14th CMS Paper and Abstract Guidelines and Template File (Title in Small Caps)

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# Abstract

The following Word document provides a template for papers for the 14th CMS. The final paper should use this electronic template and directly type in text or copy and paste it as required. Please ensure you limit your abstract to 150-300 words and ensure that it can fit on one page with the author info and keywords. Paper body text should use 12pt Times New Roman font and be fully-justified and follow the formatting provided in this template file. All papers shall be written in English and use metric (SI) units. Where Imperial units are used, they should follow SI units in parentheses. Author names should appear as “surname, given name” (titles and initials are not required), multiple authors should be separated by a semi-colon. Following each author name a footnote is used for the current title and affiliation of each author as well as their work address and contact email. Please do not hyperlink emails. Following the body of the abstract, authors should list up to six keywords in all lowercase letters, *italicized* and listed in alphabetical order, no period is needed, words are separated by commas. The paper file should be saved using the surname of the first author with a dash and the word “paper”. A 3-digit number would have been assigned with your abstract, please use this in your paper file, e.g.: ***000-Banting-Paper.docx***. Papers are to be submitted online by one of the authors at <http://canadianmasonrysymposium.ca/> by creating a profile and uploading the paper Word file(s). Papers will be reviewed and reviewer comments and final paper submission requirements will be sent back to the author shortly after. All questions should be directed to [Bbanting@canadamasonrycentre.com](mailto:Bbanting@canadamasonrycentre.com), if you are having difficulties uploading your abstract or logging in to the website, please email or call CMDC staff at (905)564-0666 or (888)338-3336, thank-you!

Keywords: *abstract, paper, symposium, template, lowercase, italics*

# Introduction

Introduction can start on page 1 if it fits. All papers must be submitted in Word documents (.docx format) and should use this file as a template or for direct copy-and-paste of text and figures. DO NOT SUBMIT .pdf FILES. Please adhere to selected formatting styles of this file. Headings should be in full caps and Bolded Times New Roman 12pt font with 12pt space before the heading and 0pt space after. The main body text should use the “Normal” style in this document, and must be fully-justified, Times New Roman 12pt font with 1.15 line spacing and 10pt spaces after each paragraph. All acronyms should be defined in parenthesis, for instance, CMDC (Canada Masonry Design Centre).

# Page Format

Each page should have 2.54 cm margins on each side with symposium logo and title only appearing on the first page. Page numbers should not be added to papers as these will be added prior to publication. Standard US Letter Size paper size should be adopted with overall 21.59 cm (8.5 in) in width by 27.94 cm (11 in) in height. DO NOT CHANGE PAPER SIZES OR MARGINS TO FIT TEXT, we will catch you and it creates headaches for our staff! Please do not alter font spacing, line spacing etc. to fit a manuscript within the page limit as all of this must be manually corrected and altered before publishing. Any paper trying to deviate from the template file formatting will be asked to correct their file before it can be accepted. DO NOT add page numbers.

# Heading Above Sub-Heading

## Sub-Headings

Sub-headings, if required, should utilize style “Heading 2” in this word document and should appear as 12pt Times New Roman bolded and italicized with 10pt spaced before and 0pt space after the sub-heading.

* Bulleted lists
* Ensure formatting is consistent with body text, 12pt, 1.15 spacing.
* No added space between bullet points required.
* Copy and paste this bulleted list format is necessary.

There should be 10pt space between a bullet list and any text follows.

Avoid leaving large blank spaces at the ends of pages (such as this).

# Equations

Equations should be properly introduced and explained with terms defined in the body text, papers should not use a “List of Symbols” at the end of the paper. Equations should be referenced within the text by their corresponding number, equations should be numbered as they appear in the order of the paper. Equations should be 12pt Times New Roman Font, italicized and inserted using **MathTypeTM**. The equation should be aligned on the left side of the page with the equation number in parenthesis aligned on the right side. If you must use Microsoft Word’s default equation program, then you will need to convert the equation to text and then convert the font to Times New Roman. Avoid equations in body text, you can achieve the same function by inserting symbols: Δ, δ, σ, μ, etc.

 (1)

Text should resume below the equation with a normal 10pt separation between equation and main body text.

# Figures and Tables

Figures should be described and referred to within the body text of the paper by their number, use a capital letter and the full name: Figure 1, Table 3, Equation 4, etc. when referring to these in the body text. Figures should be labeled by number in the order that they appear within the paper. Figures should be close to the point in the body text where they are referenced and should NOT have any text wrapped around them. Text in figures should be legible and should use text boxes when appropriate and the figure itself should be clear with visible details, centred in the page and fit within the page margins (maximum width of 16.51 cm and maximum height of 22.86 cm).

