

75th Highway Geology Symposium Paper Style Guide

Papers must be submitted as a Word document and formatted as outlined below. Papers will be published in PDF, provided to attendees of the Symposium, and published on the Highway Geology Symposium website. It is the author's responsibility to professionally cite any concepts, quotes or data that are not original work. Any questions about copyrighted information will require the author to provide proof of permission to reprint. Submitted papers must not advocate special interests or be commercial in nature.

Critical Dates:

Papers must be submitted electronically to the HGS NextCloud site no later than **July 15, 2026**.

[Abstract, Paper & Presentation Upload](#)

Comments will be sent to authors by July 29, 2026, and if resubmission is needed, resubmit no later than **August 14, 2026**.

Presentations should be turned in to us by **September 7, 2026**, and can be uploaded at the same link.

Style Guide:

Title Page: (page alignment vertically centered)

Title of Paper (Times New Roman 14, bold, initial caps, on separate line, center justified)

Author's Name (Times New Roman 12, bold, initial caps, on separate line, center justified, do not put last name first)

Affiliations with complete mailing address, phone number and email address if available (Times New Roman, plain text, centered).

Must include all authors' names, addresses, phone numbers and e-mail addresses, if available.

Place "Prepared for the 75th Highway Geology Symposium, September 2026" at bottom.

Acknowledgements/Disclaimer/Copyright Page: (page alignment vertically centered)

Acknowledgements (If applicable – Times New Roman 12, bold, center justified, separate line)

Body of Acknowledgements (Times New Roman 12, plain, justified)

Name List (If applicable – Times New Roman 12, plain, centered, with affiliation, one name/affiliation per line, single space)

Disclaimer (Times New Roman 12, bold, separate line, centered, separate line)

Body of Disclaimer (Times New Roman 12, plain, justified) – text exactly as follows:

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Abstract Page: (page alignment vertically centered)

ABSTRACT (Times New Roman 12, bold, centered, all caps)

Plain text (Times New Roman 12), justified, single spaced, no longer than one page. Revise previously submitted abstract as necessary to comply. Make sure it is comprehensive but concise. Try to include brief summary of results and conclusions.

Body of Paper:

Page margins 1-inch all sides of page. Font Times New Roman 12, plain text. Single space all text. Paragraphs left justified. First line of each paragraph indented 1/2 inch, if desired. Double space between paragraphs. Double space between paragraphs and figures/tables.

Number all pages consecutively, with page number on top right corner of header. First page is title page, but do not show number on title page. Provide “75th HGS 2026” and last name(s) of author(s) in upper left corner of header on all pages (except title page). For papers with 4 or more authors, provide last name of primary author, “et al.”

Proceedings will be provided electronically so please provide full use of color in all figures/photos where appropriate. Please note, however, that all figures and photos should be of sufficient contrast to assist those impaired with color blindness, and for possible future black and white printing. Lines in graphs can use pattern variations or data point marker variations, to accommodate these conditions.

All papers must be provided in word .doc and .pdf format. All units shall be in “U.S.” with SI/metric (if desired) followed in parentheses.

Level Formats: (Double space after each level heading, all levels)

FIRST-LEVEL HEADING (Times New Roman 12, all caps, bold, left justified, on separate line)

Second-Level Heading (Times New Roman 12, initial caps, bold, left justified, on separate line)

Third-Level Heading (Times New Roman 12, initial caps, italic, left justified, on separate line)

Figures and Tables – All figures and tables shall be incorporated into the body of the text on the same page as referenced, or as close as possible following the reference. Use minimum font size 9 within any figure or table.

Figure Format: Double space between paragraph and figure. Figure horizontally centered on page. For small figures two may be equally spaced across page. Figure number and title shall be double spaced below the figure (or photo); use Times New Roman 12, bold, first letter caps, centered under figure.

Table Format: The table number and title shall be in the table, at the top, centered horizontally. Title font is Times New Roman 12, bold, first letter caps.

