Preparing Papers for 15th REAAA Conference in Bali 2017

Guidelines for Authors
ABOUT THIS GUIDE

To submit a paper to the 15th REAAA Conference for peer review and presentation at the 15th REAAA Conference, Bali 2017, follow the instructions in this guide. All authors are required to submit papers to REAAA via email to conference@reaaaindonesia.org

This guide is updated periodically; authors should review all information in this guide before submitting papers for consideration. This guide covers the organization and formatting of manuscripts for peer review and for publication, as well as instructions for submission. Papers that do not follow the guidelines will be rejected without review.

CRITICAL DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Date for Abstracts Submission in Website</td>
<td>30 January 2016</td>
</tr>
<tr>
<td>Closing Date for Abstracts Submission</td>
<td>20 June 2016</td>
</tr>
<tr>
<td>Notification of Abstracts Acceptance</td>
<td>20 July 2016</td>
</tr>
<tr>
<td>Submission of Draft Full Paper Deadline</td>
<td>20 October 2016</td>
</tr>
<tr>
<td>Notification of Full Paper Acceptance</td>
<td>20 December 2016</td>
</tr>
<tr>
<td>Submission of Camera Ready Paper</td>
<td>20 January 2017</td>
</tr>
<tr>
<td>Registration of Authors (Early Bird)</td>
<td>1 Dec 2016 – 30 Jan 2017</td>
</tr>
<tr>
<td>Registration of Authors (Regular)</td>
<td>1 Feb – 1 Mar 2017</td>
</tr>
<tr>
<td>Conference</td>
<td>22 – 24 Mar 2017</td>
</tr>
</tbody>
</table>

GENERAL GUIDELINES

All papers must be submitted in English. To assist authors in preparing papers, the review criteria for the peer review of papers are summarized below. Compliance with the manuscript formatting guidelines presented in the following sections will minimize delays for authors, peer reviewers, and staff and will facilitate subsequent revision of papers for publication.

PAPER REVIEW CRITERIA

Each paper is evaluated by a minimum of three reviewers selected by REAAA Council Members. Authors should be mindful of the REAAA review criteria, which apply to all papers.

- The abstract should concisely convey the content of the paper.
- The text should be written in simple, concise, and effective English.
- The content of the paper should be new or original, deal with issues that are timely, and have lasting value.
- Coverage of the subject should be complete, well organized, and supported by understandable and useful tables, figures, and references.
- Data presented must be valid, and the research methods described should be appropriate for the studies reported.
• Conclusions should be valid, appropriate, and properly supported.
• If the paper addresses government policies, programs, or procedures, the author should offer conclusions and recommendations in a way that recognizes sensitivities and alternative approaches.
• The paper must be useful to practitioners or researchers or both.
• Papers in which special interests are advocated, papers that are of a commercial nature, and papers that deal with subject matter outside the general area of interest of REAAA will not be considered. A paper also may be rejected if it describes the properties of a product without disclosing its composition or manufacture. Generic names of products and equipment should be used unless the author considers the trade names or manufacturers’ names essential to the purpose of the paper.
• The content must not have been published elsewhere. In some cases, however, REAAA may accept papers that have been submitted to or published by other organizations, provided that the publication has had limited distribution and that the author has secured the necessary clearances and permissions. Such cases are handled individually; the author should contact the Conference Organizing Committee.
• Abstracts selected to submit the subsequent draft of full technical papers will be evaluated for the Katahira Awards.
• The term and conditions of eligibility for the Katahira Awards are:
  a. The author must be below 40 years of age at the point of submission of paper/s (as at 20 October 2016). If there is more than one (1) author, only the author/s below 40 years of age is/are eligible.
  b. The author/s must be either ordinary/associate member/s or employee/s of an institutional member of REAAA at the point of submission of paper/s.
  c. Technical papers published elsewhere in the same format will not be accepted.

PAPER SPECIFICATIONS

Clearances and Copyrighted Material
Authors must secure necessary clearances and written permissions for presentation or publication from any contracting or supervisory agencies involved in the research or from holders of copyrights on material used in the paper. Authors must have concurrence from co-authors or co-workers before submitting papers for presentation or publication by REAAA, and all contributions to the work must be properly acknowledged.

If a paper accepted for publication contains previously copyrighted material, authors must obtain written permission from the copyright holder(s). REAAA will assume the authors have obtained this permission before submission of the manuscript for inclusion in the 15th REAAA Conference. REAAA will retain unrestricted rights to the material.

Length of Manuscripts
The length of each paper, including the abstract, text, references, figures, and tables, must not exceed 7,500 words. Each table, figure, or photograph counts as 250 words. For example,
if two figures and three tables are submitted, the abstract, text, and references may total no more than 6,250 words.

