

INSTRUCTIONS FOR PREPARING MANUSCRIPTS FOR SUBMISSION TO ISEC

FIRST AUTHOR¹ and SECOND AUTHOR²

¹*Department, University/Organization, City, Country*

²*Group, Company, City, Country*

The abstract should summarize the context, content and conclusions of the paper in between **100 and 225 words**. It should tell the reader what the research was about, how it was undertaken, and what was discovered in one or two sentences. It should conclude with one sentence on the most important consequence of the work. It should not say how the paper is organized (i.e., you should write about the research, not about the paper or the act of writing it). It should not be a table of contents in prose, or an introduction. It should not contain any references or displayed equations. Typeset the abstract in **10pt Times New Roman with exact line spacing of 11pt**, and margins of 39.73mm (1.56in) 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.
(No word that is in the title should be repeated in the keywords).

1 GENERAL APPEARANCE

Contributions to any ISEC conference or publication are to be in American English. Authors are required to submit their manuscripts both in MS-WORD and PDF formats, and should check their formatting (as per guidelines below) before submission. The CTA (Copyright Transfer Agreement) **MUST** be submitted at the same time as your manuscript. **Though a copy editor will review the paper, all authors must submit camera ready manuscripts.**

2 THE MAIN TEXT AND IMPORTANT CONSIDERATIONS

The text is to be typed in **11pt Times New Roman, single-spaced**. The trim size is 245 mm (height) x 171 mm (width). All text area dimensions are 211 mm long and 137 mm wide. The entire text is in a **single column** format. See headers and footers in this document for content and format style (insert as is). Final pagination and insertion of running titles will be done by the publisher, but add page numbers for now to show the length of your manuscript. Authors are encouraged to use MS-WORD (.doc or .docx).

2.1 Margins on All Sides

Use **US letter size** paper 215.9mm (width) x 279.4 mm (height), with a 34.29mm (1.35in) top margin, 34.29mm (1.35in) bottom margin, 39.45mm (1.55in) left margin, and 39.45mm (1.55in) right margin.

2.2 Brief Instructions on Sentence Style, Punctuation, and Grammar

Authors are encouraged to have their contribution checked and reviewed for grammar and American spellings. Two spaces MUST be left after the period of each sentence, and after a colon. Abbreviations are permitted but should be spelled out in full when first used. Integers ten and below are to be spelled out. *Italicize foreign language phrases (e.g., Latin, French).* Use American conventions of commas after i.e., and e.g., but not after etc., unless etc. comes at the end of a subordinate clause. Do not overuse the semicolon; it is usually unnecessary. Use “However” to start a sentence, but do not use it in the middle of the sentence because it usually creates a run-on sentence. Avoid overlong sentences—if you cannot read the sentence aloud in one breath, add commas or break it up into multiple sentences. Put periods and commas outside quotation marks that “enclose subordinate clauses”, but “If it is a complete sentence, keep the period inside the quotation marks.”

3 MAJOR HEADINGS

1st order headings should be typed in boldface in Upper Case. Leave 6pt additional space after the major heading, and one line space before; 2nd order headings should be boldface in Title Case; 3rd order headings should be italicized in Sentence Case. Avoid “widows,” i.e., section heading coming on the last line of a page; and avoid “orphans,” i.e., a single short line on the top of a page.

3.1 Subheadings for Use in Paper

Sub-headings should be typed in **boldface**. **Use Title Case.** Leave 6pt additional line space after the sub-headings; leave one space before.

3.1.1 *Sub-subheadings for use in paper*

Typeset sub-subheadings in **boldface italic** and capitalize the first letter of the first word only, i.e., Sentence Case. Number the sub-subheadings systematically, as illustrated. Make sure that no heading, sub-heading, or sub-subheading appears all by itself on the last line. **Leave only a 6pt line space after the sub-headings title; leave one line space before.**

3.1.2 *Numbering and spacing of headings*

Sections, sub-sections and sub-sub-sections are **numbered uniformly** in Arabic numerals. Leave **four spaces** in between the numbering and the heading. Flush left all paragraphs that follow after section headings.

Indent (by 0.25in) subsequent paragraphs in your sections, sub-sections, and sub-subsections to offset them from previous paragraphs. Do not let headings “dangle” alone at the bottom of a page: Advance it to the next page if necessary.

3.1.3 *List of items*

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

- Item one item one item one

- Item two item two item two Item two item two item two Item two item two item two Item two item two item two

Leave 6pt space before and after bullets:

- (1) item one
- (2) item two
 - (a) lists within lists can be numbered with lowercase alphabets
 - (b) second item
- (3) item three

Alternatively, items may also be numbered in lowercase Roman numerals.

3.1.4 Equations

The equations are typeset in 10pt size, centered. Equation numbers must appear right aligned with open and closed parentheses without the abbreviation Eq. included—for example Eq. (1) below. 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. Equations should be referred to within the body text in abbreviated form, e.g., Eq. (1) or Eq. (2).

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 equation number set flush right and enclosed in parentheses, as below:

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

Conventional symbols should be adopted and used consistently. There is no constraint on use of units. If they are used as mathematical symbols, standard English letters like x are to appear as x (italicized) in the text.

