

FULL PAPER GUIDELINES

All full papers will be double-blind reviewed. Please do not include author details in your paper.

Exact specifications for laying out the paper help to reduce the work of the conference organisers in compiling the proceedings. Font sizes, paragraph formats and other details are specified so that proceedings can be presented in a consistent and professional style. This document is formatted per these guidelines to provide an example for authors.

INTRODUCTION

All papers should be submitted in 'Word' format. The paper should be in A4 size. The length of the paper should not normally be more than 8000 words. Set margins at one inch (2.54 cm) top, bottom, left and right. Do not insert page numbers in your paper.

Title

The title of the paper should be specific, making clear what the paper is about without demanding that the paper be read to ascertain its contents. Use 16 pt., centred, bold, Calibri and all CAPITALS for the title.

Abstract

The abstract should be not more than 300 words. It should contain one or two sentences reflecting the background of the investigation, a sentence with the purpose of the paper, something about the research method used, several sentences giving a clear and precise idea of the main results, followed by one or two sentences mirroring the conclusions.

Keywords for the abstract should be in lower case and alphabetical sequence separated by commas, finishing with full stop. Do not select more than five keywords.

Headings

Headings should be short and not numbered. Heading 1 is 12pt, bold, Calibri, all CAPITALS and aligned to the left. Heading 2 is 12pt bold, Calibri aligned to the left. Heading 3, if required, is 12pt bold, italic and Calibri. All headings should be preceded by one blank line and followed by one blank line.

MAIN TEXT (Style 'Heading 1' used here)

Use 11 pt., justified, Calibri for the main text. Use one blank 11 pt. line between paragraphs (no indentations). Line spacing in paragraphs is single, and alignment is left and right justified.

Bold type is used for the title and headings, but never in the main text. Italics can be used for a word or a few words in the main text, but not for quotations. Avoid footnotes; if necessary, they should be numbered and placed at the foot of the page. Use abbreviations and acronyms sparingly, and explain these immediately when they first occur in your paper.

Lists

Lists, whether set out with roman numerals (i, ii, iii, etc), arabic numerals, or bullet points, should be set out with a single blank line.

- here is
- an

- example

Illustrations, Photographs and Tables (Style 'Heading 2' used here)

Illustrations, photographs and tables should be placed (centre) in the text near where they are first referenced, with captions placed above and sequentially numbered with Arabic numerals. Type the captions in 8 pt.

Table 1 Table captions text to be formatted in **10 pt Calibri**.

A	B	C	D Text	E Text
Tx	Tx l	Tx	-0.37	1.0
Tx	Tx	Tx	-0.42	0.2
Tx	Tx	Tx	-0.86	3.1
Tx	Tx	Tx	-0.74	2.4
Tx	Tx	Tx	-1.20	50.0
Tx	Tx	Tx	-1.20	50.0
Tx	Tx	Tx	-1.20	50.0
Tx	Tx	Tx	-2.25	710.3
Tx	Tx	Tx	-2.25	710.3
Tx	Tx	Tx	-2.25	710.3
Tx	Tx	Tx	-2.25	710.3

Do not reproduce figures from other authors. Graphs should be two dimensional and have no shadows.

Colour should not be used, as the proceedings will be produced in black and white.

Equations and formulas

Displayed equations should be indented 6 spaces and numbered consecutively, with the equation number flush right (i.e. right-justified) and enclosed in parentheses. In multiple-line equations, the number should be given on the last line. Please ensure that equations are numbered correctly, without repetition, and that no important equations are omitted from the numbering scheme. See Equation (1) as an example of correct layout and numbering.

$$k_{et} = \kappa_{el} \nu_n \exp\left(-\frac{(\lambda + \Delta G^o)^2}{4 \lambda RT}\right) \quad (1)$$

Equations should be typed in the same font size as the main text, with superscripts and subscripts 2–3 pts smaller. Conventional symbols and SI units should be adopted and used consistently.

Footnotes

Footnotes should be avoided if possible. If used, they should be typed in 8 pt text at the bottom of the pages where they are cited.

CONCLUSIONS

This section should bring together the paper with the conclusions of the research or project. It should raise any key issues that are posed by the research that may provide interesting discussion at the conference sessions. Future work flowing from the research/project may be mentioned.

REFERENCES

References to other publications must be in Harvard style. Within the main text, references are either written as (Ho, 2008) or given as 'Ho (2008) has found that [...]'. If there are two authors, use 'and' between their surnames. Three or more authors are referred to as (Jones et al., 2008) or '[...] as Jones et al. (2008) claim [...]'. If the reference is to a particular item or quoted verbatim, please add a page reference (Walker, 2007, p. 231).

After the conclusions, there is a REFERENCES section. Please check that all references in the main text correspond to the final list of references. These are ordered alphabetically according to first author's surname. They should contain full bibliographical details. Journal titles should not be abbreviated. For more than one publication by the same author(s) in the same year, use a, b, c after the year of publication: 2008a, 2008b. The style should follow the examples below:

Book

Langford, D. and Male, S. (2001) *Strategic Management in Construction*. 2nd edn, Blackwell Science, Oxford.

Chapter in a book

Mintzberg, H. (1990) Strategy formation: schools of thought. In Fredrickson, J.W. (eds.) *Perspectives on Strategic Management*, Harper Business, New York, pp. 105-236.

Article in a periodical

Flanagan, R., Lu, W., Shen, L. and Jewell, C. (2007) Competitiveness in construction: a critical review of research. *Construction Management and Economics*, 25, 989-1000.

Thesis

Kale, S. (2002) Competitive advantage in the construction industry; firm-specific resource and strategy, Unpublished PHD thesis, Civil Engineering of Illinois Institution of Technology, Ann Arbor, MI.

Paper in a conference

Ho, H K Paul (2007) Risk Management of Piled Foundation Projects. *Proceedings of the 4th International Conference on Construction in the 21st Century – Accelerating Innovation in Engineering, Management and Technology*, Gold Coast, Australia, July, pp. 141-148.