INSTRUCTIONS FOR FORMATTING YOUR CEC02 PAPER

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ABSTRACT

Formatting of technical papers is important to those interested in seeing conference proceedings that have a consistent appearance. Good formatting makes a paper so much easier to read! This paper presents the guidelines for authors wishing to submit a paper for the 3rd Concurrent Engineering in Construction Conference.

The guidelines presented here have also been adopted while formatting the present paper. Styles have been defined. Feel free to use this document and copy its style sheet. After you have formatted your paper according to this guideline, your submission should have the same look as the paper presented here.

KEY WORDS

Paper formatting, guidelines, concurrent engineering, construction.

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INTRODUCTION [EXAMPLE OF STYLE 'HEADING 1]

Technical papers submitted for the 3rd Conference on Concurrent Engineering in Construction should not only present interesting technical material and be well written, they also must be formatted properly. Formatting of technical papers is important to those interested in seeing conference proceedings that have a consistent appearance, which in turn makes it easier for readers to skim through all texts. This paper presents the guidelines for authors wishing to submit a paper for the 3rd CEC.

FORMATTING REQUIREMENTS

WORD PROCESSOR [EXAMPLE OF STYLE HEADING 2]

Please submit your document in Microsoft Word format or consult with the first author (send e-mail to tommelein@ce.berkeley.edu) *prior to submitting your paper* if other word processor outputs can be submitted.

PAPER SIZE AND DOCUMENT LENGTH

The paper should be american 'letter size' format, that is, 8 ½" by 11". Papers should be at most 12 pages long, including the title page.

FONTS AND PAGE LAYOUT

Use Times New Roman 12 pt as the font for all text and use single-line spacing. Letters used in figures or tables may be another font. When in Page Setup, define the document margins at:

- Top: 1.25 inch
- Bottom: 1.25 inch
- Left: 1.25 inch
- Right: 1 inch

STYLE SHEETS

Styles have been defined and used in this document. Feel free to import this document's style sheet into your own document. If you must define additional styles, please limit yourself to a small set. In any case, Heading 1 must be in all caps and bold. Heading 2 in small caps and bold. Heading 3 simply bold. Avoid using further subheadings.

The first paragraph of the text itself must start with no indentation relative to the left margin and 6 pt spacing above it (in this document, the corresponding style is called Text First). The subsequent paragraphs must be indented by 1/4 inch (the corresponding style is Text Running) and single-line spacing.

You can also use numbered or bulleted lists (see the example above). The paragraph following the list should be in Text First format.

DOCUMENT STRUCTURE

Provide on the first page the paper's title, author(s), abstract (150 to 200 words), and key words. Use footnotes to provide the professional title, affiliation, and mailing address of each author.

Most papers will start with an introduction and end with conclusions. The conclusions section must be followed by references.

REFERENCES

A significant body of literature now exists to describe concurrent engineering methods as well as its application to construction. It is most appropriate to build on that work and cite sources accordingly.

The format for citing references is similar to ASCE's. List all authors in the order given in the source document, then sort references in alphabetical order by authors. Example references are provided in the References section of this paper and they are cited next, in the text. Some conference proceedings such as those of the first three IGLC conferences were compiled into a book, edited by Alarcon (1997). Valuable knowledge can also be found in doctoral dissertations (e.g., Martinez 1996), technical reports (e.g., Tommelein and Ballard 1997) and, of course, journal papers (e.g., Howell et al. 1993).

TABLES AND FIGURES

Tables and figures should be centered on the page. Table 1 illustrates a sample table. As shown, this table follows the paragraphs in which it is first mentioned.

Table 1: Variability of Available Dies [example of style Table]

Type of Die	Numbers on Faces
A	5, 5, 5, 5, 5, 5
B	4, 4, 4, 6, 6, 6
C	3, 3, 3, 7, 7, 7
D	2, 2, 2, 8, 8, 8
E	1, 1, 1, 9, 9, 9

Figures are laid out in a similar fashion, but have a caption underneath, rather than above. Figure 1 provides an illustration. Figure 1 also follows the first mention in the text.

It is acceptable to have color figures in the paper but note that the proceedings will be printed in black and white only. Make sure you create a black-and-white printout to judge the quality of printing before submitting a colored document. However, the electronic copy of your paper that will be posted on the web as part of the conference proceedings can accommodate color. This electronic copy will be created by the conference organizers using Adobe Acrobat to result in a .pdf file.

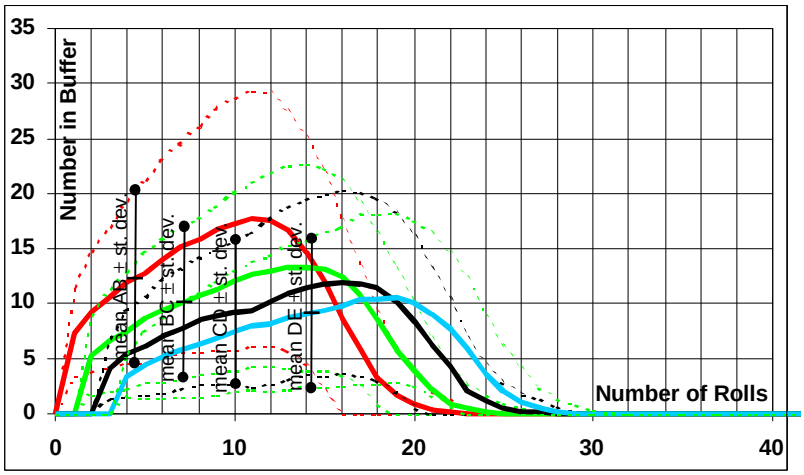

Figure 1: Average ± Standard Deviation of Buffer Size Relative to Number of Rolls after 1,000-Iteration Simulation where all Players have a fast Die (3-11)

When you insert a picture in the text, please do *not* allow that picture to float over the text. Right-click on the figure, then select Format Picture, choose Position, and *uncheck* the box Float over Text. Floating figures are a pain to deal with should any adjustments have to be made to the formatting of your paper by the editors of the conference proceedings.

CONCLUSIONS

The guidelines presented here have also been adopted in formatting the present paper. After you have formatted your paper according to this guideline, your submission should look similar in presentation as the paper presented here.

ACKNOWLEDGEMENTS

I am glad to have completed this set of formatting instructions and hope they are clear. If not, please let me know. I would like to thank in advance all authors of the CEC02 that will follow these guidelines diligently.

REFERENCES

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