

Instructions for submitting Extended Abstract

TITLE (ARIAL, 12, BOLD, UPPERCASE, CENTERED, 1.5 INCHES FROM TOP OF PAGE) (Style: Title)

Author(s) Name(s), Current Employer, Phone, Email Address (see below for example)
(Arial, 10, Centered, Title Case, 12pt space after last) (Style: Authors)
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INTRODUCTION

This manual has been prepared in the format that should be used for the preparation of your extended abstract. The proceedings from the 2022 International Accelerated Bridge Construction Conference will be prepared from the digital file received from the authors. All manuscripts must be clearly and accurately prepared using a word processor set for 8.5"x11" letter size paper.

MARGINS

Margins are 1" all around. Page one should begin approximately two inches from the top of the page.

BODY

(Style: Body)

Use a letter quality or laser printer. All text must be single spaced. Arial 10 has been used in the body of this document. Use a similar font. Use either a 3pt space after each paragraph or place a second return between paragraphs. Do not include page numbers on your manuscript. Do not staple pages.

MAJOR HEADINGS (STYLE: HEADING 1)

Major headings are typed in **BOLD CAPITALS**. The font size used in this example is 10. Major headings start at the left-hand margin and are listed on a separate line. Place a 6 pt space above and a 3 pt space below, or skip a line above and below major headings.

Secondary Headings (Style: Heading 2)

Secondary headings are typed in **Title Case (bold)**. They start at the left-hand margin and are on a separate line. The font size is 10. Place a 6 pt space above and a 3 pt space below, or skip a line above and below secondary headings.

Third Level Headings (Style: Heading 3)

Third level headings are typed in *Title Case (italics)*. They start at the left-hand margin and are on a separate line. The font size is 10. Place a 6 pt space above and a 3 pt space below, or skip a line above third level headings.

FIRST PAGE OF MANUSCRIPT

Place the title of the paper on the first page of the manuscript 1.5" below the top of the page. Use **BOLD CAPITALS** for the title with the size of the lettering slightly larger than that in the text.

The full name(s), current employment, including the address of the author(s) must be given below the title. An abstract of the paper and the start of text should appear on the first page.

FIGURES AND TABLES

Pertinent, clear illustrations enhance an article and often save words. It is imperative that all drawings and all lettering on illustrations be checked with great care before submission. All drawings, photos, and other artwork should be embedded in the manuscript. Hand drawings should be scanned and embedded.

PHOTOGRAPHS

Only absolutely essential illustrative photographs should be used. For proper reproduction, illustrations should be clear and could be in color.

Please note that if a figure or photograph has been published previously, it will be necessary for the author to obtain written approval from the original publisher.

TRADE NAMES, CORPORATE NAMES AND PERMISSIONS

To denote proprietary items, use the initial cap, upper case: Teflon, Ivory, Xerox

To denote companies who have an acronym as their name, use the same approach: Abacor, Tytel, Exxon. There are instances where initials make up a company name, use those: NL Industries.

SYMBOLS AND ABBREVIATIONS

Use only standard symbols, abbreviations, and units of measure in text and illustrations. Symbols used through the paper should be listed under the major heading **NOTATION** and should follow the **ACKNOWLEDGMENT** but come before **REFERENCES**. These should not be inserted into the body of the report.

REFERENCES

List and number all bibliographical references at the end of the paper under the major heading "**REFERENCES**". When referring to them in the text, type the corresponding reference number in parentheses, and underline it, e.g., Smith and Jones (1). Make certain to underline this number. Number the references in order of appearance. Do not double space between each reference. When there are three or more authors, use *et al* in the text, but not in the references list.

Writers are cautioned to give complete information about books and authors and to check spelling and dates carefully before submitting your manuscript.

LENGTH

The extended abstract is limited to **Three (3)** pages.

DELIVERY

Extended abstracts must be submitted in both word and pdf versions, **before 5:00 PM Eastern time, Friday, November 4, 2022**. The PDF version of the paper will be the primary source for the proceedings as it will yield the highest quality.