



INSTRUCTIONS TO AUTHORS

The Canadian Society for Civil Engineering's 2025 Annual Conference (CSCE-2025)

Winnipeg, Manitoba
May 28-30, 2025

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- Authors must submit their papers as a single electronic file in Microsoft Word format (i.e., .doc or .docx), using the "CSCE 2025_Template" provided on the conference website: <https://www.csce2025winnipeg.ca/>.
 - To ensure consistent publication quality, the following requirements must be followed when preparing papers for the conference. Non-compliance will result in papers being returned for revision and resubmission. Delays in meeting these requirements could lead to paper rejection due to publication deadlines for the conference proceedings.
 - Commercial content must be avoided. This applies to all authors, including those affiliated with universities, consultants, independent laboratories, and manufacturers. Products should be described based on their properties rather than their brand names. Organization names may appear only once within the paper. Similarly, product names should be mentioned only once and in connection with defining their properties. Papers not adhering to these rules will be returned for revision. Persistent non-compliance will result in paper rejection. Acknowledging sponsorship at the end of the paper is acceptable and encouraged.
 - Initial review submissions to arrive no later than the deadline as posted on the conference website: <https://www.csce2025winnipeg.ca/>
 - Authors are required to electronically sign the "CSCE Copyright Transfer Form" for their paper to be included in the conference proceedings. This form must be completed through the Paper Submission section of the conference website.
 - All enquiries should be addressed to:
Conference Chair
Email: csce2025@karma-link.ca
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MARGINS

- Set the paper size to Letter.
- Use a uniform margin of 2.54 cm on all sides.

FONTS

- **Paper Title:** Arial, bold, full capitals, font size 14.
- **All Other Text and Blank Lines:** Arial, font size 10.

LENGTHS OF PAPERS

- **Full Papers:** Minimum of 6 pages and maximum of 10 pages.
- **Case Studies:** Maximum of 4 pages.
- **Extended Abstracts:** Maximum of 2 pages.

POSITIONING OF PAPER TITLE, AUTHOR NAMES AND AFFILIATIONS

- **Paper Title:** Centred, with three blank lines (10-point spacing) before the title.
- **Author Names:** Centred, listed as initials followed by last names. Leave two blank lines (10-point spacing) between the title and the author names.
- **Affiliations:** Centred, with numbered superscripts matching authors to affiliations. Leave one blank line between author names and affiliations.
- Identify the corresponding author with an asterisk beside their name (e.g., Sam*).
- Leave two blank lines between the affiliation section and the abstract.

ABSTRACT

- The abstract should be a single paragraph summarizing the aims, scope, and conclusions of the paper.
- Limit the abstract to 250 words. Avoid references to figures, tables, or citations within the abstract.

SECTION HEADINGS (INCLUDING 'ABSTRACT' AND 'KEYWORDS')

- **Main Headings:** Full capitals, bold, and numbered (e.g., "1. PRIMARY HEADING").
- **Secondary Headings:** Bold, upper and lower case (e.g., "1.1 Secondary Heading").
- **Tertiary Headings:** Not bold, starting with an uppercase letter (e.g., "1.1.1 Tertiary heading").

PARAGRAPHING

- Use a single-column format without paragraph indents.
- Text should be left and right justified, ensuring vertical margins on both sides.
- Separate paragraphs with a blank line.
- Leave two blank lines above and one below primary headings.
- Leave one blank line above and below secondary and tertiary headings.
- Leave one blank line between text and equations, tables, or figures.

TABLES

- Tables are to be centred. Place captions above tables without a blank line in between.
- Refer to tables sequentially in the text (e.g., "Table 1" or "Tables 2 and 3").
- Unless unavoidable, do not have a table spread over two or more pages.
- Try to position tables near to where they are cited in the text. Do not list tables at the end of the paper.
- Indicate units in the line immediately below the heading.
- Omit vertical lines used as separators between columns in the table.
- Use **1.5 pt thickness** for the upper and lower border lines of the table.

ILLUSTRATIONS/FIGURES

- Number all illustrations (e.g., drawings or photographs) sequentially in the order of their appearance and refer to them as "Figure 1," "Figures 2 and 3," or "Figures 3–6."
- Centre all illustrations, placing captions directly below the figures, also centred.
- Ensure every figure is referenced in the text.
- Avoid figures spanning multiple pages unless unavoidable.
- Place figures near their first mention in the text; do not compile them at the end of the paper.
- Avoid placing illustrations sideways on a page. If sideways placement is necessary, ensure no other text appears on that page.
- Use high-contrast photographs for clarity.
- Maintain lettering size consistent with the text (minimum 2 mm), with a preferred line thickness of 0.2 mm.
- Properly credit any illustrations borrowed or adapted from other sources.

EQUATIONS, FORMULAS, SYMBOLS AND UNITS

- Align all equations and formulas with the **left margin** and number them consecutively.
- Place equation numbers flush to the left margin, enclosed in square brackets (e.g., [1]).
- Reference equations in the text as "Eq. 1" or "Equation 1."
- Use SI units and Arabic numerals without italicization.

Example Equation:

$$[1] AP = \sigma$$

PAGE NUMBERS

Page numbers will follow a local numbering system starting at page 1, formatted as **[Code]-###-??**, where **[Code]** represents the specialty ID for the respective conference, **###** denotes the paper's unique identifier number, and **??** indicates the page number.

Specialty ID Codes:

- **ST** for Structures
- **EN** for Environmental
- **GC** for General Conference
- **CR** for Cold Regions
- **HT** for Hydrotechnical
- **MT** for Materials
- **SD** for Sustainable Development

For consistency, all page numbers must be centred in the footer.

ACKNOWLEDGEMENTS

- Include acknowledgements as the final section before the references.
- Recognize the contributions of sponsors, design engineers, project engineers, contractors, and owners involved in the project.

REFERENCES

- Use in-text citations in the format: (Author's Last Name Year). For example, (Seed et al. 1977).
- Arrange the reference list alphabetically by the first author's surname.
- The first line of each reference should be left-aligned, while subsequent lines should have a **two-space indentation**. Do not leave blank lines between references.
- Italicize book titles, journal names, and conference titles.

Reference Formatting Examples:

1. **Books:**
 - Last Name, Initials. Year. *Book Title*. Publisher, City, State/Province, Country.
 - Example: Terzaghi, K. and Peck, R.B. 1987. *Soil Mechanics in Engineering Practice*. 2nd ed., McGraw Hill, New York, NY, USA.
2. **Journal Papers:**
 - Last Name, Initials. Year. *Article Title*. *Journal Name*, Volume: Pages.
 - Example: Ingold, T.S. and Miller, K.S. 1983. *Drained Axisymmetric Loading of Reinforced Clay*. *Journal of Geotechnical Engineering*, ASCE, 109: 883–898.
3. **Conference Papers:**
 - Last Name, Initials. Year. *Article Title*. *Conference Name*. Publisher, City, State/Province, Country, Volume: Pages.
 - Example: Leshchinsky, D. and Perry, E.B. 1987. *A Design Procedure for Geotextile Reinforced Walls*. *Geosynthetics '87*. IFAI, New Orleans, LA, USA, 1: 95–107.