Note that 7,500 words is the maximum length; authors are encouraged to keep papers to the minimum length possible and to limit the number of figures and tables, providing only essential information of interest to the reader.

Overlong papers will be rejected without review at the discretion of the peer review committee. Titles The wording of titles should be clear and concise; avoid lengthy clusters of nouns. Acronyms—except those of a few major transportation organizations—are not permitted in the titles of papers.

Length and Content of Abstracts
Each paper must have an abstract. The abstract must be no longer than 250 words, it must be self-contained, and it must not require reference to the paper to be understood. The abstract should present the primary objectives and scope of the study or the reasons for writing the paper; the techniques or approaches should be described only to the extent necessary for comprehension; and findings and conclusions should be presented concisely and informatively. The abstract should not contain unfamiliar terms that are not defined, undefined acronyms, reference citations, or displayed equations or lists.

Author Names and Affiliations
The name/s, date of birth (to facilitate automatic entry to the Katahira Awards), title/s, position/s, affiliation (REAAA member or non-member), complete mailing address—an accurate and functional mail delivery location—telephone number, fax number, and e-mail address for each author must be listed on the title page. The list should be a single column. One corresponding author must be designated for papers with multiple authors by underlined the author name. REAAA will communicate only with the corresponding author, who is responsible for informing the co-authors of the paper’s submission and disposition. An author should list his or her affiliation and address at the time of the research for the paper; if the affiliation has changed, the current affiliation and address also should be included. (Corresponding authors are responsible for notifying REAAA of any change in address for themselves or co-authors by following the instructions in the submission confirmation letter.)

Organization of Manuscript
Submit the manuscript in a single electronic file organized in the following sequence:

- Title page, including submission date, word count, and author names, date of birth, affiliations (REAAA member or non-member), addresses, phone numbers, fax numbers, and e-mails (please indicate corresponding author);
- Abstract;
- Body of paper, with figures and tables embedded in the text, as close as possible to the related text;
- Acknowledgment (if any); and
- References.
Electronic File Formats

The paper must be submitted in PDF with the text line-numbered in the left margin, to facilitate the review process.

Manuscript Page Setup

- Margins: 25.4 mm (1 in.) top; 25.4 mm (1 in.) left; adjust settings for bottom and right margins so that the text area is not more than 165.1 mm by 228.6 mm (6.5 in. by 9 in.).
- Font: Times New Roman, no smaller than 10 points.
- Numbering: Insert page numbers at upper right of each page; insert name(s) of author(s) at upper left of each page.
- Line-number all text within the document.
- Paragraphs: Indent first line 12.7 mm (0.5 in.); do not use an extra line space between paragraphs; do not indent first line after a subhead.
- Subheads: All subheads should be flush with the left margin, with one line space above.

First-Level Subhead
(all capitals, boldface, on separate line)

Second-Level Subhead
(initial capitals, boldface, on separate line)

Third-Level Subhead
(initial capitals, italic, on separate line)

Fourth-Level Subhead (initial capitals, boldface, on same line as text, with extra letter space between the subhead and text)

Fifth-Level Subhead (initial capitals, italic, on same line as text, with extra letter space between the subhead and text)

- Bulleted and numbered lists: Indent first line 12.7 mm (0.5 in.); do not indent text runovers.
- Table titles and figure captions:

**TABLE** - Effects of All Factors
(Insert title above the table; “Table” is all capitals; title is initial capitals; all type is boldface; extra space but no punctuation after number; no punctuation at end of title.)

**FIGURE** - Example of results.
(Insert caption below the figure; “Figure” is all capitals; caption is sentence case; all type is boldface; extra space but no punctuation after number; period at end of caption.)

References

1. The reference list should contain only references that are cited in the text, numbered in the order in which they are first cited. Bibliographic lists will not be published. Papers that do not conform to the numbered reference style will be returned to the authors for correction.
2. Denote a reference at the appropriate place in the text with an italicized Arabic numeral in parentheses, e.g., (2). Do not denote text references with superscripts.
3. Do not include in the reference list personal communications, telephone conversations, or similar material that would not be available to readers electronically or in printed form in a library or from the originating agency. Instead, cite the unpublished work in the text and enclose the author’s name along with the term “unpublished data” in parentheses.

4. Do not repeat a reference in the list, and do not use ibid., idem, op. cit., or loc. cit. If a reference is cited more than once in the text, repeat the number first assigned to the reference.

