## Guide to preparing papers for submission to TG95 2018 conference: PREPARED FROM AN ORIGINAL TEMPLATE BY HUGHES

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In order to get their papers included in the proceedings of the International Conference on Professionalism and Ethics in November 2018, authors should edit and lay out their papers by themselves. Precise specifications for laying out the paper help to reduce the work of the conference organizers in compiling the proceedings. In addition to limits on the number of pages, font sizes, paragraph formats and other details are specified so that the proceedings can be presented in a consistent and professional style. This document is formatted according to the guidelines, in order to provide an example for authors. It is based on a model template developed by Professor Will Hughes of the University of Reading, UK for the CME25 Conference. We are grateful to Professor Hughes for giving us permission to adapt the model and use it for our conference. Authors should follow the instructions very closely.

Keywords: five keywords, presented in lower case and alphabetical sequence separated by commas, finishing with full-stop.

### INTRODUCTION

Papers for this conference should occupy no more than ten pages of A4, and the abstract for each paper should not be more than 150 words. Papers should be formatted according to the guidelines in this document. If you paste your work into this template, it will be in accordance with the prescribed format.

Each element of the document is formatted according to particular styles, which are defined by Microsoft Word in the template of the document. If you use this document as a basis for formatting your paper, all the styles you need will be available to you. The text of the document is in “Body Text”. The application of these styles is actually more important than their appearance, because any future change to the style definition automatically changes all text to which that particular style has already been applied. This makes the re-formatting of documents easy and, more important, it aids consistency.

### Structure of the PAPER

The title of the paper should be specific, making clear what the paper is about, and providing the reader with immediate guidance on its contents. Although the title should appear in upper-case, the style in the title of this template (Heading 2) will force all text to appear upper case. Please type the title in lower case (except for the initial letter and proper nouns), as this will help the conference organisers with the indexing of the proceedings.

The format of the title should be Heading 2, as Heading 1 is reserved for section headings in the proceedings. Therefore, the main headings of your paper will begin at the level of Heading 3, and sub-headings will be Heading 4, and sub-sub-headings will be Heading 5. Please do not go lower than sub-sub-headings. If necessary, use bullet points if you need to signify any increasing levels of detail below sub-sub-headings.

### Authors and authorship

The authors should be listed, separated by commas, except for the last one, which will be separated with the word “and”. Only use superscripts to identify different addresses. If all the authors are from the same institution, then superscripts are not necessary. The e-mail address of authors may be given as footnotes, in which case, please select “Options” when you are applying the footnote and set footnote numbering to re-start at the beginning of each section. Please do not put a full-stop at the end of the authors.

The indication of the sequence of the authors’ names should respect the rights of those who were involved in the production of the paper. This is of particular importance for a conference on professionalism and ethics. The person who wrote most of the text should be the first-named author, even if this is a student. The sequence of authors should reflect the magnitude of each person’s contribution to the text of the paper. Indeed, to be true to the spirit of this conference, supervisors, grant-holders and heads of department should not automatically be added as authors unless they took part in the writing of the paper. We suggest that only those making a significant contribution to the production of the paper should be indicated as authors if a senior person, or one who is particularly good in English and writing helped with the editing, structuring and drafting, the person who provided this help and the role they played should be recognised in the ‘Acknowledgements’ section. We would reiterate that merely helping to guide someone through the writing process does not warrant authorship of the paper.

### Addresses

The indication of the address or addresses of the authors should follow the sequence of their names. Please include the country, using UK rather than England, Scotland or United Kingdom, and use USA for “The United States of America”. The names of all other countries should be written in full to help the readers to readily identify them. Please do not put a full-stop at the end of the address.

### Writing AN informative abstract

An abstract is often given little attention but it is the most important part of any paper. Most of the readers of the proceedings of this conference will read most of the abstracts, but very few will read the full papers. A book of abstracts will be one of the key documents of the conference. Perhaps 95% of the readers of the proceedings will read only the abstract of your paper. At the conference, that book will guide the participants to choose the sessions to attend, especially where they have a set of parallel presentations to choose from. The need for abstracts to be terse often causes difficulty and can taint what is otherwise a perfectly acceptable style of writing. Certain problems are common in abstracts. Some of the recommendations here are based upon accepted good practice in abstract writing which are followed by the top journals; others are simply a question of style or consistency. The suggestions below should help to reduce the need for authors to re-write their abstracts.

The abstract should be informative. It should not be a table of contents of the paper in prose; neither should it be an introduction – this should be another section of the paper. You should tell the reader what the research was about, how it was undertaken and what was discovered by the researchers, but not how the paper is organized. You should present a summary of the main findings of the research. If there are too many of these findings, then you should just provide examples in the abstract. The essential elements of the abstract are:

* Background: A simple opening sentence or two placing the work in context of either previous work or current discussions at a broad level in the academic field or practice.
* Aims: One or two sentences giving the purpose of the work.
* Method(s): One or two sentences explaining what was done; and how it was done.
* Results: One or two sentences indicating the main findings from the research study.
* Conclusions: One sentence giving the most important consequence of the work.

