# CÓDIGO: X.X

**INSTRUCTIONS FOR SUBMITTING A PAPER**

**TO REHABEND 2016 EURO-AMERICAN CONGRESS**

Surname, Name1; Surname, Name2; etc.

1: Group or Department First Author

University or Institution

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**KEYWORDS:** Identifying the main subject or matter within the knowledge area to which the job belongs. Including, in descending order, from the more general topics to the more specific separated by ‘;’.The number of keywords should not be less than three and no more than five.

**ABSTRACT**

This document gives you all the information and instructions you need to submit your paper for inclusion in the Proceedings of the REHABEND 2016 Euro-American Congress on “Construction Pathology, Rehabilitation Technology and Heritage Management”, which is going to take place in the city of Burgos, Spain, from 24th to 27th May 2016. This document contains information related to formats, sizes and fonts, structuring of the different sections of the paper, presentation of tables, figures and references.

**Papers can be written in English, Italian, Portuguese or Spanish** (2), using MS-Word and International System (SI) units, within the ranges set forth in this format (A4 paper), top, bottom, left and right margins 2.5 cm. It should be written in Times New Roman, 11 pt font. The line spacing should be single in all document.

The abstract should not have sections or subsections. It should be written with no less than 150 words and should not exceed 300 words. The first page (including title, affiliations, keywords and abstract) will be included in the book of abstracts and its size must not exceed one page.

The title must be in Times New Roman, 12 pt font, bold, uppercase and centred.

Authors’ names must be given in full (not initials), i.e. given surname and first name. The names must be in Times New Roman, 12 pt font. The affiliation must contain the full name and e-mail of the authors. The name of the author who will present the paper at the conference should be indicated with an asterisk (\*).

To standardize the presentation in all abstracts, it is important to pay attention the present guideline.

(1) Topics: Indicate the subject area to which this paper belongs. The codes for each area are defined on page <http://www.rehabend.unican.es/tematica.html>)

(2) Contributions that are not submitted in English **must** also send the **title**, **keywords** and **abstract** in **English**. The purpose of this action is to facilitate the Congress indexing in international scientific and technical databases.

**Papers that do not follow these instructions will be returned to their authors to be rewritten according to the specifications. On the other hand, please, make sure that the sent article is the final version. Do not send the file more than once and, in the paper, do not use password or security key.**

# Introduction

This document gives you all the information and instructions you need to submit your paper for inclusion in the Proceedings of the REHABEND 2016 Euro-American Congress on “Construction Pathology, Rehabilitation Technology and Heritage Management” which is going to take place in the city of Burgos, Spain, from 24th to 27th May 2016. It is important to respect the indicated style, in order to allow a uniform appearance of the proceedings of the Congress. Papers can be written in English, Italian, Portuguese or Spanish, using MS-Word (doc or docx). You can use this format preset as a guide for your article (left, right, top and bottom margins: 2.5 cm, font Times New Roman 11 pt, single spaced). Do not change the type and font size, spacing, page margins, header / footer and the general structure of the document.

The Proceedings, including text and figures, will be published electronically in Portable Document Format (.pdf). Papers must be submitted via the congress email, rehabend@unican.es following the Word format shown on the template provided in the “[INSTRUCTIONS FOR SENDING ARTICLES AND ABSTRACTS](http://www.rehabend.unican.es/inscripciones.html)”. After the notification of acceptance, authors should submit a final version of the accepted paper. The organizers will not commit to including any paper in the Proceedings that is received after the stipulated deadline. For including the article in the congress documentation, at least one author must be registered and have paid the requisite fee by the final paper submission deadline.

The Organizing Committee will accept to review the scientific works presented with advances in the State of knowledge, papers related to technological innovations and practical works with interesting results in the themes of the Congress.

# Paper

## Text

The main body text shall be Times New Roman, 11 pt, single spaced, justified and in a single column. When starting a paragraph to leave a blank line extra (space).

The abstract should be located on the first page of the article. The first point of the article should be “Introduction”.

## General specifications

The article should have an approximate maximum length of 8 pages including abstract, introduction, development, results, discussion, conclusions, acknowledgments and bibliography. The authors should carefully check their manuscripts for correcting grammar and spelling.

Papers will be received in text format MS Word® (doc or docx) using the International System (SI) units.

Each paper should clearly state the nature of its technical/scientific contribution, and the problems, domains or environments to which it is applicable.

## Title, authors and institution

The first page must contain the title, author(s) and relevant institution(s), keywords and abstract. The introduction must start on the second page and following the format of this file.

The title must be in Times New Roman, 12 pt font, bold, uppercase and centred. If the title occupies more than one line, the line spacing should be single. The title should not exceed 120 characters, including spaces.

