

INSTRUCTIONS FOR PREPARATION OF FULL PAPERS

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Abstract

This document contains instructions and guidelines for the preparation of full papers for the National Conference on Sustainable Built Environment (SBE-15), and can serve as a template. Each paper should start with an Abstract that does not exceed 200 words providing a concise description of the paper.

Key Words (5 Nos.)

1. Introduction

Full papers should not exceed 1500 words. Page layout should be A4 with the following margins: top 3 cm, bottom 3 cm, left 3 cm and right 2.5cm.

Papers should be typed in Times New Roman 12-point, single line spacing, with a blank line between each paragraph.

2. Sections, sub-sections, citations, tables and figures

Sections should be used to make it easier to follow the paper. Section and sub-section titles should be numbered consecutively and typed in Times New Roman 12-point, bold, with single line spacing before and after the title.

The main sections of the paper may include Introduction, Analysis, Results and Conclusions. Sub-sections can be used if required.

2.1. Citation in text

The Harvard System of Referencing is to be used. When making reference to an author's work in the text, their name is followed by the year of publication of their work in brackets. If reference is made without mentioning the author in the text then both the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets (Cormack, 1996). When more than one work is cited, these can be listed within the same bracket separated by a semi-colon and in chronological order (Cormack, 1996; Black, 2001). If page numbers are to be added, this is to be done after a comma after the year followed by p. for a single page and pp. for a range of pages (Smith, 1978, pp.12-14).

Please make sure that every reference cited in the text is also present in the reference list (and vice versa).

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2.2. Tables and Figures

Table and figures should be inserted in the relevant part of the paper. Tables and figures should be referenced in the text (Table 1).

Table 1.Housing Typologies

Period	Housing Typology
...	...
...	...
....	...

Tables and figures should be numbered consecutively in accordance with their appearance in the text.

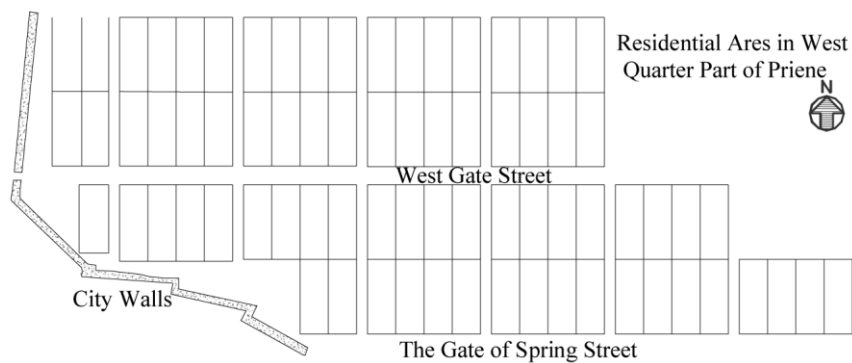


Figure 1.The Transformation of Houses in The North of The West Gate Street

2.3. Results

The results or main findings of the study should be clearly presented.

3. Conclusions

The main conclusions of the paper should be presented here. This section may be followed by a section of Acknowledgements if applicable.

4. References

References to all publication cited in the text should be presented in a list following the abstract body text. These should also be typed in Times New Roman 12-point, single line spacing, with a blank line between each reference cited.

Harvard System of Referencing is to be used.

Baron, D.P., 2008. Business and the organisation. Chester: Pearson.

Silverman, D.F. and Propp, K.K. eds., 1990. The active interview. Beverly Hills, CA: Sage.

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. Humanities information research. Sheffield: CRUS, pp. 44-68.

Boughton, J.M., 2002. The Bretton Woods proposal: an indepth look. Political Science Quarterly, 42(6), pp.564-78.

International Transport Forum, 2010. Transport Outlook 2010: The potential for innovation. [online] Available at:

<<http://www.internationaltransportforum.org/Pub/pdf/10Outlook.pdf>>

[Accessed 2 September 2011].