DESCRIPTIVE PAPER TITLE

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# abstract

An abstract is required. An effective abstract requires careful construction and is one of the most important aspects of the paper. It should provide a brief background, clearly define the primary objectives, describe the methods used, and summarize the major results. The abstract should contain sufficient information about the paper for a reader to discern if its contents are applicable to their interests. The abstract should be a single paragraph without headings, not to exceed 400 words. References, footnotes, and parenthetical information are strongly discouraged. At least 5 keywords (not already in the title) that may help potential readers find the paper when using a search engine should be listed after the last line of the abstract, preceded by one blank line.

**Keywords:** Dredging, beneficial uses, slurry transport, dredged material disposal, contaminated sediment.

# introduction

Technical papers are a critical means of communication between professionals. They serve as references for professional analyses and designs to ensure current projects are using the latest, most up-to-date techniques available. Conference proceedings, like those resulting from this conference, contribute to continued improvement and important advancements.

Manuscripts should be concisely written using terms and spellings common to US English. Papers should be written in a formal tone, primarily using third-person, active voice. First and second person references are permitted where appropriate.

Papers should not exceed 15 pages total (including figures and tables). All papers will be published as Adobe portable document format (PDF) files. Text and tables should be black ink on a white background. Figures may include colors, but authors should keep in mind that papers are often printed as black and white or grayscale images when selecting colors.

The manuscript must be free from evident commercialism and private interests. Anecdotal information and broad-sweeping claims should be avoided. Authors should draw conclusions only from properly cited data published by others and data collection efforts described within the paper. Data collection efforts described in the paper must include details about the basis for data collection, data and sample collection methodologies, storage and handling of samples, analytical procedures, and quality assurance/quality control procedures. Data should be included in tables within the paper where practicable. Extensive data summaries may be included as an appendix to the paper. Units must be provided for all data.

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Authors are to obtain all necessary approvals for publication from employers or others involved, before submission of the paper. Submission of a manuscript implies that it is not under consideration for publication elsewhere and that original, previously unpublished work is being presented.

# formatting the BODY of the paper

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The text should be formatted for 8½ in x 11 in (216 mm x 279 mm) paper using 1-inch (2.54 cm) margins. Double-space between paragraphs. Do not indent the first line of paragraphs. Do not leave additional margins. Company letterhead and logos are prohibited. No text may appear between the sides of figures or tables and the margins.

### **Headings**

Authors should use headings to organize their paper to help readers more easily follow the content. Three levels of headings are defined. First-level headings are all capital letters, centered between the paper margins, in bold, 11-point Times New Roman font. The paper must have the following first-level headings:

* Introduction or Background (authors’ choice; other headings may be considered)
* Conclusions, Recommendations, or Conclusions and Recommendations
* References
* Citation

It would be unusual for papers not to have additional first-level headings within the paper. Acknowledgements and Nomenclature sections are also assigned first-level headings if they are used.

### Second Level Headings

Second-level headings are left-justified, bold, italicized, 11-point Times New Roman Font. The first letter of each word should be capitalized. Second-level headings can only appear within a first-level heading. Single second-level headings are discouraged.

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## Headers, Footers, and Page Numbers

Headers, footers, and page numbers are not allowed. The space is preserved for use in the final production of the paper and journal or proceedings.

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A descriptive paper title is required. The title should be located 1.5 inches below the top of the page (0.5 inches below the standard 1-inch top margin). Use all capital letters in the title unless lower case letters are essential for some words or parts of words. The title must be in bold, 11 pt. Times New Roman font, centered between the 1-inch left and right margins.

Select a paper title that is unique, to the extent practicable, and represents the paper contents. Shorter titles are usually better. Paper titles longer than 1 line are discouraged and may not exceed 2 lines.

## Author Listings

Authors should be listed according to the level and extend of their contribution to the paper. Only persons direct contributing to the paper should be included as authors. Co-workers or others who contributed to the work but not the manuscript should be noted in the ACKNOWLEDGEMENTS section. The first author is considered the corresponding author unless noted otherwise. If another author is the corresponding author, the footnote should include “(corresponding author)” at the end as shown in the example. If contact information for the corresponding author is not included in the footnote, special care should be taken to inform the editor of their contact information to facilitate paper-related correspondence.

Single author names should include first name, middle initial(s) and surnames. Multiple authors should include only initials and surnames. All initials must be followed by periods without spaces between multiple initials; one space should separate the last initial from the surname. Professional credentials (e.g. “Ph.D.”, “Dr.”, “P.E.”, etc.) are not allowed.

Author affiliations are shown as footnotes after each surname unless the information is identical for all authors. If so, include a single footnote at the end of the last author’s surname with the appropriate information. All footnotes MUST include the author’s current position title, company name, and address – each separated by commas. Phone and email contact information may be included at the discretion of the authors, especially for the corresponding author.

Authors are strongly encouraged to use the “Footnote” feature of their word processing software. In most cases, the default formatting meets the requirements detailed below. “Footnote” is located under “References” in MS Word. Superscripts may be used for subsequent authors if the information is the same.

Proper footnote formatting includes:

* 1 pt horizontal line separating the text from the footnote by one blank line and extending 2 inches from the left margin;
* 10 pt Times New Roman font for footnote text.
* Each footnote must end with a period.

