**Paper Title**

**Author’s Name[[1]](#footnote-1)1,\*** **and** **Author’s Name2**

***ABSTRACT***

*A short abstract (about 100 words) in a single paragraph should be included here. In this sample paper, we describe and provide the formatting guidelines for submissions to the IMDC2024 Proceedings. Simply download this template from the web and insert your information where applicable. These guidelines and template streamline the production process, promote uniformity of appearance, improve overall aesthetics, and will enhance the interactive and functional aspects of the digital proceedings. By conforming to the specs of this template, your paper will reflect the look of this document. Abstract text should be Times Roman 10-titalics, full justification with an additional 1.27 cm left and right margin.*

**KEY WORDS**

For library indexing and on-line searching, list up to 5 key words. Please separate the keywords with semicolons. Example: Design; LNG; Arctic; Safety.

**NOMENCLATURE**

Optional, but do not use unless it is absolutely necessary. If used, place in alphabetical order, followed by any Greek symbols.

**INTRODUCTION**

The body of the paper begins with the Introduction. In the Introduction, state the purpose of the paper, or author’s aim, so that the reader will have a clear concept of the objective(s). Following the Introduction, text should be organized into logical parts or sections that describe the problem, the means of solution, technical data or substantiation and other information necessary to qualify properly the results presented and conclusions drawn. Acknowledgments (where applicable), References, and Appendices (where applicable) follow the Conclusions. **The paper should not exceed** **20 pages**.

**FORMATTING**

**Page Size** (**Subsection Heads** should be bold)

The page size MUST be set to A4 on “Page Setup” of your Word screen for example. Use the template only **and** please follow the template instructions**. Do not number pages**.

**Text**

Text must be single-spaced using a Times New Roman font throughout the paper except for main headings which will be Arial Bold. Use an 18-point font for the Title, a 12-point font for Author Name(s), a 12-point font for all Section and Subsection Heads and a 10-point font for all body text. Text must be full justified. Do not indent paragraphs; skip one line between paragraphs.

Use **Times New Roman** font in text and for Figures, **not** a local font.

**Paper Title**

The paper title with Arial, **bold-faced** in 18-point font should be left justified at the location shown. Maximum of two lines may be used.

**Author Name(s)**

Author names in Times New Roman 12 point font should consist of first name and middle name initials followed by the complete last name in upper and lower case, left justified under the title in bold.

**Affiliation**

Use Footnote number with author name(s) as shown.

**Section and Subsection Heads**

Headings and subheadings appear throughout the text to divide the subject matter into logical parts and emphasize major elements and considerations.

**Section Heads** should be Arial, 12 point, bold and flush left in all UPPER case (CAPITAL letters).

**Subsection Heads** should be Times New Roman, 12 point, bold and flush left in upper and lower case as shown. For subsection heads, a word like *the* or *a* is not capitalized unless it is the first word of the header.

***Sub-subsection Heads*.** Sub-subsection heads should be treated as a bold paragraph lead-in. Sub-subsection heads should be Times New Roman,10-point, Bold-Italic, upper and lower case and the paragraph full justified.

# **Text Citation of References**

Within text of an article, references are to be cited by last name of author, with “et al,” for multiple authors, and year of publication. For example: .....was discovered (Longuet-Higgins et al, 1977)

 Ueda and Rashed (1990) proposed …

 Sparrow (1980a) discovered ...

 It was also noted (Sparrow 1980b; Kheisin 1992) that ...

**Tables**

It is often advantageous to place information in a tabular format as shown here. Number tables consecutively and use table numbers when referring to a table (for example Table 1, Tables 2 and 3, ...).

**Table 1: Table captions should be placed above table, CENTERED**

|  |  |  |
| --- | --- | --- |
|  | 1 | 2 |
| A |  |  |
| B |  |  |
| C |  |  |
| D |  |  |

SI Units must be used for all weights and measures.

**Equations**

Equations are to be numbered consecutively from 1 to the end of the paper right justified in square brackets, Equations in appendices should be renumbered from 1 with the Appendix letter. For example, Appendix A equations should be A1, A2, etc. When referring to equations in the text use “Equation 1, equation 2, etc.”

