

Author Guidelines

North American Tunneling: 2024 Proceedings

SUBMISSION REQUIREMENTS

Papers should be no more than 5,000 words. Keep the number of tables, figures, and references to a reasonable amount in proportion to the length of the paper.

1. Submit a complete Word or RTF file with tables and figures.
2. Submit a PDF file of the complete Word or RTF file. Make sure the PDF represents your paper accurately.
3. The submitting author completes a copyright assignment form when uploading the paper. Each listed author must submit a copyright assignment form or their name will be removed from the paper and placed in the acknowledgements section.

FIGURE AND TABLE PERMISSIONS

Prior to submission, you must obtain permission from the copyright holder(s) if your paper includes any material that is copyrighted. SME has the right to ask for such permissions at any time.

HOW TO FORMAT YOUR PAPER

SME reformats your paper for book layout. This file contains paragraph styles to use for your paper. Save a copy of this file and paste your paper over this text or import the styles into your existing paper file.

For submission, use a one-column format and common fonts such as 10 pt Times New Roman, Arial, and Symbol.

Abstract

Include an abstract at the beginning of your paper (not in a separate file).

Author Bylines

Provide exact information for each author:

- Author First/Last Name (**with or without middle initial, do not list academic degrees**)
- Affiliation (**company names only, no addresses or emails**)

Headings

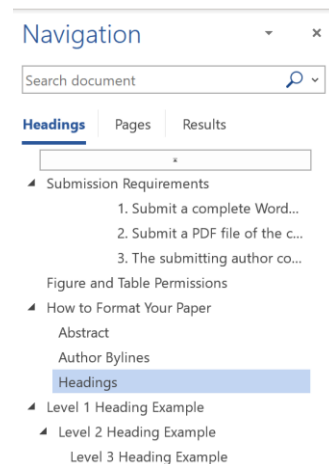
We must be able to differentiate between your head levels. Use Word's paragraph tags (Styles) to apply styles such as Heading 1, Heading 2, etc.

Adding styles to your text creates an outline in Word and aids us in converting your paper to the book style. Styles are listed in the Home toolbar. Control-Alt-Shift-S also opens the styles list (For Mac OS: Command+Option+S). The Styles pane shows recommended styles by default. To make this list smaller, use the Options button at the bottom to modify the styles list to include styles that are in use, or styles in the current document. Select Navigation Pane on the View toolbar to see your outline (shown right).

Keyboard shortcuts make this process easier:

- Apply the Heading 1 style: Control+Alt+1
- Apply the Heading 2 style: Control+Alt+2
- Apply the Heading 3 style: Control+Alt+3
- Apply the Normal style: Control+Shift+N
- Apply the List style: Control+Shift+L

For Mac OS, use Command+Option+ instead of Control+Alt
Title of the paper should be bold, initial caps:



Example of Document Title in Initial Caps

Level 1 Heads should be bold, all caps, flush left:

LEVEL 1 HEADING EXAMPLE

Level 2 Heads should be bold, initial caps, flush left:

Level 2 Heading Example

Level 3 Heads should be bold italic, initial caps, flush left:

Level 3 Heading Example

Do not number headings. Numbers will be removed during layout and any associated cross references in the text might not be changed.

Bulleted and Numbered Lists

Lists can highlight important items, draw attention to main points, or list information so readers can find it easily. Each list must consist of at least two items. Items that are subordinate to the list material can be set off with a dash. Such lists should be parallel in construction.

In most cases, bulleted lists should be used. Numbered lists are used for procedural steps.

Begin each item in a bulleted list with a capital letter. End punctuation is omitted (unless the item is a complete sentence).

Equations

Use the equation editor to add formal equations. For simple equations or variables within paragraphs, please insert symbols or apply styles (italic, bold) when you can.

Tables

Include tables in the text document using the table function in Word. Do not paste tables as images.

A reference to each table should appear in the text.

Place tables after their first reference in the text and number them sequentially (Table 1, Table 2).

Table heads should be bold and placed above the table. See example Table 1.

Table 1. Sentence-style table head, no period at end

Initial Caps Text Here*	Column Text†	Measurement			
		ft²	mph	kPa	%
Sentence style	E	xxx	xxx	xxx	xxx
Second row text	M	xxx	xxx	xxx	NA‡
Third row text	H	xxx	xxx	xxx	Text

Source: Smith 1991. or if more than one source, separate by semicolons; e.g., Source: Smith 1991; Jones 1980.

*Footnote text example.

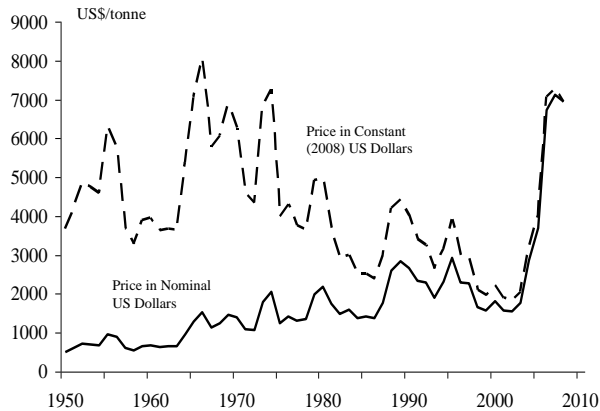
† E = easy, M = medium, H = hard.

‡NA = not applicable. (Generally use equal signs when defining acronyms. End with a period.)

Figures

Each figure, diagram, schematic, and photograph should be named as a *figure* and numbered sequentially (Figure 1, Figure 2).

Figure captions should be bold and placed *under* the figure. See example Figure 1.



Source: Johnson et al. 2010.

