**Instructions for Preparing a Paper for  
the International Cycling Safety Conference 2020**

A.B. Authorone\*, C. Authortwo#, D.E.Authorthree†

|  |  |
| --- | --- |
| \* Faculty of Mechanical Engineering University of Technology  Address, Postcode City, Country  e-mail: email1@address | # Institute for Mechatronics  University of Technology  Address, Postcode City, Country  e-mail: email2@address |
| † Biomechanical Engineering  Delft University of Technology  Mekelweg 2, NL-2628 CD Delft, The Netherlands  e-mail: email3@tudelft.nl | |

# ABSTRACT

Use double spacing and line numbering to facilitate reviewing. The first page begins with the title of the paper, the authors, affiliations, abstract and keywords as it is shown in this document. **The abstract should be no longer than 300 words**. The abstract should be followed by a list of keywords after the header ``Keywords:''. The keywords should be separated by commas. A full stop should be placed after the last keyword. Up to about five keywords are allowed.

**Keywords:** guidelines for authors, template, final symposium paper, formatting instructions.

# INTRODUCTION

All text should be written in 11 pt Calibri font. General text should be justified and divided into logical paragraphs separated by 11 pt single paragraph spaces. All section headers except abstract and references header should be numbered with Arabic numbers without a trailing dot. Top level headers should be typed in capital characters. Subsections should be numbered with multilevel numbering. A maximum of two sublevels is allowed. The paper should be structured as follows:

* Introduction
* Method
* Results
* Discussion
* Conclusions.

Authors are encouraged to add a short discussion on the practical implications of their findings,

if applicable. This section is optional.

# GENERAL INSTRUCTIONS

## Max length

The length of a **Short technical paper** should not exceed **6 pages** (ca 2100 words).

For the **Scientific papers**, the length is not formally limited. However, the general recommendation to keep it readable and also to maintain reasonable amount of work for the reviewers is to limit it to 7000 words (ca 20 page with double line spacing)

## Formatting guidelines

To minimise editorial errors, it is strongly recommended to use Styles functionality in MS Word as well as automatic figure and table numbering, cross-referencing, etc. Special software for managing references (e.g. EndNote) is also advised. To minimise the needs for changing document formatting when submitting to the special issue after the conference, you may already at this stage get acquainted with the ‘Accident Analysis & Prevention’ journal [guidelines for authors](https://www.elsevier.com/wps/find/journaldescription.cws_home/336?generatepdf=true).

## Equations

Equations should be numbered continuously according to the format shown in Equation (1):

, (1)

where the unknown symbols are explained after the equation.

## Figures and tables

**Table 1.** Example of a table with a short caption.

|  |  |  |  |
| --- | --- | --- | --- |
|  | *x* | *y* | *z* |
| *x'* | *α1* | *β1* | *γ1* |
| *y'* | *α2* | *β2* | *γ2* |

All figures should be clearly readable and relevant to the presented text. Use of at least 300 dpi resolution for pictures and 600 dpi for line art is required. 1 px wide lines in figures should be avoided as they may become invisible in print. There is no limit on the amount of figures as long as they do not dominate the text, and the total length of the paper is within the specified limits. Both figures and tables should be centred on the page.



**Figure 1.** An example of a figure caption. Use 10pt Calibri. For long captions, use text width of 13 cm. Use the same style for the Tables.

Figures, graphs and tables must be included in the same style as shown for Figure 1 and Table 1.

## In-text references

All citations in the text should refer to:

* Single author: the author's name (without initials, unless there is ambiguity) and the year of publication;
* Two authors: both authors' names and the year of publication;
* Three or more authors: first author's name followed by 'et al.' and the year of publication. Citations may be made directly (or parenthetically).
* Groups of references should be listed first alphabetically, then chronologically. Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) have recently shown ....".

# CONCLUSIONS

We very much look forward to welcoming you at ICSC!

# REFERENCES

**List**: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication. Use can be made of a pre-existing EndNote style which uses a similar style.

Davis, G.A., Yihong, G., 1993. Statistical methods to support induced exposure analysis of traffic accident data. Transportation Research Record 1404 (1), 43-49.

Fleming, T.R., Harrington, D.P., 1990. Counting Process and Survival Analysis. John Wiley, New York.

Watanabe, K., Yamaguchi, T., 1989. Analysis of factors affecting dummy readings in side impact tests. In: Proceedings of the 12th International Technical Conference on ESV, Gothenburg, pp.1104-1114.

American Hospital Association, 1991. American Hospital Association Hospital Statistics, 1990-91 Edition, American Hospital Association, Chicago, IL, Table 5c, p.135.