

# INSTRUCTIONS FOR PREPARING MANUSCRIPTS

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The abstract should summarize the context, content and conclusions of the paper in between 150 and 225 words. It should not contain any references or displayed equations. Typeset the abstract in 9pt Times New Roman with line spacing of 11pt, making an indentation of 7mm on the left and right margins. Suggest approximately 6–12 keywords for indexing purposes (separated by commas) as below.

*Keywords:* Keyword1, keyword2, keywords3, keywords4, keyword5, keywords6.

## 1 General Appearance

Contributions to The Sixth International Structural Engineering and Construction Conference, *Zürich, June 21–26, 2011* are to be in American English. Authors are encouraged to have their contribution checked for grammar. American spelling should be used. Two spaces MUST be left after the period of each sentence. Abbreviations are allowed but should be spelt out in full when first used. Integers ten and below are to be spelt out. Italicize foreign language phrases (e.g. Latin, French). Authors are required to submit their manuscripts both in MS-WORD and PDF formats, and should check their formatting before submission.

## 2 The Main Text and Important Considerations of the Paper

The text is to be typed in 10pt Times New Roman, single spaced. A4/US letter size paper can be used. The trim size is 245mm (height) x 171mm (width). Text area includes running title; the footer at the bottom is 211mm deep and 132mm wide. The entire text is in a 2-column format, except for the

abstract. Each column is 66mm wide with 5mm as a column separator. Final pagination and insertion of running titles will be done by the publisher. Authors are encouraged to use this style template in MS-WORD.

## 3 Major Headings

Major headings, including sub-headings and sub-sub headings should be typed in boldface in Title Case. Leave 6 pt additional space after the major heading, and one line space before.

### 3.1 Sub-headings

Sub-headings should be typed in boldface italic. Capitalize the first letter of the first word only. Leave no additional space after the sub-headings; leave one space before.

#### 3.1.1 Sub-subheadings

Typeset sub-subheadings in boldface italic and capitalize the first letter of the first word only. Number the sub-sub headings systematically, as illustrated. Make sure that no heading, sub-heading, or sub-sub heading appears all by itself on the last line. Leave no

line space after the sub-headings; leave one space before.

### 3.1.2 Numbering and Spacing of Headings

Sections, sub-sections and sub-sub-sections are numbered uniformly in Arabic numerals. Leave two spaces after the end of the numbering and beginning of heading text. Flush left all paragraphs that follow after section headings. Subsequent paragraphs should be indented.

### 3.1.3 List of Items

Lists may be laid out with each item marked by a bullet (dots only):

- Item one
- Item two

Leave 6pt space before and after bullets. Alternatively, items may also be numbered in lowercase Roman numerals:

- (i) item one
- (ii) item two
  - (a) lists within lists can be numbered with lowercase alphabets
  - (b) second item
- (iii) item three.

### 3.1.4 Equations

The equations are typeset in 10pt size, centered. Equation numbers must appear right aligned with open and closed parentheses (see Eq. (1)). In MathType please set the font size to 10pt by selecting the MathType menu “Size” > “Define”. When the “Define Sizes” dialog appears, set the value for “Full” as 10pt.

Displayed equations are to be centered on the page measure and have at least 8pt empty space above and below the equations. Displayed equations should be numbered consecutively in the paper, with the number

set flush right and enclosed in parentheses, as below:

$$\mu(n,t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^t 1(N(\sigma) = n) d\sigma} \quad (1)$$

Equations should be referred to in the text in abbreviated form, e.g. “Eq. (1)” or “Eq. (2)”.

Conventional symbols should be adopted and used consistently. There is no constraint on use of units. Standard English letters like  $x$  are to appear as  $x$  (italicized) in the text if they are used as mathematical symbols. Punctuation marks are used at the end of equations as if they appeared directly in the text.

## 4 Figures and Photographs

Figures are to be inserted into the text nearest its first reference. The text in the figures should be large enough so that the text is reasonably readable. Authors are advised that all photographs will be finally reproduced in grayscale/black and white.

Leave one line space before and after the figure caption. Leave one line space between the text and start of the figure. Figures are to be placed closest to where cited, but definitely within the same section as called. Figures must be anchored to move with the text and be sequentially numbered in Arabic numerals. The 9pt font figure caption must be placed below the figure. Whereas every effort should be made to place figures within a single column, larger sized figures may span across both columns by inserting suitable section breaks.

All authors must testify that their tables and figures are their own works, previously published figures must be accompanied with written permission from the author and publisher.

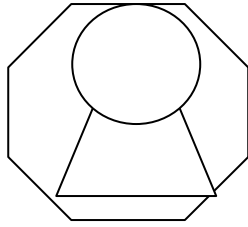


Figure 1. This is the caption for the figure in font 9pt. The caption must be centered.

## 5 Tables

Tables should be inserted in the text as close to the point of reference as possible, and definitely within the same section. One line space should be left above and below the table; also keep one line space after the text and start of the Table caption.

Tables should be numbered sequentially in the text in Arabic numerals. Captions are to be centered above the tables (see Table 1).

Table 1. This is the caption for this Table in font 9pt. The caption must be centered.