Do note that these ‘elements’ should not be stated as headings in the abstract.

The following guidelines have been extracted from recent criticisms of real abstracts.  This may help to overcome some of the most frequent problems:

* Do not commence with "this paper…", "this report…" or similar. It is better to write about the research than about the paper. Similarly, do not explain the sections or parts of the paper.
* Avoid sentences that end in "…is described", "…is reported", "…is analysed" or similar. These are not informative.
* Do not begin sentences with "it is suggested that…", "it is believed that…", "it is felt that…" or similar. In every case, the four words can be omitted without making the essential message any less clear.
* Do not write in the first person *in any form*. Thus, not only should you avoid "I", but also "we", "the author", "the writer" and so on. Again, this is because the abstract should be about the research itself, not about the researchers, or the way the paper was written.

The abstract should not be more than 150 words long; it should not have a heading, nor contain any subheadings.

### Keywords

The keywords of each paper should help with the indexing of the conference proceedings, so that other researchers might discover your paper by consulting an index of keywords. In a conference on the broad field of study of construction, it would not be useful to include ‘construction’, “construction industry”, “construction industry” or any segment of the field, such as “construction management”, “construction economics” or “construction law” as a keyword. Therefore, you should avoid keywords that are so broad that they would suit a large number of the papers in the conference. On the other hand, some keywords are too specific and only one paper (the one for which it is used) would appear next to an entry for such a keyword. It is necessary for us to strike a balance. Keywords should generally be words, not phrases. It may be helpful to choose from a list of recommended keywords. However, this might appear to be restricting the freedom of authors. For authors who need some guidance to undertake this task, many good journals provide comprehensive lists of preferred keywords on their websites. You may consult any of these lists for relevant journals.

The list of keywords in the paper should be preceded by the “Keywords:” and then listed alphabetically, separated by commas, with a full-stop at the end. Each of the words should relate to the contents of the paper, and together, the keywords should encapsulate the essence of the paper. Please do not select more than five keywords for your paper.

### INTRODUCTION of the paper

Begin the paper with statements introducing the general area and the reason that this work is important. Explain what was important about the particular approach and how this work relates to previous work in the field and any current discussion of the particular topic.

#### Sub-heading

It is helpful to break the argument into steps by the use of sub-headings. In a paper of this length, there is little to be gained from going to further levels of sub-sub-heading. With only two levels, heading numbering is not needed.

### Tables

Tables should be kept as simple as possible. Make sure that each table is referred to from the text (see Table 1). Omit vertical lines from tables and omit grey shading and 3D effects from all tables, charts and figures in the paper. They do not photocopy well and frequently obscure the real message. Do not use excessive accuracy in reporting measurements and statistics. Percentages are best written as whole numbers. Generally, two or three significant figures are adequate.

**Table 1**: An example of setting out a table with column headings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Type I** | **Type II** | **Type III** | **Type IV** |
| Development area I | 12 | 123 | 24 | 46 |
| Development area II | 14 | 12 | 25 | 32 |
| Development area III | 18 | 16 | 21 | 45 |

The style for Table and Figure captions should be Normal, reduced to 11 pt, and the style for column headings and table text should be Normal, reduced to 10 pt. Column headings should be in bold typeface.

### figures

Figures should be kept as simple as possible. Figures should be used where relevant, but do not use them excessively. Make sure that each figure is referred to in the text and that it is not too complicated or large. On the other hand, avoid simple charts or figures, and present such information in the text. If your work relies on the presentation of complex graphics, then the paper can make a point with an extract from a larger graphic. 3D effects are an unnecessary distraction. Colour will be lost in the reproduction of the proceedings and causes images to occupy a lot more disk space than monochrome. Please do not include screen shots of computer displays; they do not appear clearly when printed. It is better to render the relevant information into a simpler graphic or chart.

#### Pie charts

Pie charts are generally unnecessary in a conference paper as the information such a chart would contain can usually be presented in one sentence of text. If a pie chart has more than can be presented in a sentence of text, it would be better as a histogram.

#### Histograms (bar charts)

Histograms should be laid out without an external border; the font for text should be set to Times New Roman 12 point. The bars should not be too far apart in order to minimise the white space between them. Grid lines should be used only sparingly. The bars should be white; in that form, they would look clearest when printed. If more than one data set is represented, the second one should be black. If several data sets are represented, each should have different cross-hatching. Grey shading should be avoided as it reproduces badly.

### Citation of references

The contents of this section are taken directly from the model template prepared by Hughes; the publications cited in the examples would appear to be rather old but the instructions serve their purpose. Follow the instructions carefully as there are many ways of citing references, and the one outlined here is likely to be different from the convention you usually use when writing papers. It would be very difficult for the conference organisers to redo the referencing in the many papers to be included in the proceedings, so please help by ensuring your paper complies fully with these instructions.

