

# GUIDELINES FOR PREPARATION OF MANUSCRIPTS FOR THE 2005 WORLD SUSTAINABLE BUILDING CONFERENCE IN TOKYO

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## Summary

The summary (10-point Arial, single-spaced) shall total approximately 200 words in English. The summary (10-point Arial, single-spaced) shall total approximately 200 words in English.

## 1. Introduction

This document contains instructions for preparing a full paper for submission to the Sustainable Building 2005 Conference (SB05Tokyo). When preparing your paper, please follow these instructions carefully to ensure the Proceedings have a uniform appearance. This document has been formatted according to these guidelines.

Full papers submitted in electronic form will be included in the congress proceedings to be published on CD-ROM or DVD. A bound book of abstracts will also be printed in black and white. Both publications will be distributed to participants at the conference.

You are required to submit your full paper in electronic form (See 3.1 *Submission Guidelines*). Using word processing software, write the full paper in English on an even number of A4-size pages (**4, 6, or 8 pages**). Do not exceed eight pages in length including all references, tables, photos, and diagrams. The CD-ROM/DVD will include the full paper submitted and reviewed by referees.

For your convenience, we are providing a template file that has already been formatted according to these guidelines.

The deadline for submission of papers is March 1, 2005.

### 1.1 Previous Publication and Copyright Policy

Authors shall not submit papers that have been or will be considered for publication by other organizations or publishers.

It is the author's responsibility to secure and transmit to the SB05Tokyo National Conference Board all necessary approvals for release of proprietary information and copyrighted materials appearing in the manuscript prior to its submission.

When sending the full paper, the author must submit his or her consent, via the website, to the "Agreement for Permission to Publish," which permits the SB05Tokyo National Conference Board to include the full paper in the book of abstracts, post the abstracts on the SB05Tokyo website, and include the full paper in the Proceedings to be published on CD-ROM or DVD.

## 2. Preparation of Manuscripts

### 2.1 Fonts and Formatting

As you read these guidelines, please refer to the sample layout at the end of this document.

Place all text, figures, and tables within an area measuring 170 mm wide and 240 mm high. On A4-size paper (210 mm x 297 mm), this is equivalent to left and right margins of 20 mm and top and bottom margins of 25 mm. Do not number the pages; the organizer will arrange the page numbering later.

Use only the fonts (typefaces), character point sizes, and line spacing specified in the subsections below. Do not use any font other than Arial. Do not use characters from two-byte character sets such as Chinese, Japanese or Korean. For special characters such as Greek letters, use symbol fonts. For numerical expressions, we recommend that you use the Equation Editor tool included with Microsoft Word or MathType (Design Science, Inc.). Unless indicated otherwise, use single line spacing (10-point) for all paragraphs, noting the number of blank lines to be inserted between the main elements of the paper.

We suggest that you use the Microsoft Word template file provided. It contains pre-formatted styles for each of the components of the paper. If you apply these styles to the respective components of your paper, it will be formatted automatically according to these guidelines. The names of the styles to be applied to each component of the paper are indicated in the formatting instructions below.

## 2.2 First Page

On the first page, include the title, information about the authors, the keywords, and the summary.

The **Title** (11-point Arial bold, all capital letters, centered, style name "Title") should be a maximum of 25 English words, without any abbreviations. Please use the same title used for the abstract you submitted previously. You may modify the title of your abstract at any time between February 1 and March 1, 2005. Leave two blank lines after the title (10-point Arial, style name "Body Text").

List each **Author** on separate lines with the given name(s) followed by the FAMILY NAME (10-point Arial, centered, style name "Author"). Indicate the speaker's name in bold (style name "Speaker"). Append a superscript footnote number after each author's name that will be linked to the author's affiliation. Leave one blank line after the authors' names (10-point Arial, style name "Body Text").

List the authors' **Affiliations** comprising the academic affiliation and postal address including city, postal code, and country followed by e-mail address (10-point Arial, flush left, style name "Affiliation"). Do not include telephone or facsimile numbers. Start each affiliation on a new line, preceded by the superscript footnote number linked to the author's name. Leave two blank lines after the last affiliation (10-point Arial, style name "Body Text").

