**DREDGING SUMMIT ’22 - AUTHOR INSTRUCTIONS**

July 25-28, 2022

Houston, TX, USA

Congratulations on having your paper accepted for presentation at the Dredging Summit & Expo ’22 in Houston, TX, USA. This document provides important information about manuscript requirements and submission. Please review it carefully. The conference proceedings will be available online and distributed electronically. The Western Dredging Association (WEDA) will retain copyright privileges for all published manuscripts. Author(s) can be granted permission to reprint and distribute the manuscript for non-commercial purposes as long as the reference to the WEDA proceedings is retained. Third party requests for manuscripts are typically passed on to the author(s).

**GENERAL INFORMATION**

**Manuscripts should be concisely written and not exceed 15 total pages including figures and tables**. Submission of a manuscript implies that it is not under consideration for publication elsewhere and that original, previously unpublished work is being presented. **Manuscripts must be free from evident commercialism or private interests.** The text must be properly cited with references listed at the end of the paper. It would be unusual for technically-sound papers to have fewer than 5 references. Figures and tables are encouraged to facilitate communication of complex information and data. Colored figures are encouraged. Tables must be black and white.

Specific formatting instructions for full papers and extended abstracts are provided below. An MS Word templates is provided ([download here](https://www.westerndredging.org/phocadownload/2022_Houston/TPC/WEDA_Paper_template_for_authors_2022.docx)) for full papers. Extended abstracts should use the same format without the separate abstract.

Authors must obtain all necessary approvals for publication from employers or others involved before submitting their paper.

**FORMATTING GUIDELINES[[1]](#footnote-1)**

**First Page**

The first page of every manuscript must contain the title, author(s) name(s), author(s) affiliation(s), and a list of important keywords not already in the title. The title must be **Bold, Times New Roman, 12 pt. font in ALL CAPS** and **centered horizontally 1.5” from top of page** (first line over 0.5” from the top margin**)**. Avoid excessively long paper titles.

Author names are listed below the title (1 blank 11 pt. line between), starting with the most contributing author and continuing to the least contributing. If all authors contribute equally, authors should be listed alphabetically by their last name. A footnote (under “References” in MS Word) for each author should list their Position Title, Company Name, Address, City, State, Postal Code, Country, telephone, and email address; “(corresponding author)” should be appended to the end of that author’s footnote. Author names and footnote text should be in Times New Roman, 11 pt. font, with normal capitalization.

Full papers must also include an abstract of the paper (not to exceed 1 paragraph of 400 words or less). “**ABSTRACT**” in **Bold, Times New Roman, 11 pt. font in ALL CAPS** and **centered horizontally** must appear before the abstract and 1 blank 11 pt. line below the author list. The abstract text must begin on the second line below the ABSTRACT title (1 blank 11 pt. line between). Do not ident the text. Use full justification. Extended abstracts should not include a separate “ABSTRACT” section.

Thetitle, author list, abstract, and footnotes may not extend beyond the first page. The main text of the manuscript may begin on the first page if there is sufficient room; most full paper manuscripts will start at the beginning of page 2.

**Manuscript**

Manuscript text should be formatted for 8½ in. x 11 in. (216 mm x 279 mm) paper with **single line spacing**, and 1-in. (2.54-cm) margins. Double-space between paragraphs. Do not indent the first line of the paragraph. Do not leave additional margins. C**ompany letterhead and logos are not allowed. Do not wrap text around figures or tables.**

Fonts

All main body text and table and figure headings must be 11-point Times New Roman regular font (not bold). Table text may be smaller than 11 pt. if necessary to accommodate more information with a minimum 8 pt. font size. Do not use headers or footers or draw a frame around any text.

Headers/Footers

With the exception of footnotes for author information on page 1, headers, footers, and page numbers are not allowed. Standardized headers and footers will be added prior to publication for the proceedings.

Section Headings

Headings are encouraged within the text to provide organizational context for the reader. These should be formatted as follows:

|  |  |
| --- | --- |
| Level 1: | **ALL CAPS** in Bold Times New Roman 11 pt. font, centered and followed by a blank 11 pt. line. |
| Level 2: | **First Letter Capitalization** in bold Times New Roman 11 pt. font, left justified, and followed by a blank 11 pt. line. |
| Level 3: | First Letter Capitalization in normal (not bold), underlined Times New Roman 11 pt. font, left justified, and followed by a blank 11 pt. line. |
| Level 4: | First word capitalization, in italics Times New Roman 11 pt. font, left justified, and preceding the paragraph text. |

Equations, Symbols, and Units

All symbols must be defined in the text immediately following the symbol’s first use and include units. If extensive symbol use is necessary, then the symbols should be defined in a nomenclature section that follows the conclusions. SI or US customary units may be used, but if SI units are not used, they must be shown in parentheses immediately after. For example, the pipe diameter is 24 in. (0.61 m). Equations should be left justified and successively numbered (in parentheses) flush with the right-hand margin (see example below).

y = a + bx + cx2 (1)

where y = length (ft), x = time (sec), and a, b, and c are regression constants (dimensionless).

