

CEDA DREDGING DAYS 2019

Rotterdam Ahoy, Rotterdam, the Netherlands
7-8 November 2019



Authors' Guidance

Guidelines for the preparation and submission of papers for CEDA DREDGING DAYS 2019

**Issued by: CEDA – Central Dredging Association
for the Technical Papers and Programme Committee of Dredging Days 2019**

Date: January 2019

1 INTRODUCTION

CEDA Dredging Days papers should describe original work and should not have been published or offered for publication elsewhere. It is the authors' responsibility to obtain all necessary approvals for publication from employers or others involved, before the submission of the paper.

2 CONTENT - LANGUAGE

Papers must be written in English in a clear and straightforward manner so as to be easily read and understood. It should be remembered that they will be read by many whose first language is not English. Simple sentence construction will assist clarity.

A manuscript must include: Page

0:

- Title
- Name(s) of author(s), affiliation, country, e-mail
- Abstract
- Key words

Page 1 etc.

- Nomenclature (if any)
- Text (chapters 1 - ?)
- Conclusion
- Acknowledgements (if any)
- References

2.1 Abstract

The abstract should give a concise and informative description of the paper (maximum of 300 words) written to interest the reader as well as for information retrieval.

2.2 Key words

Key words will assist those conducting searches in databases. Please give up to 4 key words, which reflect the domain of your article. Avoid very general categories (e.g. dredging).

2.3 Text

The paper must address the interests of readers with diverse specialities and backgrounds. Abbreviations and synonyms should be spelled out and identified the first time they are used. Trade names and professional jargon should be kept to a minimum. **The paper should be free from explicit and implicit commercialism or private interest.** Company and product names, if used, should be included for identification purposes only. References to earlier work in the field and credits to recent contributors should be included.

2.4 Terminology

The TPPC requests the authors to avoid the use of the words listed below since due to their negative connotations those words propagate a negative image of dredging. Examples of preferred alternative words are also given.

- ~~Sanitation~~ → remediation/cleanup
- ~~Sanitised~~ → remediated/cleaned up
- ~~Dumping~~ → relocation, placement, disposal
- ~~Spoil~~ → sediment, silt, dredged material
- ~~Sludge~~ → sediment, silt, dredged material
- ~~Polluted~~ → contaminated

3 FORMAT (see attached example)

To ensure a degree of uniformity authors are requested to follow the typing instructions provided below.

3.1 Length of papers

Papers should consist of 4,000 – 6,000 words. With the addition of the figures the total number of pages submitted should not exceed 15.

3.2 Typing instructions

Paper size - margins

The text should be submitted on unlined white **A4 paper** with top and side margins of 2.54 cm (1 inch). Use full justification. Do not leave additional margins. Do not use company headed paper. Do not draw a frame around your text.

Spacing

Manuscripts should be single-spaced.

Fonts

Use Times New Roman 10 pt.

Exceptions:

Title of paper: Times New Roman 12 pt.

Author details: Times New Roman 9 pt.

Headings

Major headings should be typed in capital letters in bold to the left of the column and preceded by two and followed by one blank line. Capitals and lower case letters should be used for subheadings, which should be preceded by one blank line (see attached example). Do not underline any text.

Symbols, formulae and equations

All symbols must be shown in the nomenclature list that precedes the text. The SI system of units should be used. If units other than SI units are included, they should be given in parenthesis after the relevant SI unit. The common units of time will persist, and also in appropriate contexts, the angular measurements. Equations should be indented and successively numbered (in parenthesis) flush with the right-hand guidelines (see example below).

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

Page numbers, headers or footers

Do not number the pages of your paper. Do not use headers or footers.

Graphics and tables

Avoid commercial endorsements in illustrations. A graphic which includes a trade name incidentally is acceptable, but illustrations incorporating the logo of the company with which the author is associated will not be included in the proceedings.

Graphics and tables should be incorporated into the body of the text (not at the end of the paper) as close as possible to their first mention in the text. Graphics and tables should be centred and numbered consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Leave two line spaces between the actual text and figure (including caption). Since the Conference Proceedings will be published online, the use of colour illustrations is encouraged.

The graphics should have a resolution of 300 dpi.

Captions

Captions should be centered, using a 10 pt normal font and writing out the full words “Figure” and “Table” (see examples below). Figure captions should be below the figures; table captions should be above the tables. Figure

axis labels are often a source of confusion. Try to use words, rather than symbols. Put units in parentheses. Avoid abbreviations in table column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not within the table itself.

Examples:

Figure 1. Example for figure caption

Table 1. Example for table caption

References

Please use Harvard referencing style. Citations in the text should be given in parentheses, for example: (Author, Year) or (Author et al., Year) or (Author1 and Author2, Year). List your bibliographical references at the end of your paper in alphabetical order. For some typical reference list examples please see below. For further examples please refer to: http://workspace.imperial.ac.uk/library/Public/Harvard_referencing.pdf

Journal article – printed, with two authors:

Jones A. and Other A.N. (1987). Title of the very interesting and informative article. *Name of the international highly respected professional journal*, Vol. 2, No. 3, 1-20.