Choose up to eight **Keywords** from your paper and list them as shown in the template file, separating each word with a comma and single space (10-point Arial, style name "Body Text"). Insert two blank lines after the list of keywords.

Begin the **Summary** with a level-1 heading (11-point Arial, bold, flush left, 11-point line spacing, style name "Heading 1"). Insert one blank line (5-point line spacing) after the heading (this space is automatically inserted when the style "Heading 1" is applied). The body of the Summary (10-point Arial, flush left, style name "Body Text") should total about 200 words in English. Insert one blank line (5-point line spacing) between paragraphs in the body of the Summary. (This space is automatically inserted when the style "Body Text" is applied to the preceding paragraph.) Do not indent the first line of any paragraph.

## 2.3 Full Text of the Manuscript

Follow the summary with the **Full Text** of your paper (10-point Arial, flush left, style name "Body Text"). Insert one blank line (5-point line spacing) between paragraphs in the body of the Abstract. (This space is automatically inserted when the style "Body Text" is applied to the preceding paragraph.) Do not indent the first line of any paragraph.

## 2.4 Headings

Limit headings to three levels and number them according to the decimal system when appropriate.

### 2.4.1 Main heading: 1. Heading Level 1

(11-point Arial, bold, flush left, 11-point line spacing, 10-mm hanging indent, style name "Heading 1"). Capitalize the first letter of all major words.

### 2.4.2 Subheading: 2.1 Heading Level 2

(10-point Arial, bold, flush left, 10-point line spacing, 10-mm hanging indent, style name "Heading 2"). Capitalize the first letter of all major words.

### 2.4.3 Third-level heading: 1.1.1 Heading level 3

(10-point Arial, flush left, 10-point line spacing, 10-mm hanging indent, style name "Heading 3") Capitalize the first letter of the first word.

Insert a single blank line (10-point line spacing) before all headings (the three heading styles provide this space automatically). Insert a half-space blank line (5-point line spacing) between all headings and the text, graphic or table that follows. Position heading numbers flush left, followed by a tab and the text indented 10 mm. To avoid leaving a heading stranded at the bottom of a page, force the heading to the top of the following page by inserting a blank line.

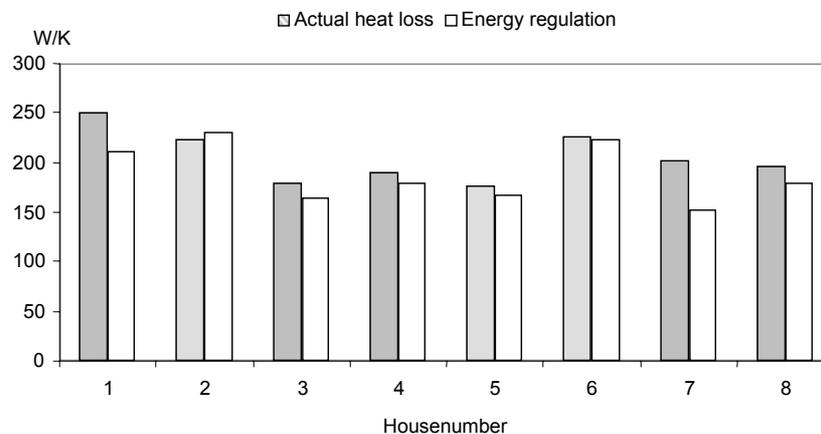
If you apply the styles provided, all these formatting requirements are provided automatically.

## 2.5 Graphics (Drawings and Photographs) and Tables

Insert graphs, line drawings, and photographs into the finished document as digital objects. Use a resolution of at least 300 x 300 dpi (dots per inch) for photographs and drawings. Center the figure on the page, placing it as close as possible to the text in which it is mentioned; do not append figures at the end of your paper. Provide a figure number (in consecutive Arabic numerals) and caption below each figure and photograph.

For the captions of figures and tables, use 10-point Arial italic with 10-point line spacing (style name "Caption"). To ensure legibility, do not use point sizes smaller than 8 points for text appearing within figures and tables. See the sample layout at the end of this document.

Provide a table number (in Arabic numerals) and caption centered above the table (10-point Arial, centered, 10-point line spacing, style name "Table number"). Avoid vertical lines in tables where possible. See the sample layout below. For ease of file transfer, use compact formats for images. The following image has satisfactory resolution in jpeg format (137 KB).



