**Papers guide**

**Name and surname of first author**

Affiliation, Country

**Name and surname of second author**

Affiliation, Country

**ABSTRACT**

This guide describes the appropriate format for all paper of the XIV Conference on Transport Engineering (CIT 2021), which will take place in Burgos on 2021. This document can also serve as a template for authors, as it includes all the criteria specified in it

**1. GENERAL INFORMATION**

**1.1 Conference proceedings**

The proceedings of the CIT 2021, containing the full papers, will be published only in electronic format with ISBN

**1.2 Papers submission**

The submission of papers will be done through the Conference web: http://www.cit2021.com/.

The instructions referring the submission are available in the web:

<http://www.cit2021.com/>

The deadline for papers submission ends by 16 April 2021.

Spanish and English are the accepted languages for the conference.

E-mail contact: **cit2021@ubu.es**

**2. FORMAT**

**2.1 Length of the paper**

The length will be what the author estimates.

**2.2 Page size**

Each page of the paper must be inscribed in a frame of 157 mm by 247 mm. This Guide is already formatted with those dimensions. The margins established are as follows: 3 cm to the left and 2.5 cm for the rest of sides.

**2.3 Font**

All texts will be written with the 12-point Times New Roman font. The only exceptions are: (1) the title of the paper, which will be 16 points and bold, and (2) the headings, table titles, and figure titles, which will have the base size of 12 points, but in bold. Table 1 summarizes the specified sources.

|  |  |  |  |
| --- | --- | --- | --- |
| Text element | Font stile | Font size |  |
| Paper title | Times New Roman | 16 Points | Bold |
| Headings | Times New Roman | 12 Points | Bold |
| Table titles | Times New Roman | 12 Points | Bold |
| Figure titles | Times New Roman | 12 Points | Bold |
| Main text | Times New Roman | 12 Points |  |

## Table 1 – Fonts

The leading of the entire document will be 1.2, i.e. 120% of the font size used.

**2.4 Punctuation**

The punctuation to be used will be the usual one, always leaving a single space after each point and apart, semicolon and followed, comma, colon and semicolon.

**2.5 Paper parts**

The main parts of the paper include: the title and list of its authors, the abstract, the main text, the thanks (optional) and the references.

**2.5.1 Title and list of authors**

The title should be centered on the first line of the presentation. Use bold 16-point. On the second line, type the lead author. On the third line your affiliation and country. Additional authors will also be listed in the following lines. The names of authors who share the same membership data will be grouped.

**2.5.2 Abstract**

The abstract should be concise and clear (maximum 300 words), defining the context and objectives of the work, describing the methodology followed and presenting the main results and conclusions achieved.

Avoid including equations, abbreviations and references to phrases, figures, tables or illustrations of the paper itself or other documents in the abstract.

Its maximum size will be the one that allows it to be read directly on the first page of the paper. This abstract does not need to match the one that was initially sent.

**2.5.3 Main text**

The main text of the paper must be organized by logical sections, with sufficiently descriptive headings. The criteria for the numbering and style of the headings of the different sections are set out in Figure 1.

## Fig. 1 – Numbering and style of headings

**5. FIRST LEVEL HEADING**

**5.1 Second level heading**

**5.1.1 Third level heading**

All paragraphs shall be fully justified. The space between lines in the same paragraph will be simple, while between paragraphs double space will be left. All paragraphs will start without tab, so they will start from the left margin.

The first paragraph of all first-level sections shall start with a simple spacing with respect to the title or heading of the corresponding section.

**2.5.4 Acknowledgements**

The acknowledgements are voluntary. The authors may recognize in this section the support for the development of the study or research, or any contribution to the work done. Use the acknowledgements section after the main text of the paper, as is shown in this Guide.

**2.5.5 References**

Use as an example the references section at the end of this Guide.

**2.6 Tables**

Tables shall be incorporated into the text, in their corresponding position, with the numbering corresponding to the order of appearance. The table title will always be under it, justified by the left, with the left margin, and with the letters in bold, as the example shown in Table 1. A line of space between the previous text and the table will also be left, as well as between the table title and the following text.

**2.7 Figures**

Figures can be diagrams, photographs, graphics, and any other illustrative material. All of them must be included within the electronic file in the exact place where they should appear in the published paper. Figures will be numbered by the order in which they are referred to in the text. Figures titles must respect the same criteria as those in the tables, as shown in Figure 1, as well as the previous and subsequent spacings with respect to the rest of the main text.