Journal article – online, with two authors:

Jones A. and Other A.N. (1987). Title of the very interesting and informative article. *Name of the international highly respected professional journal*. [Online] Vol. 2, No. 3, 1-20. Available from: <http://www.website.org/filename.html> [Accessed 20 January 2015]

Book:

Jones A., Other A.N. and Black J.K. (2000). *Title of the very interesting and informative book*. Publication information, 1-30.

Conference article:

Jones A., Other A.N. and Black J.K. (1999). *Title of the very interesting and informative conference paper, in proceedings of the very interesting and highly successful conference*, City, Country, 315-350.

4 SUBMISSION

Both draft manuscripts for review by the TPPC and final papers must be sent to Sylvia Minten at the CEDA Dredging Days 2019 Conference Secretariat (sylvia@mintenprojectmanagement.nl) as Word files by e-mail. Other file formats will not be accepted. The document name must include the paper ID and the name of the first author (01.Smith).

4.1 280 character summary

Authors are requested to send a 280 character (including spaces) long summary, containing the innovative aspects of your paper (in other words, tell why people should read your paper/listen to your talk) in Word to sylvia@mintenprojectmanagement.nl **15 February 2019** the latest.

4.2 Draft manuscripts for review by the TPPC

Draft manuscripts must be submitted by **1 April 2019**. All draft manuscript will be peer reviewed. Comments from the reviewers will be sent to the authors by **1 May 2019 the latest**.

Please also send the following items together with the draft manuscript:

- 1) a high res picture of the presenting author (portrait)
- 2) a high res image that will be included in the paper digest as well as for promotional activities together with your summary and/or abstract text provided in the draft paper
- 3) a paper digest (see also 4.3)

4.3 Paper digest

For each paper a paper digest will be included in the Final Programme of the conference which is prepared and published in co-operation with CEDA's official magazine, Dredging and Port Construction. Figure 1 shows how the paper digest will look like.

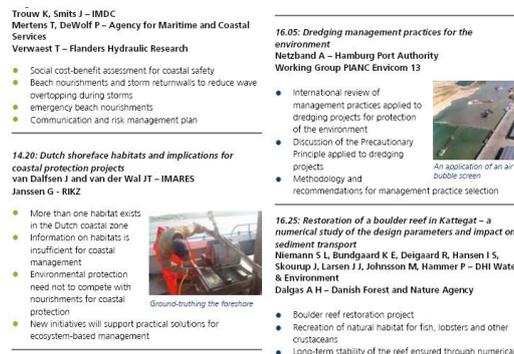


Figure 1. Example for paper digest

The digest will include the paper title, the authors' names, their affiliations and countries, **and maximum 5 bullet points** to raise interest in your paper and optionally, only 1 picture/image/diagram. Limit each bullet point to less than 15 words. Please provide input for the digest as specified in the text box below.

Text in a Word file following strictly the example (paper title is written in lower case character, author names are set out with the first initial after the surname, with a hyphen between the name and the company name):

(Title of the paper)The Elbe river – a lifeline for northern Germany

(Authors)Marušić N – Wasser- und Schifffahrtsamt Cuxhaven, Germany

Iwens C – Nordsee Nassbagger- und Tiefbau (DEME), Belgium

- The historic development of deepening and maintenance dredging works on the Elbe
- Hamburg harbour's trading position
- Overview of current maintenance dredging concepts on the Elbe
- The future of maintenance dredging on the Elbe
- Future deepening works on the Elbe

CAPTION

TSHD Marieke opposite WSA Cuxhaven on the Elbe

Illustration

Please send the illustration as a separate graphic file in high resolution.

Deadline

Papers digests should reach the CEDA Secretariat not later than 1 April 2019.

Please note: The editor of DPC reserves the right to correct the English text and to shape it to conform to the agreed style.

4.4 Final papers

The final papers will be published in the Conference Proceedings (online + on USB). The final papers must be submitted by **27 September 2019**. Please note that the TPPC reserves the right to remove a paper from the programme and from publication if it finds that the reviewers' recommendations have not been followed, or discovers that the paper has been previously published.

Each final paper submission must include:

- The full final paper (Word document)
- A 100 word biography of the author who will present the paper (Word document)
- The completed CEDA DREDGING DAYS 2019 Copyright Form (will be sent together with the reviewer comments) (PDF)

Please note: The submission deadlines will be strictly enforced.

Important: It is understood by the submission of the final paper that one or more of the authors will register for the conference, pay the appropriate fee(s), attend the conference and present the paper. If at least one registration fee per paper has not been received at the time of the submission of the draft paper, the paper will be withdrawn from the programme and will not appear in the conference proceedings. Online registration on www.cedaconferences.org/dredgingdays2019 will be open from March 2019.

4.5 Summary of important dates

Submission of summary:	15 February 2019
Submission of draft manuscripts:	1 April 2019
Submission of paper digests:	1 April 2019
Reviewer comments to authors:	1 May 2019
Submission of final paper:	27 September 2019

5 ENQUIRIES

CEDA Dredging Days 2019 Conference Secretariat

Sylvia Minten

E-mail: sylvia@mintenprojectmanagement.nl

Tel: +31 61 660 3947