## Equations, Variables, and Units

Equations should be indented and numbered successively (in parenthesis) flush with the right-hand margin. (Tabs are already set in the sample template.)

 y = a + bx + cx2 (1)

where y = value of the ordinate (m), a = regression coefficient (m), b = regression coefficient (unitless), x = value of the abscissa (m), and = regression coefficient (m-1).

All variables must be defined in the text immediately following their first use. If the paper includes extensive number of variables, authors may also include a nomenclature section following the Acknowledgements section (see below). SI or US customary units may be used, but if SI units are not used, they must be shown in parentheses immediately after. Ex: 265 ft (80.8 m). Authors are cautioned to pay careful attention to significant figures for all values in the paper, especially those associated with unit conversions.

## Figures and Tables

Authors are encouraged to use figures as appropriate to communicate important information to readers. Properly done figures can be often communicate complex concepts more effectively than text descriptions. They are also useful for providing locations, showing equipment, and helping readers understand written descriptions.

All figures MUST be numbered consecutively from the beginning of the manuscript and referenced in the text, either as part of a sentence or in parentheses within the sentence. Color figures are encouraged where appropriate. Figures should be sized so they are easily readable and understandable, but no larger than necessary to achieve these requirements.

Figures ideally appear immediately after the first paragraph in which they are referenced. The paragraph may be broken after the reference to keep the figure on the same page. The figure may also be placed along the bottom margin to avoid orphaned lines. If there is insufficient space on the current page for the figure, or it is a full-page figure, it should be placed at the top of the following page.

Figure 1 is an example of a properly sized photograph used as a figure.



Figure 1. Descriptive title for figure.

All figures must have a caption centered immediately beneath the figure (not separated by blank lines). Figure captions should start with “Figure #.” (where the figure number replaces the # symbol) followed by a single space and a short descriptive caption. Captions longer than a single line are discouraged. Figure captions should use bold, 11 pt, Times New Roman font. One full space should separate the figure caption from the next line of text.

### Tables

Tables effectively communicate matrices of related information and are encouraged. Tables must be numbered consecutively from the beginning of the manuscript and referenced in a sentence, either as part of the sentence or in parenthesis within the sentence. The placement of tables is the same as for figures. Ideally, the table appear immediately after the first paragraph in which it is referenced. The paragraph may be broken after the reference to keep the table on the same page. The table may also be placed along the bottom margin to avoid orphaned lines. If there is insufficient space on the current page for the table, or it is a full-page table, it should be placed at the top of the following page. Table 1 illustrates the proper table format.

Table 1. Descriptive title of table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column Heading 1 | Column Heading 2 | Column Heading 3 | Column Heading 4 | Column Heading 5 |
| Row Heading 1 | text | text | text | text |
| Row Heading 2 | text | text | text | text |
| Row Heading 3 | text | text | text | text |

All tables must have a caption centered above the table. Table captions should start with “Table #.” (where the table number replaces the # symbol) followed by a single space and a short descriptive caption. Captions longer than a single line are discouraged. Table captions should use bold, 11 pt, Times New Roman font. The table caption should be a single line beneath any text above and 6 pt. above the top line of the table.

Column and row headings should be used as appropriate. All headings should be bold, 11 pt., Times Roman font. Column headings should be centered within the cell laterally and vertically. Row headings should be left justified and centered vertically. Text within the table should be 11 pt., Times Roman font, centered within the cell laterally and vertically.

Row and column sizes should be adjusted to make the table easily readable.

# conclusions

Except in unusual circumstances, manuscripts should include a Conclusions section. Conclusions are often the most important part and should be communicated clearly. Shorter paragraphs and succinct sentences are encouraged. A bulleted list of conclusions following some introductory text is often the best way to clearly delineate specific conclusions. If bullets are used, they should be blackened circles indented 0.5” from the left margin. The text for each bullet should be indented another 0.2” with the bulleted text left justified against the indented margin (0.7”).

# 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. (2011). *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 XXIth World Dredging Congress 2016,* WEDA, Miami, USA, 350-368.

White, F.K. and Jones, J.M. (2014). “The analysis of flow fields around dragheads.” *Journal of Waterway, Port, Coastal and Ocean Engineering,* 121 (5), ASCE, 1-16.

# CITATION

The citation shows the proper reference format for the paper and is located at the end of the manuscript. An example citation is shown below.

Doe, R.E., Smith, X.Y., and Jones, T.B. “Paper Title,” *Proceedings of the Western Dredging Association Dredging Summit & Expo ‘20, Houston, TX, USA*, June 9-12, 2020.

# DATA AVAILABILITY

Manuscripts must include a section titled “DATA AVAILABILITY” before the “ACKNOWLEDGMENTS” section. This section must include the statement(s) from the list below which apply.

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# ACKNOWLEDGEMENTS

Use the Acknowledgements section to recognize non-authors who provided important contributions to the manuscript. This could include companies that provided financial support or other forms of encouragement related to the study. Including individuals who assisted in manuscript preparation, formatting, or review or persons who provided field or laboratory assistance, graphical support, or any other input to the manuscript is appropriate. It should not include gratuitous references to family members. An Acknowledgements section is not required.

# NOMENCLATURE

All symbols should be defined in the text where the symbol is first mentioned. The author(s) may choose to also include a nomenclature table. If necessary, insert a two-column table and list symbol and units in one column and the definition in the second column.

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3. Position Title, Company Name, Address, City, State, Postal Code, Country, telephone, email. [↑](#footnote-ref-3)