

## **Authors' Guide for the 4th DFHM Conference**

Debris-Flow Hazards Mitigation: Mechanics, Prediction, and Assessment  
10-13 September 2007, Chengdu, China.

Please read this guide carefully before you start preparing your manuscript for peer review. All manuscripts submitted to the above Conference shall undergo peer review before approval for inclusion in the Proceedings. The purpose of this guideline is not only to clarify a few points which tend to be misunderstood but also to stress the imperativeness for everyone to comply exactly with the instructions in order for the Proceedings book and CD-ROM to be of the highest quality and timely.

### **Preparation and Submission of Manuscripts**

Authors are required to prepare a full-length manuscript of total length (inclusive of all text, tables, figures and references) not more than **12 pages** in a **single-column** layout. The peer-reviewed manuscripts after undergoing thorough editing will be published as Proceedings papers in a printed book and (in full colour) on the CD-ROM. The manuscripts should be prepared preferably as WORD files or as Rich Text Format (useful for LaTeX users).

The manuscript will be expected to be a complete treatment and presentation, with all the usual elements of a self-contained scientific or technical paper. It should comply in structure and layout with the instructions given below.

After preparation, a manuscript for peer review may be submitted to the Conference either online at the web site <http://4thdfhm.imde.ac.cn> or by email attachment in electronic form both in WORD and PDF formats. Deadline for the manuscript to reach Dr. Peng Cui is August 15, 2006.

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Please note that the submitted manuscripts will be reviewed for scientific/technical merit and checked for compliance with preparation instructions. In case of the mandatory revision of technically-acceptable manuscripts, authors may be required to re-submit amended manuscripts, which will be once more subject to peer review. The deadline for notification of acceptance of the peer-reviewed manuscripts is January 15, 2007.

The technically-acceptable manuscripts after having undergone peer review shall be further edited and then returned to authors for preparing final camera-ready manuscripts. An edited manuscript after receiving final approval for publication in the Proceedings will have to be submitted in one package, as electronic file on floppy diskette or CD-ROM, together with two hard copies in colour when colour illustrations are used. The deadline for submitting final camera-ready manuscripts is April 16, 2007. The final submission should include the completed copyright transfer form.

### **Material**

Contributions are accepted on the understanding that the paper is original and has not been published before. Submission of an article must be accompanied by a copyright transfer form.

### **How to start**

This zip-file contains document templates for WORD for A4 (MIL1kA4.dot) or American Letter size paper (MIL1kLe.dot). These are to be used for the full paper.

Open the appropriate template file by double clicking. Do **NOT** open it by using WORD's open command!

Start saving the file as a standard WORD document and name the file as follows: first three letters of the family name of the first author plus the first letter of the first three words of the title of the paper.

For example: Remote sensing for monitoring the changing landscapes  
I. Newton, J. Lewis & M.E. Jansen

must be saved as **newrsf.doc**.

Please note that the layout of all sections is a **single-column** layout. This means that only the single-column layout is acceptable for publication.

### Page size

Do not forget to adjust the margin settings by clicking Document under the Format menu:

A4 size paper:	Top	3.0 cm	1.18 inches
	Bottom	4.2 cm	1.65 inches
	Left	2.75 cm	1.08 inches
	Right	2.75 cm	1.08 inches
	All other	0.0 cm	0.0 inches

Letter size paper:	Top	2.13 cm	0.84 inches
	Bottom	3.3 cm	1.3 inches
	Left	3.05 cm	1.2 inches
	Right	3.05 cm	1.2 inches
	All other	0.0 cm	0.0 inches

### Layout

Authors should use the style tags prepared by the publisher in the **MS WORD template files**. These style tags specify the correct font and style for each paragraph, and can be selected from the formatting toolbar.

To open the formatting toolbar, select format in Toolbar option of View menu. Here you will find all tags. After a heading use the "First paragraph" tag and continue the following paragraphs by using the tag "Standard text".

For the heading of ACKNOWLEDGEMENTS and REFERENCES please use the tag "HEADING WITHOUT NUMBER".

Use the style tag "Figure" where you want to insert a figure/photo.

Please print the sample PDF. When you have any doubts on the layout, just have a look at this example of how the paper's layout should be. (See also for the style tags: Appendix A)

### Structure

Please adhere to the following order of presentation: Title, Author(s), Affiliation(s), Keywords, Abstract, Main text, Acknowledgements, Appendices, References.