4 Figures and Photographs

Figures are to be inserted into the text nearest its first reference, and must be referred to within the body of the text preferably before the figure appears. The text in the figures should be reasonably readable, no smaller than 9pt, and preferably in Times New Roman. Authors are advised that all photographs will be finally reproduced in grayscale/black and white, so if you must use color, make sure the color contrast is stark enough for successful grayscale reproduction (we recommend you convert the image to grayscale before submitting), or else use hatching, dashes, and dots to differentiate between lines and histogram bars, etc..

Figure captions go below the figure in 10pt Times New Roman. See Figure 1 for an example. Do not put the figure caption in bold or italics. Leave one line space

before and after the figure caption. Leave one line space between the text and start of the figure. Figures must be anchored to move with the text and be sequentially numbered in Arabic numerals. If the figure caption and the figure cannot within reason be seen on the same page, then advance the figure to the next page with a page break.

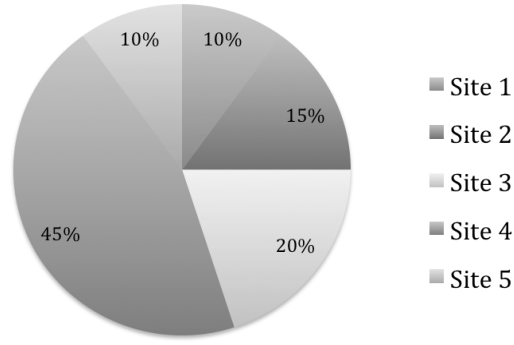


Figure 1. This is the caption for the above Figure in font 10pt. The caption must be centered.

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 and cited accordingly in your submission.

5 Tables

Tables should be numbered sequentially in the text in Arabic numerals. Captions are to be centered above the tables. Tables should be inserted in the text as close to the point of reference as possible, and definitely within the same section. Refer to the table within the text (see Table 1). **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.

Table 1. This is the caption for this Table in font 10pt. The caption must be centered.

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

Table captions must be in **10pt 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 not be less than 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 to conform to format, and submitting the final manuscripts, please first consult the ISEC website and the set of guidelines you are now reading. If your question is still not answered, kindly contact asec.sec@gmail.com.

Please adhere to the submission schedule for best results to ensure your paper is published.

7 Copyright Transfer Agreement (CTA)

The CTA, available at the ISEC website, MUST be manually signed and submitted along with the submission of the paper.

8 Footnotes

Footnotes must be numbered sequentially; select footnotes at the bottom of page by going *Insert* → *Footnote* in your MS-WORD software.¹

9 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 or PayPal account. Wire transfer, bank draft, and international money order facilities are also available. In some cases, fee discounts are available for early submissions, so check the ISEC conference page.

10 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.

11 Manuscript Submission

The manuscript must be uploaded to the ISEC website at: http://isec-society.org/ASEA_SEC_02/index.htm. Authors will need to log in with the username and password they have created. Submit three (3) items: a WORD document, a PDF, and the Copyright Transfer Agreement (CTA). Kindly adhere to the submission deadlines.

Acknowledgments

This section and its heading (unnumbered) should be in 10pt and come before the appendices and references. Dedication and funding information may also be included here.

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

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 and Citations

References appear as a list at the end of the manuscript, while Citations refer to those References within the body of the manuscript. Both must be included. **Any work in your Reference list not cited in the body of your text will be removed from your Reference list without notice during the editing process.**

Citations are rendered within the text as follows: Singh and Shoura (2006) and Cheung (2007), using the last name of the author and the publication year. An author publishing more than once in a year will be rendered as (Smith 2013a) and (Smith 2013b). When multiple citations are used at the end of a sentence or within parentheses, enter them like this: (Newnan 1983, Yazdani 2001, Vimonsatit *et al.* 2011); order these citations in the text by year of publication. Court cases must be *italicized* when cited in the text, like *Drennan v. Star Paving Co.*

The Reference list is unnumbered and should appear in alphabetical order by last name. **Type all References in continuous format** (i.e., do NOT separate them into groups of journal papers, books, proceedings, etc.) in **10pt Times New Roman with exact line spacing at 11pt**. Publication titles are *italicized*, articles within them are not. For journal names, use the standard abbreviations. All manuscript titles and journal names should be in Title Case. **Indent lines of references as shown.** Examples of Reference list styles follow:

For Journal Papers:

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.

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

For Books:

Newnan, D. G., *Engineering Economic Analysis, 2nd 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.

For 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.

Vimonsatit, V., Wahyuni, A., Nikraz, H., Behavior and Strength of Lightweight Sandwich Reinforced Concrete Beams, in *Modern Methods and Advances in Structural Engineering and Construction*, Cheung, S., Yazdani, S., Ghafoori, N., Singh, A. (Eds.), 747-751, Research Publishing Services, Singapore 2011.

For Acts and Statutes:

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

For 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 vs. Delgado, 545 F.3d 1195 (9th Cir. 2008).

For Electronic Sources:

Alibaba, Guangdong Industries cement consumption, 2012. Retrieved from www.alibaba.com/gifriorhi930589.htm on July 23, 2013.

Bernstein, M. J., 10 tips on measuring statistical lags between engineering developments. Kotaku.org, June 13, 2009. Retrieved from www.kotaku.org/10tipsonmeasuringlags.php on October 3, 2013.

STATPERFECT software, retrieved from www.statperfect.or.kr in May, 2013.