**Metrication**

Authors are encouraged to provide measurements in both SI (metric) and U.S. customary units. The measurement unit of the original research should be followed by the equivalent conversion in parentheses. Papers accepted for publication without unit conversions will be published with the measurement units as submitted. Table 1 supplies some frequently used unit conversion factors.
TABLE 1 Measurement Conversions

<table>
<thead>
<tr>
<th>When You Know</th>
<th>Multiply by</th>
<th>To Find</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>inches (in.)</td>
<td>25.4</td>
<td>millimeters (mm)</td>
</tr>
<tr>
<td>feet (ft)</td>
<td>0.305</td>
<td>meters (m)</td>
</tr>
<tr>
<td>yards (yd)</td>
<td>0.914</td>
<td>meters (m)</td>
</tr>
<tr>
<td>miles (mi)</td>
<td>1.61</td>
<td>kilometers (km)</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>square inches (in.²)</td>
<td>645.1</td>
<td>millimeters squared (mm²)</td>
</tr>
<tr>
<td>square feet (ft²)</td>
<td>0.093</td>
<td>meters squared (m²)</td>
</tr>
<tr>
<td>square yards (yd²)</td>
<td>0.836</td>
<td>meters squared (m²)</td>
</tr>
<tr>
<td>acres</td>
<td>0.405</td>
<td>hectares (ha)</td>
</tr>
<tr>
<td>square miles (mi²)</td>
<td>2.59</td>
<td>kilometers squared (km²)</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fluid ounces (fluid oz)</td>
<td>29.57</td>
<td>milliliters (mL)</td>
</tr>
<tr>
<td>gallons (gal)</td>
<td>3.785</td>
<td>liters (L)</td>
</tr>
<tr>
<td>cubic feet (ft³)</td>
<td>0.028</td>
<td>meters cubed (m³)</td>
</tr>
<tr>
<td>cubic yards (yd³)</td>
<td>0.765</td>
<td>meters cubed (m³)</td>
</tr>
<tr>
<td><strong>Mass</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ounces (oz)</td>
<td>28.35</td>
<td>grams (g)</td>
</tr>
<tr>
<td>pounds (lb)</td>
<td>0.454</td>
<td>kilograms (kg)</td>
</tr>
<tr>
<td>short tons (2,000 lb)</td>
<td>0.907</td>
<td>megagrams (Mg)</td>
</tr>
<tr>
<td><strong>Temperature (exact)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fahrenheit temperature (°F)</td>
<td>(F – 32) / 1.8</td>
<td>Celsius temperature (°C)</td>
</tr>
<tr>
<td><strong>Illumination</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>footcandles (fc)</td>
<td>10.76</td>
<td>lux (lx)</td>
</tr>
<tr>
<td>footlamberts (fl)</td>
<td>3.426</td>
<td>candela/m² (cd/m²)</td>
</tr>
<tr>
<td><strong>Force and Pressure or Stress</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>pound-force (lbf)</td>
<td>4.45</td>
<td>newtons (N)</td>
</tr>
<tr>
<td>pound-force per square inch (psi)</td>
<td>6.89</td>
<td>kilopascals (kPa)</td>
</tr>
</tbody>
</table>

**Equations**

All variables should be defined at first use, either in the text or in the where list for the equation.

1. Fractions in displayed equations should be stacked, in accordance with preferred mathematical practice.
2. If a displayed equation is numbered, use an Arabic numeral in parentheses, placed flush right.
3. Carefully distinguish the following:
   - All capital and lowercase letters;
• Capital O (“oh”), lowercase o (“oh”), and 0 (zero);
• Lowercase l (“el”) and number 1 (one);
• Letter X, Greek chi (χ), and multiplication sign ×;
• Prime ′, apostrophe ′, and superscript one $^1$; and
• English and Greek letters such as
  – B and beta (β), upper- or lowercase k and kappa (κ),
  – n and eta (η), v and nu (ν),
  – u and upsilon (υ), u and mu (μ), and
  – Upper- or lowercase p and rho (ρ), and w and lowercase omega (ω).

Footnotes
Do not use footnotes to the text. Incorporate the information into the text or delete the notes.

Abbreviations, Acronyms, and Symbols
Abbreviations, acronyms, and symbols must be fully defined at first use in both the abstract and the paper; the full term should be spelled out first, followed by the abbreviated term in parentheses. The following acronyms may be used without definition:

Acknowledgments
Authors of papers that report results of research sponsored directly or indirectly by federal programs should indicate this sponsorship in an Acknowledgment section at the end of the text, above References. Contract, award, or project codes or numbers are not published in the REAAA Proceeding or Journal.

Appendixes
Do not use appendixes. Include pertinent material in the paper itself or, where necessary, include a note that background material—such as derivation of formulas, specifications, or survey forms—is available from the author or in another report, which should be cited in the reference list.

Tables and Figures
Tables should supplement, not duplicate, the text.