Figure 1. This is an example of a scalable chart object. The figure caption is sentence style (Capitalize the first word, no period at end)

Importing Figures into Word

Importing charts and slides works well within Microsoft applications like Excel and PowerPoint. Copy and paste or drag your figure into Word. Excel spreadsheets can be pasted into Word as tables if needed.

When pasting from non-Microsoft applications, Word may not recognize the format being pasted. Instead of retaining the scalable figure, Word will convert unknown formats to a screen image, usually with poor results. To test a figure, view it in Word at 400%. If it remains clear and in focus, the graphic will print well (Figure 2). If not, it should be replaced. One solution is to first save the figure as a PDF file and then import it as a PDF object.



Figure 2 When zoomed to 400%, a scalable object displays clear details and will print well at any size (left) and a screen image will blur in print even if it looks good on screen (right)

Color vs. Black

We use color in digital products (eBooks, web pages, USB drives, etc.), but a book will be printed in black. Please include color images when available, but be aware that reds and greens do not provide much contrast when printed in black.

Resolution of Images

We need 300 dots per inch resolution for images to print well. Microsoft Word reduces all images to 96 dpi by default. This can be prevented if using Word 2010 or higher:

1. Go to File>Options>Advanced>Image Size and Quality.
2. Select “All New Documents” in the dropdown menu. Check this setting in templates or previously saved files before adding figures.
3. Select “Do not compress images in file.” or Set the default target output to no less than “220 ppi” (not 96 ppi).

If one person saves the Word file with the lower resolution settings, then all placed images are permanently downsized and the higher quality is lost. Please retain original files separately as a backup. See Table 2.

Table 2. Suggested figure file formats

Type of Figure	File Formats	How to Place
Photograph, scans, or any figure that has been converted to an image	jpg, tif, png	Mac: Insert>Photo>Picture from file Windows: Insert>Pictures>(select file)
Excel chart or PowerPoint graphic; PDF file	xlsx, pptx, PDF	Insert>Object <i>OR</i> copy and paste
Line art, chart, or drawing from a non-Microsoft application	PDF	Mac: Insert>Photo>Picture from file Windows: Insert>Pictures>(select file)
Photo with text, arrows, or other overlay	jpg, tif, png	Insert photo and add text in Word
Screen capture	jpg, png	Capture on a large display (at least 1440×1080) and insert as picture

EDITORIAL TIPS

For easy reference, here are a few of the most commonly misunderstood or misused points of style.

- Use only one space between sentences and after colons (not the two spaces we learned in typing class).
- Use capitalization and italics judiciously. It is not always necessary to capitalize or italicize for emphasis or for the name of company departments, pieces of equipment, titles, offices, acronyms, or terminology.
- In general, most compound words with prefixes such as *non*, *ex*, *re*, and *pre* are not hyphenated. But use the hyphen when the second word is a proper noun (e.g., post-Vietnam).
- Full dates are written like this in running text: January 1, 2002. Months and years may be abbreviated in tables to save space. When the date doesn’t include the day, there is no comma between the month and the year: January 2002.
- Always place periods and commas within quotation marks. Place colons and semicolons outside quotation marks.
- In a series consisting of three or more elements, separate each element with a comma (often called the “series comma”). If commas are used within an element, use semicolons.
- Commonly used foreign words do not have to be printed in italics: et al., in vitro, and in situ.
- Numbers under 10 are spelled out EXCEPT for expressions of time, measurement, and money. A single number more than 10 is always given as a number unless it is the first word in a sentence.
- When using numbers of one thousand or more, commas should be used between every group of three digits. Example: 4,000. Exceptions are addresses and years.
- Avoid mentioning specific commercial product trade names. If at all possible, use generic equivalents.
- Avoid *e.g.* and *i.e.* in running text. These abbreviations are OK in parentheses or in tables and figures. Use periods in both. Use commas after them.
- Place a shortened reference in the text directly after the material cited. There is no comma between a single author’s name and the date (e.g., Smith 2012). The *SME Style and Editorial Guide* contains details on styling your reference citations.
- Include only those works that are directly cited in your document at the end in a “References” list. Do not include works that have not been cited in the text.

REFERENCES

References cited in text must be included in a reference list at the end of the paper in alphabetical order. Do not include references that are not cited in the text. A few examples are listed here:

Finkelstein, N.P., Allison, S.A., Lovell, V.M., and Stewart, B.V. 1975. Natural and induced hydrophobicity in sulfide mineral systems. In *Advances in Interfacial Phenomena*. Edited by P. Somasundaran and R.B. Grieves. AIChE Symposium Series 71. New York: American Institute of Chemical Engineers. (series example)

Garnar, T.E. 1994. Zirconium and hafnium minerals. In *Industrial Minerals and Rocks*, 6th ed. Edited by D.D. Carr. Littleton, CO: SME. (chapter in an edited book example)

Godn, B., and Wilm, C., eds. 1994. *Primary Cereal Processing*. Berlin: Weinheim VCH. (edited book example)

Malteesh, C., Somasundaran, P., and Gruber, G.A. 1996. Fundamentals of oleic acid adsorption on phosphate flotation feed during anionic conditioning. *Min. Metall. Process.* 13(1):156–158. (journal or periodical example)

Mason, R.L., Guns, R.F., and Hess, J.L. 1989. *Statistical Design and Analysis of Experiments*. New York: John Wiley and Sons. p. 46. (book example)

Mayes, B.H., and Fripp, B.T. 1991. *Zeolite Minerals in Utah*. Open-File Report 210. Salt Lake City: Utah Geological Survey. (report example)

Planet Wheat—Kansas Wheat Commission. 2002a. A short history of bread. www.cyberspaceag.com/breadhistory.html. (website example)