The title should be written as if there were a sentence, so it has NO capital letters where normally there should be. And there is no full stop (".") at the end of the title.

For example: Remote sensing for monitoring the changing landscapes

Author(s) should start with the Initial(s) and then the Family name.

For example: I. Newton, J. Lewis & M.E. Jansen  
*Erasmus University, Rotterdam, the Netherlands*

Authors of the same affiliation should be placed together.

For the text, a maximum of three levels of sections and subsections is allowed. No more!

NOTE: The paper should contain Keywords, an Abstract, an Introduction section, and a Conclusions section.

### Corresponding author(s)

The name and affiliation (university, institution etc with place name and country) of all corresponding authors should be given (not necessarily on the paper itself). If you like, you can also add your postal address and email address. Titles or occupation (such as Prof., Dr., Eng. PhD etc) are **NOT** permitted, only in the main text such titles will be allowed.

The name, title, postal address, telephone number, fax number and e-mail address of the corresponding author should be given to the Editor. If possible, also provide details of the other authors, especially if the corresponding author is planning to be away for a period when the manuscript is under review or editing, or in production at the Publisher.

### Keywords

Authors should supply their own keywords. The keywords will be used for making a Keyword index.

### Abstract

The abstract in this Proceedings paper should be readily understandable to most readers in debris-flow science and engineering. The abstract should not cite mathematics and/or references unless found to be absolutely necessary otherwise. It may contain up to max. 250 words.

### References

References cited in the text are not allowed to be typed as footnotes, but they should be referred to as the author(s) and followed by the year of publication between parentheses. References quoted in the text should be further listed and arranged in alphabetical order at the end of a Proceedings paper under the heading of REFERENCES without number.

By one or two authors quoted in the text:

For example: (Harrison 1961) or (White & El Asmar 1998)

By three or more authors quoted in the text: Typing their names as "first author et al."

For example: (Eidenshink et al. 1990)

If several references by the same author are cited, entries should be chronological. If there are more than one reference of the same year, you should add a, b etc. to the year of publication in the reference cited in the text as well as in the corresponding reference list.

For example: (Harrison 1961b)

The references list should be based on a modified version of the Chicago Manual Style (Sciences), as exhibited in Appendix B (pages 7-11).

References list:

Ancey, C. Coussot, P. & Evesque, P. 1999. A theoretical framework for very concentrated granular suspensions in a steady simple shear flow. *Journal of Rheology* 43: 673-1699.

Aldrich, J.H. & Nelson, F.D. 1984. *Linear Probability, Logit, and Probit models*. Series, Quantative applications in the social science, no. 45. Thousand Oaks: Sage University Paper.

Coussot, P. 1997 *Mudflow Rheology and Dynamics*. IAHR Monograph Series. Rotterdam: Balkema.

Johnson, A.M. 2003. Use of Claude Bernard's scientific method to understand debris flow. In D. Rickenman & C.L. Chen (eds), *Debris-Flow Hazards Mitigation: Mechanics, Prediction, and Assessment; Proceedings of the 3rd International DFHM Conference, Davos, Switzerland, September 10-12, 2003*: 3-21. Rotterdam: Millpress.

Hakuno, M. 1997. *Simulation of destruction*. Tokyo: Morikita Press. (in Japanese)

### Save

To avoid problems with the font and mathematical equations, **you have to embed the font**.

**For Word:** go on the taskbar to Extra click on Options and go **to Save mark the embed True-letter type**.

**Don't forget** to embed the fonts also in the figures and tables.

### Figures: Illustrations and diagrams

- Number figures consecutively in the order in which reference is made to them in the text, making **no** distinction between diagrams and photographs.

- Please ensure that all figures are of the highest quality. Photographs must be scanned at **at least 300 dpi**.
- **Fonts** in the figures **must be embedded**.
- Line drawings should be clear and uncluttered. Please note that texts must still be readable after a reduction to 75% of the original size. For readability 9 pt should be the minimum size of lettering. Lines should be at least 0.2 mm (0.01") thick.
- Leave about two lines of space between the actual text and figure (including caption).
- Do not place figures/tables sideways on a page. If this layout cannot be avoided, no other text (except the figure/table caption) should appear on that page.
- Reference made to figure number(s) in the text is expressed as Fig. 1, Figs. 2 & 3, etc.

### **Equations**

Use the equation editor of the selected word processing program. Equations are **not** indented. Number equations consecutively and place the number at the end of the line, between parentheses. Refer to equations by these numbers in the text by Eq. 1, Eqs. 2 & 3, etc.

