



13th National Conference on **EARTHQUAKE ENGINEERING** PORTLAND, OREGON | JULY 13-17, 2026

Resilience Through **Community Engagement** and **Technology**

13NCEE PAPER FORMATTING INSTRUCTIONS

Deadline

Papers and accompanying publication submission fees must be submitted through the online paper submission site by September 30, 2025. All paper submissions will be confirmed via email upon successful submission and payment. The online paper submission site can be accessed here: <https://13ncee.eeri.org/call-for-papers/>.

Language

All papers must be written in standard English and must conform to accepted usage, grammar, and syntax. We recommend that non-native English speakers have their paper reviewed before submission to prevent rejection based on language quality.

Paper Template

The “**13NCEE Paper Template.docx**” file provides a sample paper formatted according to the publishing requirements for the conference. The use of this template is **required**. The detailed formatting requirements are specified below. However, we recommend working directly with the template file to adopt the correct formatting. The Word template can be found on the 13NCEE website here: <https://13ncee.eeri.org/call-for-papers/>.

File Type and Naming Convention

The final Word file should be converted to a PDF file before uploading to the paper submission site. Name your file according to the convention below. The application number can be found when viewing your completed submission in the system.

Application#_PresentingAuthorLastName.pdf

Example: 12345_Smith.pdf

Length

Papers will be a maximum of 4 pages, with an abstract limited to 200 words, and a maximum of 5 figures (included in the 4-page limit). References are not included in the page limit but must be formatted per the 13NCEE style.

The following are required and are to be provided in a single PDF document:

- The paper itself: Each paper may not exceed 4 pages, inclusive of figures, tables, photographs, and appendices. See “**13NCEE Paper Template.docx**” for example.
- References: These are not included in the page limit but must be formatted per the 13NCEE style.

Margins

The manuscript should be formatted for 8-½” x 11” paper. All text as well as figures, tables, etc., should be placed within .75” margins on all four sides.

Typeface

These typeface requirements apply to all pages. Use Times New Roman font for all text in the paper: 16-point for title; 11.5-point for author line-up; 10-point for the author-affiliation footnote, bibliographical reference, and abstract; 11.5-point for all headings and body text; and 10-point for references.

Spacing and Indenting

All text should be typed single-spaced. Indent the first line of each paragraph ½”.

Organization

Figures, tables, and photographs with their captions may be placed anywhere in the text. However, each paper should be organized as follows:

1. Title
2. Author(s) name(s)
3. Abstract
4. Body Text (including tables, figures, and photographs; placed after referenced in body text). It is requested that, at a minimum, the Body Text begins and ends with an Introduction and a Conclusion body heading.
5. Acknowledgments
6. Appendices (optional)
7. References

Title

The title of the paper should be in title case (the first letter of each word is capitalized), single-spaced, and centered. The first line should be positioned 1½" below the top of the page. Use 16-point Times New Roman font. A bibliographical reference of the paper should be included in the footer of the paper. For example:

Lord J, Wright R., Manzarek R. How to make the most out of something. *Proceedings of the 13th National Conference on Earthquake Engineering*, Earthquake Engineering Research Institute, Portland, OR 2026.

Author(s) Name(s)

The name(s) of the author(s) should be positioned after a two-line space under the last line of the title and should be centered; use 11.5 point Times New Roman font. Current position and affiliation should appear on the first page as a footnote, positioned 1" from the bottom of the paper in 10-point type underneath a 2" line.

Abstract

The abstract should begin with the heading "ABSTRACT" after a two-line space from the line of the last author's name. The text should be single-spaced. Leave a one-line space after the last line of the abstract to continue with the body text of the paper. The abstract should be no more than 200 words.

Headings

Three levels of headings are specified:

First-level headings should be:

Centered in Bold Upper and Lower Case Letters

Second-level headings should be:

Flush Left in Bold Upper and Lower Case Letters

Third-level headings should be:

Flush Left in Italicized Bold Upper and Lower Case Letters

Equations

Indent equations ½" from the left margin. A reference number enclosed in parentheses and flush with the right margin should be included from each equation. In the text, refer to equations as Eq. 1, or Eqs. 2, 3, and 4.

Figures

It is acceptable to place color figures in your paper. Figures and photographs should be designated as figures and numbered sequentially with Arabic numerals. Figure captions should begin with the word "Figure" and a number followed by a period, and should be positioned below the figure. Figure captions should be written in lowercase letters with only the first letter of the first word capitalized and may begin on the same line as the figure number. If a figure caption is more than one line long, it should be flush left; the lines should be single-spaced, and following the first line, indented under the first word of the caption. If the caption is short, authors should center it under the figure. In the text, refer to figures as Fig. 1, or Figs. 2, 3, and 4.

Tables

Tables should be numbered sequentially with Arabic numbers. Table captions should begin with the word "Table" and a number followed by a period, and should be positioned above the table. Table captions should be written in lowercase letters with only the first letter of the first word capitalized and may begin on the same line as the table number. If a table caption is more than one line long, it should be flush left; the lines should be single-spaced, and following the first line, indented under the first word of the caption. If the caption is short, authors should center it above the table. Capitalize also the first letter of each column and line headings within a table.

References

References should appear together in the References section and be listed by number within square brackets in the order in which they appear in the text. All references must be cited in the text using numbers in brackets [1]. References should be listed in the following style:

1. Waters R, Jones JP, Entwistle J. How to make the most out of nothing. Journal of Universal Something 2005; 11 (1): 11-111.

Each reference should provide the following:

- author last name, initials,
- initials and last name of additional author(s),
- title for journal articles,
- title italicized for books and journal names,
- year of publication,
- for journal articles: volume, (issue number—optional), beginning and ending page numbers,
- for books: publisher, city, state.

Pagination

THERE SHOULD BE NO PAGE NUMBERS ON YOUR PAPER.