Authors’ names must be given in full (not initials), i.e. given surname and first names (see beginning of this document). In case of compounds names use for the rest the initial followed by “.”. The names must be in Times New Roman, 12 pt font, bold, and 10 pt below the title. If the MS-Word template is used, a header with the authors’ names must be included. If the authors’ names occupy more than one line, the line spacing should be single.

Details of the authors’ institution(s) must be in Times New Roman, 10 pt, 10 pt below the list of authors. Including your email address.

## Abstract (in the body of the paper) and keywords

The body of the paper must contain an abstract thereof, written in Times New Roman, 11 pt. The word ‘**Abstract**’ must be in bold, in capitals and not in italics at the start of the first line. The Abstract text must be justified, and have an 11 pt space between it and the keywords, as shown on the first page of these instructions. The line spacing should be single.

The abstract **must not, in any circumstances, extend beyond the space available on the first page**. This first page, with the paper’s title, its authors’ names and institutions, keywords and abstract, will be included in the book of abstracts.

No more than five **keywords** are allowed. They should be justified and in Times New Roman 11 pt. The first line must start with the word **Keywords**, in bold and in capitals. The line spacing between the institutions and keywords should be 11 pt. If the Keywords occupy more than one line, the line spacing should be single.

## Headings and Subheadings

The headlines must be written in bold capital letters using font Times New Roman 11 pt. It should leave an empty space above and below the main header. The main headings are numbered, using for it integers in ascending order.

Subheadings are identified by two digits: the first is the title number and the second is the consecutive number of subtitle. The subheadings are written using bold font of 11 pt. They must also be located on the left side of the column and it should leave an empty line above and below the secondary header.

# EQUATIONS

Using the MathType or Microsoft Equation Editor to write the equations in the text. Equations should be written centred leaving an empty line above and below (11 pt). Equations must be numbered in Arabic numerals enclosed in round parentheses. Making sure that the symbols in your equation have been defined before the equation appears or immediately following. The symbols must appear in Italics.

The example below is a single-line equation

 *E = mc*2  (1)

As shown in (1), the equation number enclosed in round parentheses must be placed on the right side of the column. When referring to an equation in the text its reference (1) has to be included.

# TABLES AND FIGURES

All **tables** should be numbered consecutively and be identified by their caption. Table captions must be in Times New Roman, 10 pt using both upper and lower case, and centred. There must be a 6 pt space between each table and its caption and the upper border of the table and the last line of the body text. An 11 pt space must be existing between the table and the next section of the text.

Table 1: Example of table layout

|  |  |
| --- | --- |
| xxx | yyy |
| 1 | 120 |
| 4 | 555 |
| 5 | 100 |
|  |  |

All **figures** should be numbered consecutively and be identified by their caption. Figure captions must be in Times New Roman, 10 pt using both upper and lower case, and centred.

There must be a 6 pt space between each figure and its caption, and an 11 pt space between the body text and the upper border of the figure and the last line of the caption and the next section of the text.

Figures may be within the body of the text of the paper.



Figure 1: Title of the figure.

# ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms that are not common as soon as they appear in the text, even if they were defined in the abstract. It is not necessary to define the commonly used abbreviations. Do not use abbreviations in the title unless they are unavoidable.

# CONCLUSIONS

It is recommended to write several final conclusions in the article.

The paper must have a section containing some final considerations and the main conclusions obtained from the work described that will be presented at the conference.

# BIBLIOGRAPHY

References are important to the reader; therefore, each citation must be complete and correct.

The numbering of the references should be consecutively in the order of appearance, using brackets [1]. In the text simply cite the reference number, for example, as in [2]. Use international standards that are generally used in various publications. Examples for magazine articles [1], memories of a congress [2], books [3] or websites [4] are set out below. Between references leave a blank line (11pt).

References within the text must be cited using numbers enclosed by square brackets. References must be included in numerical order at the end of the text, as shown as follows:

[1] Hanna, A.M. and Nguyen, T.Q. Shaft resistance of Single Vertical and Batter Piles in Sand Subjected to Axial Compression Loading. *ASCE, Journal of Geotechnical and Environmental Engineering.* Vol. 129/3 (2003).

[2] Silva, J.M., Abrantes, V. Consequences on brickwork of clay brick and mortar differential movement*. Proceedings of XXV IAHS World Housing Congress*, Lisboa, Junio-Julio 1998.

[3] Addlesson, L., Rice, C. *Performance of Materials in Buildings.* Butterworth-Heinemann Ltd, Oxford, 1995.

[4] Okraglik, H. *Sustainable housing: a case study of Australia’s first green home.* <http://www.rmit.edu.au/programs/sustainable> (18/03/2005)

# CONTACT

If you have any questions or observations in the preparation of his article please go to the following email address:

rehabend@unican.es

Thanks for your interest in submitting a paper for Euro-American Congress REHABEND 2016 about “Construction Pathology, Rehabilitation Technology and Heritage Management”.

We look forward to their contribution to what promises to be a successful event.