Guidelines for Authors to Prepare Full Paper for the World Sustainable Built Environment Conference 2017 Hong Kong

1. INTRODUCTION

The guidelines for authors are designed to achieve uniformity in the papers appearing in the conference proceedings. The typography, layout and style used should be exactly the same when preparing your full paper. Please follow the specific styles defined in this guideline and use the provided template to format your submission.

The official language of the WSBE17 Hong Kong is English.

All abstracts and full papers must be submitted through the online system.

1.1) Abstract
- Please place your abstract in the given text field on the submission form on online system. No extra document is required at this stage.

1.2) Full Paper
- File Format: Microsoft Word (.doc or .docx)
- File Name: Please name your documents according to the assigned ‘User ID’ as ‘Paper_RegistrationID’, i.e. ‘Paper_0001.doc’
- All submissions will be put through a double-blind peer review process. Please do not include your names and organisation in the title or body of your submission.

2. CONTENT AND STRUCTURE

2.1) Abstract
An abstract should be no more than 300 words which includes a title and provides a comprehensive summary of the purpose, methodology, findings and conclusions of your paper. The abstract should have no references.

2.2) Full Paper
Your submission must provide the details of the work to readers. It should be clearly divided into sections, with heading / sub-headings, so that readers can follow the logical development of work.

The Full Paper should be within eight standard A4 pages long.
3. FONT TYPE, SIZE AND STYLES

Please use the font type “Arial” only and the attributes as mentioned in below Table 1.

The font sizes and font styles are associated with the pre-defined styles. Use the pre-defined styles properly and do not modify the styles.

<table>
<thead>
<tr>
<th>Text</th>
<th>Font Size and Style</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>16, Bold, Centre Alignment</strong></td>
</tr>
<tr>
<td>SECTION HEADING</td>
<td><strong>14, UPPER CASE, BOLD, LEFT ALIGNMENT</strong></td>
</tr>
<tr>
<td>Sub-heading</td>
<td>14, Left Alignment</td>
</tr>
<tr>
<td>Keywords</td>
<td>10, Capitalised, Italic, Left Alignment</td>
</tr>
<tr>
<td>Content Text</td>
<td>12, Justify</td>
</tr>
<tr>
<td>Table, Figure and Image Captions</td>
<td>10, Capitalised, Centre Alignment</td>
</tr>
<tr>
<td>Equations</td>
<td>10, Left Alignment</td>
</tr>
<tr>
<td>Footnotes and References</td>
<td>10, Justify</td>
</tr>
</tbody>
</table>

4. PAGE LAYOUT

Page numbers should be inserted at the bottom of your submission.

<table>
<thead>
<tr>
<th>Page Layout</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Size</td>
<td>A4 (21 cm x 29.7 cm)</td>
</tr>
<tr>
<td>Orientation</td>
<td>Portrait</td>
</tr>
<tr>
<td>Top Margins</td>
<td>1”</td>
</tr>
<tr>
<td>Bottom Margins</td>
<td>1”</td>
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<tr>
<td>Right Margins</td>
<td>1”</td>
</tr>
<tr>
<td>Left Margins</td>
<td>1”</td>
</tr>
<tr>
<td>Line and Paragraph Spacing</td>
<td>Single</td>
</tr>
</tbody>
</table>

5. GRAMMAR, STYLE AND PROOF READING

Please use appropriate grammar and style. The responsibility for detecting errors lies with the authors. Any submission that does not conform to this instruction may be returned to the authors for necessary revision before publication.
6. ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or headings unless they are unavoidable.

7. NUMBERING AND UNITS

7.1) Use Arabic numbers for section and sub section headings.
7.2) Use a zero before decimal points: “0.25,” not “.25.” Use “cm³,” not “cc.”
7.3) Use the International System of Units (SI) only.

8. FIGURES AND TABLES

It is best to embed the figures in the text where they are first cited, e.g. see Figure 1. Please ensure that all labels in the figures are legible irrespective of whether they are drawn electronically or manually.

Figure captions should be below the figures as shown in Figure 1, and the table captions should be placed at the top of the tables as shown in Table 1 above.

![Diagram of Reading Ease]

Figure 1: Four Elements of Reading Ease

9. EQUATIONS

Equations should be numbered consecutively, as in Eq. (1). Italicise symbols for quantities and variables but not function names and units. Make sure that the symbols in your equation have been defined before the equation appears, or their definitions follow the equation immediately.

\[ f(x) = \sin(a) + \cos(b) \]

where, \( a = \) variable one and \( b = \) variable two.

\[ \text{Eq. (1)} \]
10. IMAGES

All images should be with good contrast and preferably in JPEG format in high resolution (300 dpi). Half-tone pictures must be sharp enough for reproduction, otherwise they will be rejected. Colour images are allowed only when they are stated in the publishing agreement. The colour images must be prepared in CMYK (Cyan, Magenta, Yellow and Black). RGB colour images are not acceptable for colour separation.

11. REFERENCING

A list of references is required to be appended at the end of the paper. Please note that section numbers are not required for Appendix and References.

- Footnotes

Footnotes are denoted by a number superscript in the text\(^1\). Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

- Citation

References should follow the Harvard Referencing System. Use the author-date style of citation. Citations in the text appear as name and date within parentheses (e.g., Chan, 1999) and complete references are listed alphabetically at the end of the paper.

When there are three or more authors, use the form (Main Author et al., year). When reference is made to more than one work by the same author(s) published in the same year, identify each citation in the text in the following manner: (Chan, 2005a, 2005b). Online citations should include the date of access. Please be sure to include complete references for databases, including the year, online addresses and access date.

All references should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e. you can give the address to obtain the report within your citation) and may be obtained by any reader. Proprietary information may not be cited. For papers published in translated journals, please provide the English citation [6]. Following are some examples of different types of references.

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\(^1\) This is an example of footnote.
In the case of a website source that is produced by an organisation and not an individual, treat the organisation as a 'corporate author'. Otherwise, the same format for individual authors applies. Word may try to automatically ‘underline’ hotlinks in your references, the correct style is not underlining.

**Books**

**Journals**

**Conference Papers**

**Thesis**

**Web Page**

**Translated Materials**

12. **IMPORTANT NOTE**

This document provides authors with basic guidance on how to prepare the abstract and full paper. It is highly advised to strictly follow the instructions provided. Any submission that does not meet the requirements will be returned to the author(s) for revision.

- End -