1. Tables must conform to common style for tables as closely as possible.
   • All tabular material should be single-spaced in a font no smaller than 10 points. Use the same font for all tables.
   • Place titles flush left to align with the left margin of the table; use boldface. The word “TABLE” should be in all-capital letters; use initial capitals for the remaining words in the title.
   • Do not submit a table in separate parts or sections that introduce new columns.
   • A table must be structured so that the data in each column pertain to the column heading.
   • New columns and column headings with new data rows may not be introduced farther down within the established format of a table. New columns and column headings
properly define a distinct table and should be presented separately with an appropriate title and table number.

- Tables should not incorporate photographs, illustrations, or other material that cannot be typeset. Graphic materials should be presented as separate figures.

- Give each column in the table a heading. Place abbreviated measurement terms in parentheses under the column heading. All headings should be aligned in flush left format.

- To adhere to Accessibility Guidelines for the vision-impaired reader, avoid the use of spanner heads.

- Insert a rule that extends across the full width of the table under the column heads.

- Insert a full-width rule at the end of the table (and above the footnotes, if any).

- Use lowercase italic superscript letters for footnotes.

- Do not leave empty cells in a table. Insert a placeholder that indicates why the cells contain no data. Define the meaning of the placeholder in a general note to the table: for example, “NA = not available; na = not applicable; — = missing data.”

- When a dash (—) is used in a table, indicate its meaning in a footnote (for example, missing data, incomplete research, data not applicable or unavailable, or problem investigated but no results).

2. Check the accuracy of all totals included in tables before submitting the paper.
3. For use of measurements, see section on metrication.
4. Do not use dots or screens.
5. Do not place a box or ruled frame around a finished table.

**Figures**

Use the following guidelines for figures:

1. Photographs should be high resolution (at least 300 dpi at a size of 4 in. × 5 in.).
2. Give each figure a caption. Place a figure caption single-spaced below each figure. If a figure contains several parts, label each part with a letter in parentheses—(a), (b), (c), etc.—use the same size type as that in the rest of the figure, and cite each labeled part in the caption.
3. Define in the caption all abbreviations, acronyms, and variables used in the figure.
4. Number figures consecutively in the order first cited in the text, using Arabic numerals. Reference must be made to each figure by number at the appropriate place in the text.
5. Avoid the use of dots or screens in figures and spreadsheet charts, especially in areas that include type.
   - If dots or screens are used in text areas, they should be no more than 30% black.
   - If more than one dot or screen weight is used, there should be a difference of at least 20% between dot or screen values.
   - Legends identifying the significance of dotted, screened, or crosshatched elements must be included in the figure.
6. Do not place a box or ruled frame around a finished figure.
7. Figures should be clear and legible:
   - The font (typeface) must be easily readable, not too small.
   - Use the same font for all figures.
Letters and symbols must be uniform and the same size throughout the figure (e.g., if wording on the ordinate and abscissa is in 10-point type, the symbols used to identify the data points also should be in 10-point type).

Line weights (except for lines indicating different data series in a graph) also must be uniform.

8. For use of measurements, see section on metrication.

**PAPER SUBMISSION**

Authors must convert their papers for peer review to PDF format before submission to the REAAA website. Authors are reminded that the best way to avoid last-minute complications is to submit their paper well before the deadline. Authors are required to line-number the text of their papers before converting the files to PDF. Line numbering will facilitate the review process.

All authors are required to submit papers to REAAA via email to conference@reaaaindonesia.org

**THE KATAHIRA AWARDS**

Awards Background in brief

The Katahira Awards was established in January 1991 in memory of the late Dr. Nobutaka Katahira from Japan who was the President of the Road Engineering Association of Asia and Australasia (REAAA) during the Fifth Council Term from 1983 to 1986. Dr. Katahira bequeathed Three (3) million yen to REAAA towards encouraging keen participation among young engineering professionals in the promoting and advancement of science and technology in road development and road related engineering by way of writing, publishing and presenting technical papers.

Awards for Outstanding Conference Papers

The Katahira Awards will be awarded to outstanding technical papers relating to the road industry presented at the 15th REAAA Conference in Bali – Indonesia by young professionals. The winning entry/entries will receive cash award/s and certificate/s.

Among the terms and conditions of eligibility for the Katahira Awards are:

a. The author must be below 40 years of age at the point of submission of paper/s (as at 20 October 2016). If there is more than one (1) author, only the author/s below 40 years of age is/are eligible.

b. The author/s must be either ordinary/associate member/s or employee/s of institutional member of REAAA at the point of submission of paper/s.

c. Technical papers published elsewhere in the same format will not be accepted.

d. Abstracts selected to submit the subsequent draft of full technical papers will be evaluated for the Katahira Awards.