

GUIDELINES FOR SUBMITTING FINAL VERSIONS OF PAPERS

PAPER SUBMISSION

You should submit the final version of your paper(s) which are accepted subject to amendments by **15 August 2003**. The paper(s) submitted should address the comments of the Referees. Please send your paper(s) by e-mail to Miss Elsie Lim at the address: bdqlime@nus.edu.sg either in the body of the e-mail message or as an attachment in ASCII text or WORD. Do ensure that you meet the deadlines as we may not be able to include papers which arrive late in the proceedings.

FORMAT AND LAYOUT OF PAPER

Cover Page

The paper should have a Cover Page showing information on the author(s), as shown in the table below. The details of all the authors should be provided, and the author to whom correspondence should be sent should also be highlighted. It is not necessary for the “leading” author to be specially shown.

An example of the Cover Page is shown below.

Paper Title	Instructions to Authors for Joint Symposium of CIB W55, W65 and W107
Ref No:	kc232
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Example

The detailed instructions for formatting the paper are in the following paper entitled: “Instructions to Authors: CIB W55, W65 and W107 joint symposium.

Instructions to Authors: CIB W55, W65 and W107 joint symposium

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ABSTRACT

The compilation of the proceedings of a conference is a formidable and time-consuming task. It is necessary for guidelines to be provided so that authors can follow a uniform approach in preparing their papers.

This paper presents instructions to authors for the CIB W55, W65 and W107 joint symposium which will be held in Singapore on 22-24 October 2003. It is specially set out to provide guidelines of the layout and format of the papers. It is suggested that authors follow it closely.

Keywords: proceedings, guidelines, style, layout, format, compliance

INTRODUCTION

Paper Layout, Length and Font Size

A4 size paper (210 x 297 mm) should be used. The left margin should be set at 1.25 inches or 30mm; the right margin at 1 inch or 25 mm; and the top and bottom margins at 1 inch or 25 mm.

The paper, including the tables, figures, references and any appendices, should not exceed 12 pages in length.

Four line spaces (11 point) should be set at the top of the paper before the title; three line spaces (11 point) between the author(s)' name(s) and affiliation(s) and the heading of the Abstract; two line spaces (11 point) between main headings of sections; one line between second-level subheadings (11 point); and one line space between paragraphs (11 point).

Font Size and Style

The title of the paper should be of Arial font, 16 point, justified only on the left. The rest of the paper should be of Arial font, 11 point, justified on both left and right.

Title of Paper

The title of the paper should be kept as short as possible. For long titles, it would be useful to adopt a generic title followed by a subtitle (as shown in the title of this paper). The title should be the same as that of the approved Abstract. Where the title is changed by the author(s) or at the suggestion of the referee, the author(s) should highlight this to the Organising Committee.

Author(s) Details

The names, institution of affiliation and e-mail address of each of the authors should be shown on the first page of the paper, following the title.

Abstract

The paper should have a 150-word Abstract which adequately describes the contents of the paper. Essentially, the Abstract should present a brief outline of the background to the paper, the purpose of the paper, the methodology, the findings and the recommendations.

Keywords

The Abstract should be followed by six keywords which can help in the indexing of the paper. As far as possible, the keywords should not include words which already appear in the title of the paper.

MAIN BODY

As far as possible, authors should avoid the use of footnotes or endnotes. Where the use of footnotes cannot be avoided, they should be in font size 10 point justified on both left and right sides.

The text may be illustrated with figures where this would be useful.

Tables

Tables should be numbered in the sequence with which they appear in the paper, and referred to in the text as "Table 1", "Table 2", and so on. The title of each table must be shown at the top of the table. Each table should be referred to in the text before it appears.

Illustrations

Charts, figures and diagrams should be numbered in the sequence with which they are presented in the paper, and referred to in the text as "Figure 1", "Figure 2", and so on. The title of each figure must be at the bottom of the figure. Each figure should be referred to in the text before it appears.

CONCLUSION

Each paper should have a “Conclusion” summing up the discussion and outlining any lessons and recommendations.

REFERENCES

References in the text should be as follows: Alphas (2000); Betas and Gammas (2001); Rhos *et al.* (2002) (where there are more than two authors).

References should be shown at the end of the paper and arranged in alphabetical order by the surname of the first author. The Harvard style of citation should be used. Examples of the format for the references are presented below.

Ang, P.H. (2001) New economy more than just hype. *The Straits Times*, September 5, p. 22.

Construction 21 Steering Committee (1999) *Re-Inventing Construction*. Ministry of Manpower and Ministry of National Development, Singapore.

Department of Industry Science Resources (2000) New Economy: Why is the new, knowledge-based economy important to Australia.
<http://www.isr.gov.au/industry/kbe/importance/index.htm>.

Dunning, J.H. (1995) Reappraising the eclectic paradigm in the age of alliance capitalism. *International Business Studies*, 26, 461-491.

Egan, Sir J. (1998) *Rethinking Construction*. Department of the Environment, London.

Kululanga, G. K., Edum-Fotwe, F. T., and McCaffer, R. (2001). Measuring construction contractors' organizational learning. *Building Research and Information*, 29(1), 21-29.

Ling, Y.Y. (1997) Procuring design services for design-build projects. In Davidson, C.H. and Meguid, T.A.A. (Eds.), *Proceedings of CIB W92 – Procurement: a key to innovation* (pp. 405-412). IF and CIB, Montreal.