*Figure 1 Comparison between actual heat loss and maximum allowed heat loss in 8 Norwegian log houses.*

Provide a table number (in Arabic numerals) and caption centered above the table (10-point Arial, centered, 10-point line spacing, style name "Table number"). Avoid vertical lines in tables where possible. See the sample below.

Table 3 Results for Axial Load

Yield Line Number	Normal BM (Nmm)	Yield Line Length (mm)
1	-13.793	5.771
2	-25.058	11.660
3	-18.315	11.832
4	-10.334	11.813
5	-4.335	11.638

## 2.6 Equations

Use the equation editor (integrated within Microsoft Word) to insert equations as text wherever possible. Alternatively, insert equations as images. When using the Windows platform, apply either Arial or Symbol fonts in equations; when using the Macintosh platform, apply Times, Helvetica or Symbol fonts. Reference each equation with a number in parentheses at the right margin of each equation. Insert one blank 10-point line (style name "Body Text") above and below each equation. See the sample layout below.

$$w = \frac{M}{Q} \left\{ \frac{\sin[k(h-x)]}{\sin(kh)} + \frac{x}{h} - 1 \right\} \quad (1)$$

## 2.7 Units

Use SI units exclusively. Indicate decimal locations with a period; do not use a comma.

## 2.8 References

List references in the text according to the author-date method. When the author reference is a natural part of the sentence, you can indicate the reference as follows:

Nørstrud (1990) described a similar format which was used for the second Symposium on Building Physics in the Nordic Countries.

When a paper has many authors, mention only the principal author followed by "et al." instead of listing them all. If an author appears in the reference list with different publications from the same year, the publication years may be modified as follows: 1990a, 1990b, etc.

Append a list of references to the end of the document. Authors are listed alphabetically with the first author's surname and initials followed by the initials and surnames of co-authors. Authors' names are separated by a comma except for the last two authors' names, which are separated by "and." Include all authors in the reference list. The year of publication follows the authors' names, followed by the title of the article, paper, book or report and either the name of the periodical in which the article is printed, the name of the conference and location at which the paper was presented, or the name of the publisher or the institution behind the publication. If the reference is to a monograph, indicate the title in italics. If the reference is to an article in a periodical, indicate the name of that periodical in italics. Complete the reference to periodicals with volume and page numbers. Also indicate the editors of conference proceedings. Use a full stop to separate all entries used to describe a reference. Format the reference list as body text (style name "Body Text"), inserting a blank line between each entry in the reference list (provided automatically if the style is used).

An example of a reference listing is provided below.

## References

Gann, D.M. 1996, Construction as a manufacturing process? Similarities and differences between industrialized housing and car production in Japan. *Construction Management and Economics*, 14, pp. 437-50.

Yashiro, T. 1998, Localization of industrialized construction method for blocks of flats. In *Proceedings of the Sixth East Asia-Pacific Conference on Structural Engineering & Construction*, National Taiwan University, pp. 1029-34.

Yashiro, T. 1999, 'International uncertainty' for procurement of innovative technology in construction projects. In Ogunlana, S. (ed.), *Profitable Partnering in Construction Procurement*, E & FN Spon, pp. 419-28.

## 3. Submission Guidelines

You may submit your paper through our website ([www.sb05.com](http://www.sb05.com)) between February 1, 2005, and March 1, 2005. If you want to revise the file after you have submitted it to our website, you can do so at any time before March 1.

Submit your paper as a Portable Document Format (.pdf) file. Name your file "PAP" followed by your four-digit abstract number followed by the file extension ".pdf". For example, given the abstract number "1024", you would name your file as follows:

**PAP1024.pdf**

Please note the file size must not exceed 1 MB.

When creating your PDF file, please do not include any characters from two-byte character sets such as Japanese, Korean, or Chinese.

You may embed all fonts in your file. When using Acrobat Distiller, select "Print Optimize" or "Print" in the job option. Check the status of the fonts with Acrobat or Acrobat Reader as follows: Open the PDF file with Acrobat and choose "File" -> "Document Properties" -> "Fonts" to display the list of embedded fonts.

We recommend that you print your PDF file to confirm the quality of the PDF conversion.