References

References in the text should be written as “Smith (2011)”, “(Smith 2011)”, or “(Jones et al. 2014)” as appropriate. 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 with title of the proceedings in italics format (see example below). References to articles published in journals should also include the name of the journal in italic format, 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. Some specific examples:

1. Book reference example:

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

1. Conference paper reference example:

Jones, F., Doe, A., Hart, E.J.E., and Next, J.P.J. (1995). “The design of dredged material disposal sites.”

*Proceedings XIV World Dredging Congress 1995*, CEDA, Amsterdam, The Netherlands, 350-368.

1. Journal paper reference example:

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.

1. Internet reference:

Western Dredging Association (2022). [https://www.westerndredging.org/phocadownload/Workgroups/ Reservoir\_Dredging/WEDA%20Technical%20Report%20-%20Practical%20Guide%20to%20 Reservoir%20Dredging.pdf](https://www.westerndredging.org/phocadownload/Workgroups/%20Reservoir_Dredging/WEDA%20Technical%20Report%20-%20Practical%20Guide%20to%20%20Reservoir%20Dredging.pdf), accessed January 7, 2022.

Citation

A citation section must be included at the end of every manuscript. The section should be separated by a Level 1 title “**CITATION**” (**Bold, Times New Roman, 11 pt. font in ALL CAPS** and **centered horizontally** with 1 blank 11 pt. line below). The citation must follow the same format as references. For example:

Doe, R.E., Smith, X.Y., and Jones, T.B. “Paper Title,” *Proceedings of the Western Dredging Association Dredging Summit & Expo ’22, Houston, TX, July 25-28, 2022*.

Page Numbers

Do not include page numbers in the electronic manuscript.

Figures and Tables

High quality figures and tables **should be numbered and incorporated into the body of the text**. Do not use MS Word’s auto-numbering for figures and tables. All figures and tables must be cited in the text. Figure and table references in the text must be regular text (not bold or italics). Do not use the terms “above“ or “below“ when referring to figures or tables.

Place figures and tables in the body of the paper as close as possible **after** the paragraph where they are first mentioned. Partial page figures and tables (including captions) should be placed adjacent to the top or bottom margins if possible. 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. 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.

Lines and lettering on figures must be clearly legible. Photographs should be scanned and placed as a figure with an appropriate title. Color photographs and figures are encouraged. Figures should not be “boxed” (i.e., outlined by lines).

Figure and table captions must be 11-point Times New Roman regular font (not bold) centered within the width of the figure or table. Captions are to be placed **below figures** and **above tables**. Do not use MS Word’s auto-generated numbering for Figures or Tables.

Column and row headers in tables may be bold if useful; shading should not be used. Tables should use only the primary units for values, i.e. avoid including multiple units within tables.

Widows/Orphans

Headings should not appear at the bottom of a page with text beginning on the next page. Similarly, single lines of paragraphs should not exist alone.

**MANUSCRIPT SUBMISSION**

Draft manuscripts are required for full papers and extended abstracts. All manuscripts MUST be submitted online in MS Word format at <https://weda2022.exordo.com>. Specific submission dates can be found at <https://dredging-expo.com/abstracts>.

Draft manuscripts will be peer reviewed for content, format, and commercial content. Peer-review comments will be sent to the first or corresponding author. Papers must be revised in response to the reviews or authors must explain explicitly why modifications were not made for specific comments.

Submission checklist:

1. Remove all comments and Track Changes.
2. Is the Paper Title properly formatted?
3. Is the Abstract 1 paragraph and 400 words or less?
4. Are figure and table titles black, centered, and Times New Roman 11 pt.
5. Make sure that Figures are not be boxed (i.e. have lines around them).
6. Figures must not have logos on them (of any kind).
7. Reference formats need to follow the guidelines.
8. Check for widows and orphans.
9. Is every figure and table referenced in the text and placed at the first convenient location AFTER it is referenced?
10. Ensure Figure and Table references in the text are regular text (not bold or italics).
11. Double-check references. All references in the text must be in the reference list. And, the reference list must not include any citations not included in the text.
12. Tables should not span pages until absolutely necessary. Shifting the location is strongly preferred.
13. Do not use the terms “above“ or “below“ when referring to figures or tables. Rather, use the table or figure number.
14. Eliminate white spaces at the bottom of pages because of figures or tables. Bring text forward to fill the space.

Hint: Tables can be useful for keeping figures and captions together!

1. Formatting guidelines are best illustrated in the MS Word templates provided online. Authors are encouraged to utilize them if possible. [↑](#footnote-ref-1)