	

2. Paper Receivers (Authorized organizers of regional dredging associations)

Please submit the manuscripts in Adobe Portable Document (pdf) format as an attachment by email or website to person below in the author’s region (CHIDA, EADA, CEDA or WEDA):

CHIDA (China)	EADA (Asia, Austral-Asia, Pacific except for China)	CEDA (Africa, Europe and Middle-East)	WEDA (Americas)
Guo Enze Tel:86-010-53693612 Email: zgsjxh2013@163.com	Mr. John Dobson Email: dobsoncj@hotmail.com	Please submit the abstracts online, and the website is: https://tinyurl.com/WODCON-Abstract Please submit the draft manuscripts and final full papers inWord to: Sylvia Minten Email: sylvia@mintenprojectmanagement.nl	Robert C. Ramsdell Email: info@WesternDredging.org

3. General

3.1 Authors are to obtain all necessary approvals for publication from employers or others involved, before submission of the paper.

3.2 Submission of a manuscript implies that it is not under consideration for publication elsewhere and that original, previously unpublished work is being presented. **The manuscript is to be free from evident commercialism or private interest.**

3.3 **Copyright will be the property of the World Organization of Dredging Associations (WODA), and the author will also transfer the copyright to WODA.** But the author will be granted permission to reprint the manuscript and third party requests will be passed on to the authors.

3.4 The manuscripts should be concise. **Draft Manuscripts should have a text of 3000-5000 words with a total length no longer than 20 pages including figures and pictures**

3.5 The conference proceedings will be published in two forms: hard copy and electronic copy. The proceedings will be in color. The manuscript provided by the authors must be an Adobe portable document file.

3.6 Authors in China need to provide the abstract, draft manuscript and final full papers both in English and Chinese. The Authors outside China need to provide the abstract, draft manuscript and final full papers in English.

3.7 **Please give the manuscript instructions to the person responsible for the preparation of the manuscript.**

4. Manuscript Preparation

4.1 Order of contents

Page 1	<p>Title Author (s), author affiliations, addresses, countries, phone, and email are to be included in footnote (s) Abstract (not to exceed 500 words). Keywords (list five keywords that are not already in the title.) Introduction</p>
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Page 2 & onwards	Continue Introduction and following text, conclusions, nomenclature (if necessary), and references .
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4.2 Preparation of the text

The text should be formatted for 216 mm x 279 mm (8½ in x 11 in) paper with **single line spacing**, and 2.54 cm (1 inch) margins. Double-space between paragraphs. Use full justification. Do not indent the first line of the

paragraph. The image area or block of text will then be 165.1 mm (6.5 in) x 228.6 mm (9.0 in). Do not leave additional margins. **Do not use company letterhead or logos. Do not wrap text around figures or tables.**

4.3 Fonts

Please use the Times New Roman font and the 10-point font size. Do not use headers or footers or draw a frame around your text. The title of your paper should be in 12-point font size and all capital letters.

A template (WODCON XXII example template for authors.doc) containing the proper formatting is attached, please refer to Attachment 2.

4.4 Headings

Headings should be typed in bold capital letters centered and followed by a double space. Bold capitals and lower case letters should be used for subheadings, which should be preceded and followed by a double space as illustrated by these instructions. Sub-subheadings should use bold and italicized capital and lower case letters, which should be preceded and followed by a double space. Sub-subheadings are also illustrated in the instructions.

4.5 Equations, Symbols, and Units

All symbols must be defined in the text immediately following the symbols first use. If extensive use of symbols is necessary, then the symbols should be defined in a nomenclature section that follows the conclusions. The International System of Units (SI) must be used. If units other than SI units are included, they should be given in parenthesis after the relevant SI unit. For example, the pipe diameter is 0.61 m (24 in). Equations should be indented and successively numbered (in parenthesis) flush with the right-hand margin (see example below). (Tabs are already set in the sample template.)

$$y = a + b + cx^2 \tag{1}$$

4.6 References

References in the text should be given as Smith (2011), (Smith 2011) or (Jones et al. 2014). References should be listed **alphabetically** in the References section at the end of the paper. Give the last name and initials of all authors, followed by the year of publication in parentheses, the title of the article and publication, and the publisher. References to conference papers or proceedings should include the name of the organizers. References to articles published in journals should also include the name of the journal, the number of the issue and page numbers (see example below). References to publications in a foreign language should give all details in the original language followed by a translation of the title. The list of references is to be single spaced with a line space separating each reference as shown in the example below.

Hunt, J.B. (1995). *Environmental Dredging*. New York: Smith & Son, Inc.

Jones, F., Doe, A., Hart, E.J.E., and Next, J.P.J. (1995). "The design of dredged material disposal sites." *Proceedings XIVth World Dredging Congress 1995*, CEDA, Amsterdam, The Netherlands, 350-368.

White, F.K. and Jones, J.M. (2001). "The analysis of flow fields around dragheads." *Journal of Waterway, Port, Coastal and Ocean Engineering*, 121(5), ASCE, 1-16.

4.7 Citation

The citation is how a person would reference the author's paper and is located at the end of the manuscript. An example citation is shown below.

Doe, R.E., Wang Xxxxxx, X.Y., and Jones, T.B. "Title title title," Proceedings of the Twenty- Second World Dredging Congress, WODCON XXII, Shanghai, CHINA, April 25-29, 2019.

4.8 Page Numbers

Do not include page numbers in the electronic manuscript.

4.9 Figures and Tables

High quality figures and tables should be numbered and incorporated into the body of the text. Color is encouraged for figures and tables. Place figures and tables in the body of the paper as close as possible to the paragraph where

they are first mentioned. Figures and tables must not be placed at the end of the paper. Figures and tables must not be wrapped into the text.

Photographs should be scanned and placed as a figure with an appropriate title. Color photographs are encouraged.

Figure captions should be centered below the figure and table captions must be centered above the table. Both figure and table captions must be typed in bold.

4.10 Line Drawings

The lines and lettering on the figures should be clearly legible. All line drawings must be accomplished using electronic software and inserted electronically as a figure.

5. Enquiries

Please direct all enquires of the format and submission to the responsible contact of the regional dredging association.

WORLD DREDGING CONGRESS

WODCON XXII

Shanghai, China

April 25 –29, 2019

SPEAKER INFORMATION FORM

The Speaker Information Form will be given to the session moderators for the purpose of introducing the speakers presenting papers at WODCON XXII. Speakers are requested to submit this form electronically as a separate MS Word or Adobe file along with their final manuscript.

Name: Dr. Mr. Ms. _____

Title

First

Middle Initial

Last

Paper Title: _____

Position Title: _____

Company Name: _____

Is the first author and speaker a college student at a university? Yes No

Is one of the authors of the paper under the age of 35? Yes No

Please provide a short biographical information paragraph (50-100 words) in the space below that can be used by the session moderator as an introduction.