Figures should have a 10pt space above the figure between it and the text and 10pt space between the figure and its caption. Figure captions should appear centred below the figure. All photos, graphs, details and any figure used should be property of the authors, any figure which is not the property of the authors shall provide proper credit and permissions from the original owner. Figure captions should use the “Caption” style in this document, and shall consist of 12pt Times New Roman font, bolded and centred with 10pt spacing between it and the figure and body text as indicated in Figure 1. Figures must be centred, DO NOT WRAP TEXT around figures or tables. Each figure is to occupy its own line, if you have multiple figures that occupy the same line please label them a), b), etc. rather than trying to place Figure 1 and Figure 2 next to each other. There should only be one caption per line.

DO NOT PLACE FIGURES IN TABLES. Please refrain from placing figures, or equations, in tables within the text. Also please refrain from placing figure captions and table captions in tables or textboxes. Ensure that any added text in a figure is Times New Roman, and is at least 10pt or else it may not be visible upon publication.



Figure 1: Ontario Masonry Training Centre Located in Mississauga, ON

Excel Graphs can be embedded in word files, but should not be linked to data. Preferably, when several graphs are embedded in a word file they should be converted to a high resolution image (.tiff) and pasted in the Word document otherwise there can issues when converting the file to pdf.

Tables should also be referred to and described in the body text with symbols explained and referenced by Table number. Table captions shall appear above the table, centred, following the same format as figure captions. Tables should be inserted using Word or imported from excel (i.e. they should not be added as image files). Table fonts and styles should be legible and text appearing after a table should have a line space between it and the table. Please ensure that tables fit within a single page, do not bridge tables over multiple pages, unless separated by individual captions noting “Table 2 Continued:” etc., please format all tables to fit on the portrait page orientation.

Table 1: Past Canadian Masonry Symposium Host Cities by Year

|  |  |
| --- | --- |
| **Year** | City |
| 1976 | Calgary, Alberta |
| 1980 | Ottawa, Ontario |
| 1983 | Edmonton, Alberta |
| 1986 | Fredericton, New Brunswick |
| 1989 | Vancouver, British Columbia |
| 1992 | Saskatoon, Saskatchewan |
| 1995 | Hamilton, Ontario |
| 1998 | Jasper, Alberta |

Table 1 Continued: Past Canadian Masonry Symposium Host Cities by Year (Try to avoid tables that span two pages like this if possible)

|  |  |
| --- | --- |
| **Year** | City |
| 2001 | Fredericton, New Brunswick |
| 2005 | Banff, Alberta |
| 2009 | Toronto, Ontario |
| 2013 | Vancouver, British Columbia |
| 2017 | Halifax, Nova Scotia |

Text immediately following a table should have a 10pt space between the text and the table, this will have to done manually when applicable. The same applies for captions or equations that immediately proceed a table.

# Paper Length and Submission

The total length of the paper including all tables, figures and references **should not exceed 11 pages** in length. Please refrain from adding additional appendices, lists of symbols, etc. that cause a paper to exceed this limit. Please ensure there are not broken links in your paper, as these will not print to pdf. If you are unable to fit your content into the page limit, consider either cutting back or dividing the work into 2 papers. The paper file should be saved using the surname of the first author with a dash and the word “paper”. A number at the end should be used to distinguish between multiple submissions, so for instance, this file is saved as: ***000-Banting-Paper.docx***. **If you are submitting a revised paper after reviewers’ comments please include “revised” in the file:** ***000-Banting-Paper-Revised.docx.*** Papers are to be submitted online by one of the authors at <http://canadianmasonrysymposium.ca/> by creating a profile and uploading the paper Word file(s). Papers will be reviewed and reviewer comments and final paper submission requirements will be sent back to the author shortly after. All questions should be directed to [Bbanting@canadamasonrycentre.com](mailto:Bbanting@canadamasonrycentre.com), if you are having difficulties uploading your abstract or logging in to the website, please email or call CMDC staff.

# Acknowledgements

This should be the second to last heading after your conclusions or recommendations are presented. Please ensure to include a summary of applicable acknowledgements for the research presented, this should be kept within 5 lines, be sure to recognize all sponsors and supporters!!

# References

The last heading should be for references. References should be listed numerically based on the order of appearance within the paper itself rather than in alphabetical order. References with website links should refrain from using hyperlinks or blue underlined text. If you are linking references ensure that that the same formatting illustrated here is also used. Please do not list references in a table. Furthermore, references should be appear in the body text as a number in square brackets, such as the examples given in [1] for a conference paper, [2] for a journal paper and [3] for a book. All references appearing in the list at the end of the paper should be in a numbered list, fully-justified and with the numbers listed on the left side as shown below:

1. Banting, B. and El-Dakhakhni, W. (2013). “Development of the normal strain-adjusted shear strength expression (NSSSE) for fully-grouted reinforced masonry structural walls.” *Proc., 12th Canadian Masonry Symposium*, Vancouver, BC, Canada.
2. Banting, B. R. and El-Dakhakhni, W. W. (2012). “Force- and displacement-based seismic performance parameters for reinforced masonry structural walls with boundary elements.” *J. Struct. Eng.*, 138(12), 1477-1491.
3. Drysdale, R. G. and Hamid, A. A. (2005). *Masonry Structures Behaviour and Design*, Canada Masonry Design Centre, Mississauga, ON, Canada.

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