

Eighth International Conference on Flood Management (ICFM8):

“Lowering Risk by Increasing Resilience”
The University of Iowa, Iowa City, Iowa, USA
August 17 – 19, 2020



INSTRUCTIONS FOR CONFERENCE SHORT FORM PAPER PREPARATION

OVERVIEW: This set of instructions outlines the required format of final short form paper submissions for ICFM8. The completed abstract shall not exceed One Page. Author(s) are required to submit the full version of their short form paper as a PDF document through the [IFCM8/ExOrdo abstract management website](#). Note that key words (no more than five sets) follow immediately after it.

1. INTRODUCTION

The Symposium Proceedings will be prepared from an electronic file document (.pdf format) supplied by the author(s). To ensure publication quality and uniformity, the following requirements have been prepared to assist authors in preparing papers for final submission. If these requirements are not followed, papers will be returned for revision and re-submittal. The resulting time delay could cause rejection of the paper because of publication deadlines for the Symposium Proceedings.

2. SUBMITTAL PROCESS

Author(s) are required to submit **one electronic version of the short form paper (PDF)**, which is formatted according to these instructions. Documents should be submitted directly through [IFCM8/ExOrdo abstract management website](#).

3. SCHEDULE

The full short form paper must be submitted electronically by May 29, 2020. Late submission could result in the abstract being omitted from the conference proceedings.

4. GENERAL REQUIREMENTS

4.1 Length

Abstracts shall not exceed one page in length.

4.2 Commercialism

All commercialism must be avoided. This applies to all authors, including those from universities, consultants, independent laboratories and manufacturers. Products should be defined by their properties. Organization names can only be used once within the paper. Product names can only be

used once within the paper and only where they are associated with the definition of the properties. Papers that do not conform will be returned to the author for revision. Failure to conform to these presentation rules will result in rejection of the paper. Acknowledgement of sponsorship at the end of a paper is both appropriate and acceptable.

4.3 Clearances

The author(s) are responsible for obtaining written permission to profile the project or subject matter in their paper from any and all clients, owners or others who contracted for the work. Conference organizers assume the author(s) has/have obtained the proper permission. Conference organizers assume no liability for the author(s) failure to gain proper permission.

4.4 Copyright Material

If a figure, table or photograph has been published previously, it will be necessary for the author to obtain written approval from the original publisher for it to be reprinted in the Symposium Proceedings. The source of previously published material should be included in the caption for the table, figure or photograph.

4.5 Assignment of Copyright

The corresponding author must sign the "Copyright Transfer Statement" for the paper to be included in the Symposium proceedings. **Author will download, sign and upload "Copyright Transfer Statement" in final submission process.**

5. WORD PROCESSING

5.1 Format

The author(s) are required to submit an electronic copy of the full short form paper in PDF format. This .pdf file must be created from the "**ICFM8 Short Form Paper Template**" template. Authors are asked to ensure that the appropriate styles of text have been used throughout their final paper.

Regular, paragraph-form text is to be full-justified in 10pt Arial font, single-spaced, with spacing between paragraphs of 12pt. When using the provided template, select all regular text and set it to the 'Paragraph' style.

5.2 Title/Author

The full submission title should typed in the appropriate "Title" section of the template. The complete list of authors, along with their affiliation and country should be typed in the "Author" section of the template.

The format for both 'Title' and 'Authors' is provided in the template. Type the title and select the 'Main Title' style, and then type the author names and affiliations and set them to the 'Authors' style. Author affiliations are listed below the names, in 'numbered list' format.

5.3 Only one Equation OR Illustration is permitted for a short form paper submission.

5.4 Equations, Formulas, Symbols and Units

Type the equation / formula from the left margin (do not center in the page). Use the 'paragraph style' (ie. Arial 10pt, single-spaced) for equations.

5.5 Illustrations

Use the style 'Figure Caption' available within the template file for your figure captions. Please ensure that illustrations borrowed or adapted from another source are properly acknowledged.

Captions should be placed immediately below the illustration. When properly selected as a figure caption, the caption will become centered on the page with the correct font. An example figure caption is shown below: