

FULL PAPER GUIDELINES

The following instructions will help you with the preparation of your paper. Papers should be original contributions in the field of tunnelling and underground constructions. Submission of a paper implies that it has not previously been published, that it is not under consideration for publication elsewhere, and that, if accepted, it will not be published elsewhere in the same form in any language without the written consent of the copyright holder. Generally, the paper should contain the following sections: title, abstract, introduction, methodology, results, discussion, conclusion, and references. Proofreading papers is strongly recommended. Papers in English (MS Word in .docx format) should be delivered to the Scientific Committee in the online form via the submission platform. Authors should use a template to prepare their paper. Full papers accepted for the SETC-2025 will be published in the Conference Proceedings and assigned a unique DOI.

The Scientific Committee of the SETC-2025 & ITA Tunnelling Awards has paired up with the **Tunnelling and Underground Space Technology (TUST)** high ranked Journal regarding publications of the conference. TUST journal will publish special issues featuring selected papers from the Conference (see Section 10).

1. GENERAL INFORMATION

Page Size: 170 x 240 mm top and bottom margins 20 mm; left and right margins 20 mm. Length of the papers: minimum 6, maximum 10-12 pages.

Text Font: Times New Roman, single-spaced, body text justified. Other font types may be used if needed for special purposes.

Pagination: Please don't add any page numbers as they will be added.

Language: When writing the paper please remember to use either British, or US, spelling but not a mix of the two, i.e., if you choose British spelling it would be colour not color; behaviour (behavioural) not behavior; programme not program; practises not practices; centre not center; organization not organisation; analyse not analyze, etc.

Abbreviations and specific symbols: When any abbreviation occurs for the first time in a paper, it should be given in full words, followed by the abbreviation within parenthesis. Specific symbols also should be treated in the same manner. *Example: tunnel boring machine (TBM).*

Figure: When the figure is made of several smaller photos (maps, graphs, sketches, etc.) please mark them with uppercase alphabetical letters (e.g., a, b, c, d, etc.) from left to right and from top to bottom, starting at the top left.

TIFF (or JPEG): Colour or grayscale photographs keep to a minimum of 300 dpi.

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.

TIFF (or JPEG): Combinations bitmapped line/half-tone (colour or grayscale), keep to a minimum of 500 dpi.

Please do not submit files optimized for screen use (e.g., GIF, BMP, PICT, WPG), low-resolution files, or graphics that are disproportionately large for the content.

Units and Symbols: SI system should be followed Please use SI units (non-italicized). Leave a one letter space between the numerical figure/value and the symbol of the unit.

Equations: If you use equations in your paper, please ensure they are submitted in an editable format. Simple formulas should be presented as one-line formulas. For creating complex formulas, use Microsoft Equation 3.0. Only the variables must be *italicized*, while other signs should be written in regular letters.

Appendix: It is possible to use the *Appendix* for larger tables. The tables in the Appendix are numbered separately from the tables in the regular body, starting with a capital letter that denotes the Appendix, followed by the regular number of the table in that appendix (e.g., Table A1). Each table in the Appendix must be quoted in the text.

2. REFERENCE CITATIONS IN TEXT

APA citation style is used for reference citations. APA style requires both in-text citations and a reference list. For every in-text citation, there should be a full citation in the reference list and vice versa. In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what and whose data or information is being quoted or paraphrased.

Papers by a single author

The last name of the author and the year of publication are inserted in the text at the appropriate point.

Example: From the theory of sustainable development (Smith, 2021) ...

If the name of the author or the date appears as part of the narrative, cite only missing information in parentheses.

Example: Smith (2021) posited that...

If you have two or more sources by the same author in the same year, use lower-case letters (a, b, c, etc.) with the year, e.g., (Smith, 2021a) ... (Smith, 2021b) or (Smith, 2021a, 2021b), etc.

Papers by multiple authors

When a paper has two authors, always cite both names every time the reference occurs in the text. In parenthetical material join the names with an ampersand (and).

Example: As has been shown (Jackson and Pitman, 2004)

In the narrative text, join the names with the word “and”.

Example: As Jackson and Pitman (2004) demonstrated...

When a citation has three or more authors, include the last name of the first author, followed by et al. (not italicized), and the year.

Example: Riviera et al. (2014) claimed...

Example: (Riviera et al., 2014)

Two or more papers in the same parentheses: when your parenthetical citation includes two or more papers, order them the same way they appear in the reference list, separated by a semi-colon.

Example: (Thewes et al., 2011; Todaro, 2016)

Authors with the same last name: To prevent confusion, use first initials with the last names.

Example: (M. Cargi, 2020; S.A. Cargi, 2023)

Papers by associations, corporations, government agencies, etc.

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

Example: (European Commission [EC], 2018)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

Example: (EC, 2018)

If the name of the group first appears in the narrative, put the abbreviation, a comma, and the year for the citation in parentheses after it.

Specific parts of a source

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

<i>Example:</i>	Page:	(Stoddard et al., 2020, p. 47)
	Page range:	(European Commission [EC], 2018, pp. 202-205)
	Chapter:	(Merenda, 2018, Chapter 14)
	Paragraph:	(Liu et al., 2020, para. 3)
	Figure:	(Lazer, 2020, Figure 4)

Example: Tommasi et al. (2020) contributed by conducting a “test campaign” (p. 120).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation “para.” or the heading and the following paragraph.

Example: (Liu et al., 2020, para. 3)

3. REFERENCE LIST

References cited in the text of a paper must appear in a References list. Entries should be arranged in alphabetical order by authors’ last names. Sources without authors are arranged alphabetically by title within the same list. Titles of the papers outside of the English-speaking area should be translated into English and given in corner parentheses (e.g. Tuneli Evrope [Tunnels of Europe]). Diacritical characters (for instance, in Serbian: č, ć, ž, š; or in German: ä, ö, ü; or in Spanish á, ñ and so on) should be used for references.

The use of DOI is highly encouraged since it provides a permanent link to electronic articles, with citations following the same style as other references in the paper.

4. FORMAT THE REFERENCE WHEN INFORMATION IS MISSING

Type of missing information	Format style	In-text citation
Author	Title. (Date). Source.	(Title, year) Title (year)
Date	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
Title	Author. (Date). [Description of work]. Source.	(Author, year) Author (year)
Author and date	Title. (n.d.). Source.	(Title, n.d.) Title (n.d.)
Author and title	[Description of work]. (Date). Source.	([Description of work], year) [Description of work] (year)
Date and title	Author. (n.d.). [Description of work]. Source.	(Author, n.d.) Author (n.d.)
Author, date, and title	[Description of work]. (n.d.). Source.	([Description of work], n.d.) [Description of work] (n.d.)
Source	No reference list entry	(C. C. Communicator, personal communication, month day, year) C. C. Communicator (personal communication, month day, year)

5. COPYRIGHT

By submitting a manuscript for publication, the authors grant SETC-2025 the exclusive right to publish, the work in both print and digital formats. The copyright is transferred to SETC-2025 as the Publisher, ensuring proper dissemination and protection of the content.

6. PLAGIARISM

Plagiarism, including self-plagiarism and the use of uncredited sources, will not be tolerated.

7. SUBMISSION PROCESS

- Papers must be submitted in Word (.docx) format
- File name format: SETC-2025_Lastname_Firstname.docx
- Upload the full paper via the conference submission portal

8. REVIEW PROCESS

- All submitted papers will undergo a double-blind peer review process
- Authors may be required to make revisions based on reviewer feedback

9. PRESENTATION AT THE CONFERENCE

- Accepted papers must be presented at the conference by at least one of the authors
- Presentation details will be communicated upon paper acceptance

10. SELECTION FOR THE TUST SPECIAL ISSUE

Outstanding papers submitted to SETC-2025 will be selected by the Scientific Committee for publication in a Special Issue of the Tunnelling and Underground Space Technology (TUST) Journal. The selection will be based on the paper's originality, scientific contribution, and relevance to the field. Authors of selected papers will be invited to submit an extended version of their work, which will undergo a separate peer-review process in accordance with the journal's standards. For more detail about the journal, you can visit the <https://www.sciencedirect.com/journal/tunnelling-and-underground-space-technology>