List Formats:

Bullet (Bulleted Lists)

- This is a bulleted list and is used quite frequently in many types of papers. The second line of the bulleted list aligns under the first line of the list. The last line of each bullet is followed by double spacing.
- Use periods when full sentences are used for each bullet, otherwise no punctuation is required.
- Hitting a hard return sometimes changes back to Body Text, so be careful to select bullet list for all listings (as appropriate).

Number (Numbered Lists)

1. The second line of the numbered list aligns under the first line of the list. The last line of each bullet is followed by double spacing.
2. Use periods when full sentences are used for each number, otherwise no punctuation is required.
3. The worst thing that can happen to a numbered list is to remove one item and have the remaining items keep the original numbers.
4. It is far better to have the default set so that when you remove an item from a numbered list, the remaining items adjust their numbers to account for the removed item.

Reference Page:

REFERENCES (Times New Roman 12, all caps, bold, left justified, on separate line)

Plain text, flush left. The reference list should contain only those references cited in the text, numbered in the order in which they are first cited. Denote a reference at the appropriate place in the text by an italicized (preferred) or underlined Arabic numeral in parentheses, e.g., (2) or (2).

Citations in the Reference List, General Rules

- Each reference entry ends with a period.
- 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 one time in the text, repeat the number first assigned to the reference.
- If an author cites both a paper presented at a conference and a report or journal in which the paper has been published, delete the conference information and list only the journal or report.
- Abbreviate ordinals 1st, 2nd, 3rd, etc.

- All organization names are spelled out in the reference list even if the acronym or abbreviation has been used in the text. The acronym may follow in parentheses if used in the text.

Basic arrangements of information

- For a book or report:

Author/s. *Title*. Report no. Publisher, place of publication, date, no. of pages (optional).

- For an article in a journal:

Author/s. Title of article. *Title of journal*, volume number (issue number), publication date, pages.

- For a website:

Author/s. *Title or content*. Publisher, place of publication, and date of last update if known. Accessed (give date accessed by the author).

The following pages provide an example of general formatting requirements to assist in paper preparation.

Title:

Sub-title (if applicable)

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Affiliation

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Anytown, PA 15009

(724)-555-3278

AName@company.com

Second Author Name (if applicable)

Affiliation

Street Address

City, State Zip

Area Code

AnotherName@business.com

Prepared for the 75th Highway Geology Symposium, September, 2026

Acknowledgements

For example: The author(s) would like to thank the individuals/entities for their contributions in the work described:

Name 1 – Affiliation

Name 2 – Affiliation

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ABSTRACT

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LITHOLOGY

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Figure 1 – Rock Collection

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Table 1 – Lithology	
Formation	Description
A	This is a general example of table format.
B	Format tables to meet specific needs.
C	<u>Limit minimum font size to 10 within tables.</u>

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If you are embedding videos, please create a folder on the upload site and upload video files as well as the PowerPoint file to help avoid errors during the presentation.

Presentations should be no longer than 18 minutes, including time for questions if you want them. 20 minutes is shown on the schedule, however part of that time is for an introduction and to queue up presentations. Your full paper will be in the on-line proceedings, so use this time to talk about key points of the paper.

As you put together your presentation, keep the guidelines below in mind to remove potential barriers for viewers to interact with your material. We recommend this resource [Create Accessible PowerPoint Presentations](#) from Harvard University.

Some key guidelines include:

- Use legible sans serif fonts sized as large as possible.
- Use black or dark blue font color with simple no or low-color backgrounds. If using color, be sure there is a high contrast between text and background.
- Text should include essential points only and strive for list form.
- Busy slides don't present well, aren't always visible to everyone in the room, and you may lose people. If it's necessary, consider a couple of follow up slides to zoom in on portions of the busy slide.

Thank you for submitting a paper and presenting. We appreciate your time and effort spent putting these together, and look forward to seeing you in Reno.