### **Electronic text of manuscripts**

Millpress requires an electronic version of your manuscript and illustrations. We prefer to receive the papers in MS WORD but will also accept RTF and PDF.

In case the publisher finds discrepancies between hardcopy and electronic text, the hardcopy version of the manuscript will be followed in all cases.

Please check the electronic file before submitting it. In case that you prepare your paper in LaTeX, a high resolution PDF with all fonts embedded is required or a Rich Text Format file.

### **Further information**

For queries relating to the general submission of manuscripts please contact [dfhm@imde.ac.cn](mailto:dfhm@imde.ac.cn)

For questions about the interpretation of the instructions contact Rosanna Woensdregt at [rosanna@millpress.com](mailto:rosanna@millpress.com)

This information can also be found on the Millpress website: <http://www.millpress.com>

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Rotterdam, 23 June 2006

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Author name:

Title of paper:

Signature:

Date:

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Return address:

The copyright transfer form should be submitted together with the electronic file and two hard copies to Dr. Peng Cui by April 16, 2007.

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## Appendix A:

### Layout

Text in single-column  
Full typewidth 18.7 cm (7.36")

### Title of your paper

Do not use "bold". Use only upper case where necessary.  
The title should be no longer than 90 characters.  
Title in the left justified  
Typeface: Times New Roman  
First title typesize: 16 pt (language in which paper is written)  
Line spacing: after 18pt; exact 18pt

### Author name(s)

Left justified  
Typeface: Times New Roman  
Typesize: 11 pt

### Affiliation

Left justified  
Typeface: Times New Roman; italic  
Typesize: 10 pt  
In case of an other author there should be a space of 5 pt after the affiliation

### Keywords

Typeface: Times New Roman  
Typesize: 11 pt  
Line spacing: after 13pt; exact 13pt  
Only use upper case where necessary.  
Separate keywords with a comma.

### Abstract

Text should be justified  
Single line spacing  
Typeface: Times New Roman  
Typesize: 11 pt

### Standard text

Distance to Abstract two lines.  
Typeface: Times New Roman  
Typesize: 11 pt  
Do **not** indent the first paragraph after a heading.  
Indent all further paragraphs on the first line with 0.5cm (0.197")

### Headings

Number headings consecutively.

### 1<sup>st</sup> level

Two open lines above and one beneath  
Typeface: Times New Roman UPPER CASE  
Typesize: 11 pt  
Number aligned to the left and indent text of heading with 0.6 cm (0.236")

NOTE: between Keywords and FIRST HEADING (introduction heading) there should only be two open lines above. Go to Layout; Paragraph - Distance -Above. Adjust above from 24 pt to 0 pt.

In case this heading is followed by a 2<sup>nd</sup> level heading take care that there is only one open line between both headings.

### 2<sup>nd</sup> level:

One open line above and half a line (6pt) beneath  
Typeface: Times New Roman; italics  
Typesize: 11 pt  
Number aligned to the left and indent text of heading with 0.9 cm (0.354")  
In case a 2nd level heading is followed by a third level heading take care that there is only one open line between both headings.

### 3<sup>rd</sup> level:

A line above and no open line beneath  
Typeface: Times New Roman; italics  
Typesize: 11 pt  
Number aligned to the left and indent text of heading with 1.2 cm (0.472")

### Heading without number:

Acknowledgments, References, Disclaimers, Appendices are 1st level headings without number  
Align text of heading to the left.

### Equations

Typeface: Times New Roman  
Typesize: 11 pt  
Keep one open line above and one open line beneath the equation.  
Align to the left.  
Number the equations at the right (1)

### References

In text:  
One author: Author (year) Jones (1999)  
Two authors: Author and Author (year) e.g. Adams and Barlow (2002)  
More than two authors: Author et al. (year) e.g. Davids et al. (1997)

### In list of references:

At the end of the paper list all references in alphabetical order below the heading (without number) REFERENCES. If several works by the same author are cited, entries should be chronological.  
Typeface: Times New Roman  
Book titles and Journal titles in italics  
Typesize: 10 pt  
First line of each reference justified; indent following line of each listing with 0.5cm

### Figure caption:

Place caption below the figure with half a line above.  
Typeface: Times New Roman  
Typesize: 10 pt  
Single linespacing  
Aligned to the left  
Indent: 0

### Table caption:

Place caption above the table with half a line beneath.  
Typeface: Times New Roman  
Typesize: 10 pt  
Single linespacing  
Aligned to the left  
Indent: 0

Appendix B

## Modified Chicago Manual Style (Sciences)

### Author-Date Style - (Sciences)

#### **Book - (one author)**

**Bibliography:**

Kourik, R. 1998. *The lavender garden: Beautiful varieties to grow and gather*. San Francisco: Chronicle Books.

