



**ENVIRONMENTAL DESIGN AND MANAGEMENT
CONFERENCE (EDMIC) 2015**

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GUIDE TO PREPARING PAPERS FOR FINAL SUBMISSION

PAPER TITLE

(Justified, font 16, all capitals)

(Include author(s) name(s) and details as follows)

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ABSTRACT (ALL CAPS, BOLD, LEFT JUSTIFIED)

The abstract text should not exceed 200 words. The font set at Times New Roman 10 point for the abstract body and keywords only. The purpose of the abstract text is to capture the essence of the paper and the principal conclusions. Do not use the following phrases to describe your paper, “this paper will discuss”... “this report”... “the authors will discuss”... “the hypothesis is.” Avoid writing in first person. A well-written abstract will inform the reader of the objective of the paper without using such words. Precise specifications for laying out the paper and using this template will assist the conference organizers in compiling the proceedings. Font sizes, paragraph formats and other details are specified so that proceedings can be presented in a consistent and professional style. This document is formatted according to these guidelines to provide an example for authors.

Keywords: five keywords listed reflecting the contents of the paper, please use lower case and alphabetical sequence separated by commas, finishing with full-stop.

WRITING STYLE

All papers are to be submitted in English. Please bear in mind that classifications and definitions of terminology vary between countries, so provide the local definition for any terms used other than those in common usage internationally. Please put yourself in the position of the likely reader when finalising your paper. The use of headings, subheadings and some graphics add to the clarity of your paper and provide “sign-posting” for the reader. Please avoid the use of footnotes generally apart from stating author contact details.

FORMAT AND STRUCTURE

The following is a suggested structure for your submission. Keeping within, or close to, this format will greatly assist the editors of the conference proceedings.

Title

Authors

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Abstract

Keywords

Each of the following sectional headings should be typed using font 14, all capitals and bold:

Introduction

Literature Review/ Context

Research Methods

Main Discussion

Conclusions and Recommendations

References

The paper should NOT exceed 10 pages in length, including tables, references, etc.

DETAILED PAPER INSTRUCTIONS

INTRODUCTION (FONT 14, ALL CAPS, BOLD, JUSTIFIED)

The font for the body of the paper set to Times New Roman 12 point and justified. 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.

Sub-heading (Bold, lower case)

It is helpful to break the argument into steps by the use of sub-headings where necessary. 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.

Margins for Paper

Left margin set to 3.8cm, all others set to 2.5cm.

Spacing

Single space text. Double space between paragraphs.

Tables

Tables should be kept as simple as possible. Make sure that they are referred to from the text (e.g. see Table 1) and placed within the text at a convenient position after being referred to. Please note that **Tables are not to be included at the end of the paper** as would be the case for journal publications. Omit vertical lines from tables and omit grey shading and 3D effects from all tables, charts and figures. They do not photocopy well and frequently obscure the real message. Do not use excessive accuracy in reporting measurements and statistics. Percentages are best given as whole numbers. Generally, two or three significant figures are adequate. 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. Table captions should be placed **above** the table.

Figures

Figures should be kept as simple as possible. Figures should be used where relevant, but do not use them unnecessarily. Make sure that they are referred to in the text (e.g. Fig. 2) and that they are not too complicated or large. A figure caption should be inserted immediately **below** your figure. If your work relies on the presentation of complex graphics, then the paper can make a point with an extract from a larger graphic but 3D effects are an unnecessary distraction. No colour since proceedings are printed in black and white only. Please so not include screen shots of computer displays. It is better to render the relevant information into a simpler graphic or chart.

Pie charts

Pie charts are generally unnecessary as the information can 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 and bar charts

Where histograms are used, they 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 (this may need adjusting to reduce the white space between them, although there should be some white space). Grid lines should be used only sparingly. The bars should be white. 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.

No colour photos

Since the proceedings will not be printed in colour, please refrain from using colour photos.

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 of the paper to show how the questions posed at the beginning have been answered.

References

References to other publications must be in Harvard style or American Psychological Association (APA) style and carefully checked for completeness, accuracy and consistency. You should cite publications in the text: (e.g. Ademuleya, 2013) using author's surname for a single-authored article or (Ademuleya and Daramola, 2013) citing both names for an article by two authors, or (Amole *et al.*, 2014), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied by the first author's surname. If references to the same author have the same year, they should be differentiated by using 2013a and 2013b etc. The style should follow the examples below:

Referencing a book

Winch G.M. (2010) *Managing Construction Projects*, 2nd Edition. Wiley-Blackwell Publishing, Chichester.

Referencing a paper/chapter in a book

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 a book published by a body or an organisation

If no person is named as the author of a cited publication, the body should be used – for example:

Project Management Institute (2012) *A Guide to the Project Management Body of Knowledge*, 4th Edition, Project Management Institute, Atlanta.

Referencing a journal article

Odeyinka H; Lowe J and Kaka A. (2013) Artificial neural network cost flow risk assessment model. *Construction Management and Economics*, **31** (5). 423 - 439.

Referencing an article in a Conference Proceeding

Reed, H and Loosemore M. (2012) Culture shock of alliance projects *In: Smith, S.D (ed) Proceedings of the 28th Annual ARCOM Conference*, 3-5 September 2012, Edinburgh, UK, Association of Researchers in Construction Management, 543-552.

Referencing a Thesis

El-Askari, S (2000) *A Methodology for Expenditure Planning of Irrigation Infrastructure using Hydraulic Modelling Techniques*, Unpublished PhD Thesis, Department of Engineering, University of Southampton.

Referencing internet sources

If an internet source has been cited, the reference should include the web address and access date – for example:

Habraken, N. J. (2006) Open Building: Introduction [online]. Available at: <http://www.habraken.org/html/introduction.htm> (accessed July 2009).