**2.8 Equations**

Equations will be centered with their right-aligned order indicator, as shown in Equation (1).

 (1)

Subscripts and superscripts will be clearly positioned and the arithmetic signs correctly aligned. Case sensitive will be carefully distinguished. Authors must leave a free space above and below the equations.

**2.9 Units**

Metric system units will always be used. Criteria to consider may include:

* Unit symbols do not change in plural: 3 km, not 3 kms.
* A space must be left between the number and the symbol: 4 m, 4 g.
* Symbols should only be used when units are presented with a number (2 mm); otherwise the corresponding word is written (measurements were taken in millimetres).
* The temporal or angular units are h, min, and s.
* Unit symbols do not point behind, unless a phrase is finished.

**2.10 Footnotes**

Footnotes will not be used, except for calls set out in the tables, which will be placed under them and always referred to with one or more asterisks: \*.

**2.11 Reviews**

When the author wants to review another published work, he can add the quoted outline to the text, as long as it doesn't exceed about 20 words. Otherwise it will be preferable to do so in separate paragraph, under the text, in quotation marks and bleed 10 mm from the left margin. An example could be:

“xxx xxxxxxxx xxxxxx xxxxxxxxxxxxxx xxx xxxxxx xx xxxxx xxx xxx xxxx xxxxxxxx xxxxxx xxx xxx xx xxxxxx xxxx xxx xxxxxxx xxx xxx xx xxx xx xxxx xxxx xxxx”

**2.12 Appendices**

Appendices should not be used. All content will be included directly in the paper or quoted from other publications (collected in the list of references final) that support or contain additional details.

**ACKNOWLEDGEMENTS**

This Guide is based on the "Guidelines for Paper Preparation" for the 2nd International Symposium on Geometric Highway Design, organized by the Transportation Research Board (TRB) and Forschungsgesellschaft fur Strassen-und Verkehrswesen (FGSV), from 14 to 16 June 2000 in Mainz, Germany.

**REFERENCES**

References in the text of the paper will be collected with the author's first surname and the year of publication. Examples include:

* For one author: “Adams (1948) developed a technique for...” or “... as previously established (Brown, 1987).”
* For two authors: “Charles & Davis (1978) recommended…” or “... as previously developed (Charles & Davis, 1978).”
* For referring one of the works of an author published in the same year: (Evans, 1985a) or Evans (1985a).
* For two or more references cited together: (Ford, 1987; George, 1986) or Ford (1987) and George (1986).

All references quoted in the text will be collected at the end of the paper. It is important that the resulting list is complete, accurate and detailed so that any interested party can individually access the aforementioned sources. The list of references should include only those references cited in the text.

References will be presented alphabetically by the authors' surname and in ascending chronological order for each author. The last name will be first capitalized, followed by the initials of the name, and then the year of publication in parentheses.

Letters a, b, c, etc. added to distinguish the different works of the same author published in the same year, should be included in the list of references in the same order in which they are quoted in the text. For example, do not read in the text on Smith (1976b) before Smith (1976a).

When an author has multiple references as only author and as a co-author, the exclusive works appear in front of the shared ones, even if they all appear starting with the same author. Shared jobs will be sorted alphabetically by the second author.

Please use the following style for different types of references:

***Book***

HOYLE, B.S. y KNOWLES, R.D. (1992). *Modern Geography.* Belhaven Press, London.

***Journal paper***

SOLOMON, K.T. (1978). Sand in concrete mixes. *Australian Road Research* 7(3), pp. 27-30.

***Book chapter***

EULER, G.W. (1992). Intelligent vehicle-highway systems. En*:* J.L. PLINE (ed.) *Traffic Engineering Handbook,* 4th edition. Prentice Hall, Englewood Cliffs, N.J. pp. 448-463.

***Conference paper***

O’BRIEN, A. (1992). Safety audit for rural intersections. *Workshop on Road Safety Audit, 14-16 April 1993,* ponencia 6. Monash Transport Group, Clayton, Victoria.

***Series***

DEMPSEY, B. Climatic Effects of Airport Pavement Systems: State of the Art. Report DOT-RD-75-196. FHWA. U.S. Department of Transportation, 1976.