Bibliographical data varies depending upon the kind of source being cited. Listed below are the elements that should be included in a reference to each of the most common types of publication. Within the text of the document, work and ideas can be cited using the author’s surname and year of publication. This enables it to be looked up in the list of references at the end of the paper, sorted alphabetically, by authors’ surnames, and presented without bullets or numbers. If the author’s name is not part of the phrasing of the sentence, then it will be in brackets with the year (Hughes 2002) whereas if you are using the author’s name as part of the text of the sentence, then only the year is in brackets. When citing author and year together, there is no need to separate them with a comma. The precise location within the source material can be given as page number(s) after a colon (Hughes 2002: 34-36).

#### Referencing a book

1. Name(s) of author(s)/editor(s) Surname first, followed by initials, but without full-stops after initials. (If editors, add Ed. or Eds., as appropriate, in brackets)
2. Year of publication, in brackets, with no punctuation after it.
3. Title of the book in italics, followed by full-stop.
4. Edition, if not the first
5. Place of publication followed by colon
6. Name of publisher
7. Number of volumes, if more than one

Examples:

Burns, T and Stalker, G M (1966) *The management of innovation*. London: Tavistock.

Walker, A (1996) *Project management in construction.* 3ed. Oxford: Blackwell Science.

#### Referencing a paper/chapter in a book

1. Name(s) of author(s) of the paper/chapter, surname first, followed by initials, but without full-stops after initials.
2. Year of publication, in brackets (no full-stop or comma after it)
3. Title of the paper or chapter (not in italics)
4. Editor(s) of the book, prefaced with the word *In:* and followed by Ed. or Eds. in brackets.
5. Title of the book in italics.
6. Volume number, part number, where applicable.
7. Place of publication.
8. Name of publisher.

Example:

Flint, F.O. (1984) Advances in light microscopy of foods. *In:* G.G. Birch and K.J. Parker, (Eds.) *Control of food quality and food analysis*. London: Elsevier Applied Science Publishers.

#### Referencing an article in a periodical

1. Name(s) of author(s) of the article.
2. Year of publication, in brackets (no full-stop or comma after it).
3. Title of article.
4. Full title of the periodical (or an accepted abbreviation, as given in the World List of Scientific Periodicals, but the full title is preferred).
5. Volume number, in bold
6. Issue number, in brackets. You don’t always have to give the issue number, if pages in issues within the volume are numbered consecutively, but for those journals where each issue re-starts at page 1, it is essential.
7. Page numbers.

Example:

Wantanakorn, D, Mawdesley, M J and Askew, W H (1999) Management errors in construction. *Engineering, Construction and Architectural Management*, **6**(2), 112-20.

#### Reference to a thesis

1. Name of author.
2. Year of publication, in brackets.
3. Title of thesis, in italics.
4. Type of degree (e.g. PhD or MSc) usually: Unpublished PhD thesis.
5. Name of the Department.
6. Name of the University.

Example:

El-Askari Khaled Mohamed, S (2000) *A methodology for expenditure planning of irrigation infrastructure using hydraulic modelling techniques*, Unpublished PhD Thesis, Department of Engineering, University of Southampton.

#### Reference to a paper in a conference

1. Author(s) of the paper.
2. Year of publication in brackets (no full-stop or comma after it).
3. Title of the paper or chapter (not in italics).
4. Editor(s) of the conference proceedings, prefaced with the word *In:* and followed by Ed. or Eds. in brackets.
5. Title of the conference in italics.
6. Date of conference.
7. Location of conference.
8. Publisher of Proceedings.
9. Volume number, part number, where applicable.
10. Start and end page numbers of the whole paper.

Example:

Ashton, P and Gidado, K (2001) Risk associated with inadequate site investigation procedures under design and build procurement systems. *In:* Akintoye, A (Ed.), *17th Annual ARCOM Conference*, 5-7 September 2001, University of Salford. Association of Researchers in Construction Management, Vol. 1, 961-9.

Of course, if you use bibliographical software, such as EndNote, available from [www.endnote.com](http://www.endnote.com), all of this formatting will be done for you. An appropriate style file for EndNote is available from the conference web site.

### Conclusions

Every paper should finish with conclusions, explaining the discoveries of the research and its impact. The conclusion should follow from the work that was done. New material should not be introduced in the conclusions, although it is often useful to refer back to earlier section so of the paper to show how the questions posed at the beginning have been answered.

### acknowledgments

### This Model Paper Template is based on one prepared for the CME25 Conference by Professor Will Hughes of the University of Reading, UK. We are grateful to Professor Hughes for giving us his permission to adapt his template for the authors of papers for this conference to use.

### References

The list of references should be laid out as detailed in these guidance notes, using the style References, and with one reference per paragraph (no blank paragraphs are needed between them).

1. email@university.ac.uk [↑](#footnote-ref-1)