Equations should be in italics and indented. Enclose equation numbers in square brackets and place flush right with right-hand margin of the column, for example [1].

|  |  |
| --- | --- |
|  | [1] |

**Figures**

Number figures consecutively and use the figure number when referring to a figure (Figure 1) or figures (Figures 2 to 3),... Figures must have a caption consisting of the figure number, and brief title and should be placed below figure, centered, as shown below:

**Figure 1: Figure Description**

Each appendix should have individual figure numbers. For example, APPENDIX A figures should be Figure A1, A2, … etc.

For good legibility, lines, letters and symbols must be of sufficient weight (or darkness), size and thickness. Avoid using shades or colors. Patterns will read more clearly.

Place Figures/Images in text as close following the reference as possible.

Figures that are line-art should be scanned at 600 dpi, whereas screened figures should be scanned as grayscale at 300 dpi.

Please scan photos at 300 dpi, use the grayscale setting on your scanner, and place photo into position on your electronic document.

**CONCLUSIONS**

A brief concluding summary of the paper should be included in this section toward the end of the paper.

**DATA ACCESS STATEMENT**

Research data must be shared via data repositories. The publisher, TU Delft OPEN Publishing, requires authors to cite any publicly accessible research data in their reference list and will verify this as a condition of publication. The publisher, TU Delft OPEN Publishing, encourages research data to be made accessible under open licenses that permit reuse freely. References to datasets (data citations) must include a persistent identifier (such as a DOI). The publisher, TU Delft OPEN Publishing, does not enforce particular licenses for research data, where research data are deposited in third party repositories.

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The below guidance only refers to the writing process, and not to the use of AI tools to analyse and draw insights from data as part of the research process. Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by adding the following statement at the end of their manuscript in the core manuscript file, before the CRediT Authorship Contribution List. This declaration does not apply to the use of basic tools for checking grammar, spelling, references etc. If there is nothing to disclose, this section can be deleted.

*Statement*: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.

**CONTRIBUTION STATEMENT**

Every author needs to provide their contribution to the manuscript using the following roles: [CRediT authorship roles](https://www.tudelft.nl/en/library/current-topics/open-publishing/about/policies#c638583). For example:

**Author 1**: Conceptualization; data curation, methodology; writing – original draft. **Author 2:** conceptualization; supervision; writing – review and editing.

**ACKNOWLEDGEMENTS**

Acknowledgements may be made to those individuals or institutions not mentioned elsewhere in the paper that made an important contribution. If applicable, funders and applicable grants are also mentioned in this section.

**REFERENCES**

References to original (not secondary) sources for cited material are to be listed together at the end of the paper and should be justified ragged right. References should be published materials (excluding computer program manuals) accessible to the public that are relevant to the paper discussions. References is NOT a bibliography; every reference included should be cited within the text. Internal technical reports may be cited only if they are easily accessible to the public or any reader.

Within the text, identify references using APA style according to the style guide: <https://www.mendeley.com/guides/apa-citation-guide/>.

Mitchell, J.A. (2017). Citation: Why is it so important. Mendeley Journal, 67(2), 81-95

**APPENDIXES**

In a highly mathematical paper it is advisable to develop equations and formulas in an appendix. Appendixes also may be used for detailed descriptions of apparatus and other related material not essential to general presentation of subject. Appendices shall be lettered A, B, etc. Data should be placed in a repository (see Data Access Statement section), and not in the Appendix

**MANUSCRIPT FOR REVIEW**

Upload your draft paper on the IMDC website for review as a PDF file. Your draft paper should be your final version of your paper not a rough version. Only modifications based on reviewer comments and similarity (plagiarism) check should be required to produce the final version of the paper. Incomplete drafts may be rejected by reviewers.

**REVIEW OF DRAFT PAPER AND REVIEWERS COMMENTS**

Your draft paper will be reviewed and the reviewer’s comments will be sent to you for incorporation into your final paper. If you disagree with any comments, it is your responsibility to let the Technical Chair know and a decision to include/exclude any comment in disagreement will be decided by the Technical Chair.

You draft paper will also undergo a similarity (plagiarism) check. Authors will be sent the results of the similarity check at the same time as the reviewers comments. Authors are expected to address feedback from both the reviewers and the similarity check. Manuscripts with greater than 30% similarity will be flagged for further review.

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