Year	Height of Dam (m)	Width at Base (m)
1200	10	50
1350	15	70
1625	17	90
1865	25	119
1950	30	135
2006	39	155

The table captions must be in 9pt Times New Roman. If tables need to extend over to a second page or column, the continuation of the table should be preceded by a caption, e.g. “Table 1 (Continued)”. The text inside tables should be in 9pt. Whereas every effort should be made to place tables within a single column, larger sized tables may span across both columns by inserting suitable section

breaks. In all events, tables must be anchored to move with the text.

## 6 Questions

For questions on writing the paper and submitting manuscripts, please consult the ISEC website and this guideline first. If your question is not answered, kindly contact *Professor Sai On Cheung* at [bcsoc@cityu.hk.edu](mailto:bcsoc@cityu.hk.edu). Please adhere to the submission schedule for best results to ensure your paper is published.

## 7 Copyright Transfer Agreement

The copyright transfer agreement, available at the ISEC website, MUST be submitted along with the submission of the paper.

## 8 Typesetting

All manuscripts will be typeset by RPS publishers. Authors will be sent manuscript proofs that they must attend to within the limited time prescribed by RPS.

## 9 Footnotes

Footnotes must be numbered sequentially; select footnotes at the bottom of page by going *Insert* → *Footnote*.<sup>1</sup> Endnotes will be permitted for legal affairs type of papers only.

## 10 Publication and Registration

Each submission (up to two papers per author) will require payment of registration fee before the paper can be published in the conference proceedings. Registration must be made online at the ISEC website using a credit card

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<sup>1</sup>This is a sample footnote. Aim to keep all footnotes within two to three lines. Footnotes take up space, so use them sparingly.

or PayPal account. The early bird deadline is Dec 12, 2010.

## 11 Manuscript Length

The maximum number of pages permitted is SIX. In addition, no manuscript shall be less than FOUR pages. In the event the manuscript is only four pages, the fourth page should take more than 67% of the page.

## 12 Manuscript Submission

The manuscript must be submitted by email to the section manager(s) in charge of your manuscript. Submit a WORD document and a PDF. Kindly adhere to the submission deadlines.

### Acknowledgments

This section and its heading (unnumbered) should be in 9pt and come before the appendices and references. Dedication and funding information may also be included here.

### Appendix A. The Relation Between $R$ and $V$

Appendices should be used only when absolutely necessary. They should come before the References. If there is more than one appendix, label them alphabetically. Number the displayed equations occurring in the Appendix in this way, e.g., (A.1), (A.2), etc

$$\frac{S_R(f)}{R^2} \cong \frac{\alpha_H}{nV_{\text{eff}}} \frac{1}{f^k}. \quad (\text{A.1})$$

$$\mu(n,t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^t 1(N(\sigma) = n) d\sigma}. \quad (\text{A.2})$$

### References

References in the text are as Singh and Shoura (2006) and Cheung (2007) using the last name of the author in the citation, rather than numbers. The

reference list should appear in alphabetical order by last name. When multiple references are used at the end of a sentence or within parentheses, enter them like this (Newnan 1983, Yazdani 2001, Ghafoori 2009); order these references in the text by their year of publication.

For journal names, use the standard abbreviations. Type references in continuous format in 9pt Times New Roman with single line spacing. List references using the style shown in the following examples. All manuscript titles and journal names should be in *Title Case*.

Court cases must be *italicized* when entered in the text, like *Drennan v. Star Paving Co.*

The Reference heading is unnumbered.

### Journal Papers

Singh, A., The Future of Energy, *Leadership and Mgmt. in Engrg.*, 9(1), 9-25, Jan, 2009.

Singh, A. and Shoura, M. M., A Life Cycle Evaluation of Change in an Engineering Organization: a Case Study, *International Journal of Project Management*, Elsevier, 24(4), 337-348, May, 2006.

### Books

Newnan, D. G., *Engineering Economic Analysis*, 2<sup>nd</sup> ed., Engineering Press, Inc., San Jose, CA, 1983.

Cheung, S. O., *Trust in Co-operative Contracting in Construction*, City University of Hong Kong Press, Hong Kong, 2007.

### Edited Volumes

Ghafoori, N. (ed.), *Challenges, Opportunities, and Solutions in Structural Engineering and Construction*, Proceedings of the 5<sup>th</sup> Intl. Struct. Engrg. and Constr. Conf., Las Vegas, Sept 22-25, CRC Press/ Balkema, 2009.

### Proceedings Papers

Yazdani, S., Damage and Preloading in Concrete, in *Creative Systems in Structural and Construction Engineering*, Singh, A. (ed.), 995-998, A. A. Balkema, Netherlands, 2001.

### Acts and Statutes

Motor Carrier Safety Improvement Act of 1999. Pub L. No. 106-159. 113 Stat. 1748  
15 U.S.C. § 1414 (2006).

***Court Cases***

Double AA Builders, Ltd. v. Grand State  
Construction L.L.C., [2005] 210 Ariz. 503, 114  
P.3d 835.

Drennan v. Star Paving Co., [1958] 51 Cal.2d 409,  
333 P.2d 757 Supreme Court of California.  
United States v. Delgado, 545 F.3d 1195 (9<sup>th</sup> Cir.  
2008).