**In-Text:**

(Kourik 1998)

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### Author-Date Style - (Sciences)

#### **Book - (two authors)**

**Bibliography:**

Flinders, D.J. & Mills, G.E., eds. 1993. *Theory and concepts in qualitative research: Perspectives from the field*. New York: Teachers College Press.

**In-Text:**

(Flinders & Mills 1993)

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### Author-Date Style - (Sciences)

#### **Book - (more than two authors)**

**Bibliography:**

Kimble, J.M., Lal, R. & Follett, R.F., eds. 2002. *Agricultural practices and policies for carbon sequestration in soil*. Boca Raton, Fla.: Lewis Publishers.

**In-Text**

(Kimble et al. 2002)

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**Author-Date Style - (Sciences)**

**Book - (corporate or organization author)**

**Bibliography:**

Ohio State University. Natural Resources Institute. 1959. *A directory of Ohio facilities and services for resource conservation*. Columbus: Natural Resources Institute.

**In-Text:**

(Ohio State University 1959)

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**Author-Date Style - (Sciences)**

**Journal Article - (one author)**

**Bibliography:**

Terborgh, J. 1974. Perservation of natural diversity: The problem of extinction-prone species. *BioScience* 24:715-22.

**In-Text:**

(Terborgh 1974: 720) or (Terborgh 1974)

Or citing more years:

(Terborgh 1974, 1978)

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**Author-Date Style - (Sciences)**

**Journal Article - (two authors)**

**Bibliography:**

Bolzan, J.F. & Jezek, K.C. 2000. Accumulation rate changes in central Greenland from passive microwave data. *Polar Geography* 27(4):277-319.

**In-Text:**

(Bolzan & Jezek 2000: 280) or (Bolzan & Jezek 2000)

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Author-Date Style - (Sciences)

## Journal Article - (more than two authors)

**Bibliography:**

Van Steijn, H., De Ruig, J. & Hoozemans, F. 1988. Morphological and mechanical aspects of debris flows in parts of French Alps. *Zeitschrift für Geomorphologie* 32: 143-161.

**In-Text:**

(Van Steijn et al. 1988) or (Van Steijn et al. 1988: 145)

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Author-Date Style - (Sciences)

## Newspaper Article

**Bibliography:**

[Do not include in Bibliography. Citation is made in running text style as shown in the In Text examples below.]

**In-Text:**

“In an article on rampage killers (*New York Times*, April 10, 2000), Laurie Goodstein and William Glaberson describe...”

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Author-Date Style - (Sciences)

## Encyclopedia Article

**Bibliography:**

[Do not include in Bibliography. Citation is made in running text style as shown in the In Text examples below.]

**In-Text:**

“In his article on Nebo in the eleventh edition of the *Encyclopedia Britannica*, Morris Jastrow noted that...”

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Author-Date Style - (Sciences)

## Electronic Journal or Newspaper Article

**Bibliography:**

Thomas, T.M. 1956. Wales: Land of mines and quarries. *Geographical Review* 46, no. 1: 59-81. <http://www.jstor.org/> (accessed June 30, 2005).

**In-Text:**

(Thomas 1956)

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Author-Date Style - (Sciences)

## Electronic Book

**Bibliography:**

Rollin, B.E. 1998. *The unheeded cry: Animal consciousness, animal pain, and science*. Ames, Iowa. The Iowa State University Press. <http://www.netlibrary.com> (accessed June 30, 2005).

**In-Text:**

(Rollin 1998)

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Author-Date Style - (Sciences)

## Web Site

**Bibliography:**

Roach, J. 2005. Journal ranks top 25 unanswered science questions. <http://news.nationalgeographic.com> (accessed July 7, 2005).

**In-Text:**

(Roach 2005)

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**Author-Date Style - (Sciences)**

**Other Electronic or Internet Citations**

To view other electronic or Internet citations, see:  
The OSU Libraries' *net.TUTOR Quick Guide: Citing Net Sources*  
<http://liblearn.osu.edu/tutor/les7/guide.html>

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