Preparing a two-column paper for 6ICCH with MsWord for Windows

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ABSTRACT: This document will guide authors to submit a full paper for the proceedings of the Sixth International Congress on Construction History (July 9-13 2018, Brussels). In order to ensure uniform style throughout the proceedings, all the papers have to be prepared strictly according to the instructions set below. If you fail to follow these instructions, the editors reserve the right not to publish your paper. A template for MsWord is provided. The CPI_AR_PDF1.7.joboptions should be used to create the final Camera Ready Copy PDF file if possible. Otherwise, save your MsWord file as PDF (using the Guidelines to create PDF files.pdf). The publisher will reduce the PDF to 75% and print it in black only. For this reason, please check if your figures will be legible after reduction. To allow publication at the conference, all papers must be submitted online by December 1, 2017 (see http://6icch.org/paper-submission.html).

1 GENERAL INSTRUCTIONS

1.1 *Type area*

The text should fit exactly into the type area of 187 × 272 mm (7.36" × 10.71"). For correct settings of margins in the Page Setup (File menu) see Table 1.

Table 1. Margin settings for A4 size paper.

Setting	A4 size paper	
	cm	inches
Top	1.2	0.47"
Bottom	1.3	0.51"
Left	1.15	0.45"
Right	1.15	0.45"
All other	0.0	0.0"
Column width*	9.0	3.54"
Column spacing*	0.7	0.28"

* Column dialog box in Format menu.

1.2 *Length*

The minimum length of full papers is six pages. The maximum length of full papers is eight pages (including references, figures and tables). Figures and tables are limited to 1/3 of the length of the full papers. References must be limited to 1 page.

1.3 *Typefont, typesize and spacing*

Use Times New Roman. Use roman type except for the headings (Heading tags), parameters in mathematics (not for log, sin, cos, ln, max., d (in dx), etc), Latin names of species and genera in botany and zoology. Words or phrases in foreign languages used in English should be in italics. Titles of journals and books should be in italics. Never use bold. Never underline any text. Use single quotation marks to emphasize words (but sparingly). Never use letterspacing and never use more than one space after each other. Do not include page numbers.

1.4 *Structure*

The paper should contain the title, author(s) and affiliation, the abstract, an introduction, the body of the paper, conclusions, acknowledgements (if any), and references.

2 LANGUAGE

Authors are expected to ensure that the quality of the English grammar and vocabulary are of a standard

suitable for publication. Ensure the English UK dictionary in MsWord is used to check spelling. For authors whose first language is not English, it is essential that the final version of their text is corrected by a native English speaker who knows something about the subject of the paper, before it is submitted. The editors reserve the right not to publish any paper either through poor English or through poor content.

3 GETTING STARTED

3.1 *Preparing the new file with the correct template*

Before starting, make sure that you have a PostScript printer installed. Select the correct files for your printer: A4 paper size (21 x 29.7 cm, European size). Copy the files which you will be using to a new directory and keep the original file as a backup.

Copy the template file Template.dot to the template directory. This directory can be found by selecting the Tools menu, Options and then by tabbing the File Locations. When the MsWord programme has been started, open the File menu and choose New. Now select Template.dot. Start by renaming the document by clicking Save As in the menu Files. Name your file as follows: First three letters of the file name should be the first three letters of the last name of the first author, the second three letters should be the first letter of the first three words of the title of the paper (e.g. this paper: balpat.doc). Now you can type your paper, or copy the old version of your paper onto this new formatted file.

3.2 *Title, author and affiliation frame*

Place the cursor on the T of Title at the top of your newly named file and type the title of the paper in lower case (no caps except for proper names). The title should not be longer than 75 characters. Delete the word Title (do not delete the paragraph end). Place the cursor on the A of A.B. Author(s) and type the name of the first author (first the first name and then the last name). If any of the co-authors have the same affiliation as the first author, add his name after an & (or a comma if more names follow). Do not include any professional titles (e.g. Prof. or dr.). Delete the words A.B. Author etc. and place the cursor on the A of Affiliation. Type the correct affiliation (Name of the institute, City, State/Province, Country). Now delete the word Affiliation. If there are authors linked to other institutes, place the cursor at the end of the affiliation line just typed and give a return. Now type the name(s) of the author(s) and after a return the affiliation. Repeat this procedure until all affiliations have been typed.

All these texts fit in a frame which should not be changed (Width: Exactly 187 mm (7.36"); Height: Exactly 73 mm (2.87") from top margin; Lock anchor).

3.3 *Abstract frame*

Place the cursor one space behind the word ABSTRACT: and type your abstract of not more than 150 words. The top of the first line of the abstract will be 73 mm (2.87") from the top of the type area. The complete abstract will fall in the abstract frame, the settings of which should also not be changed (Width: Exactly 187 mm (7.36"); Height: Automatic; Vertical 73 mm (2.87") from margin; Lock anchor).

3.4 *First line of text or heading*

If your text starts with a heading, place the cursor on the I of INTRODUCTION and type the correct text for the heading. Now delete the word INTRODUCTION and start with the text after a return. This text should have the tag First paragraph.

If your text starts without a heading you should place the cursor on the I of INTRODUCTION, delete the word INTRODUCTION, change the tag to First paragraph, and type your text. Note that you should always use the tag "First paragraph" after a heading. For the rest of the text use "Normal text". When importing figures always use the Figures tag. Figures cannot be imported on the paragraphs tag.

3.5 *Copying old text onto new file*

To insert text from another file, open that file as well, select (Mouse) the text to be copied (Edit Menu), and paste (Edit Menu) it onto bottom of new file, after having deleted the word INTRODUCTION (see also section 3.4). Check if the margin setting (Page Setup dialog box in File menu) and column settings (see Table 1 for correct settings) are still correct. When the new file contains all the text, the old tags in the text should be replaced by the new Balkema tags. Before doing this apply automatic formatting (AutoFormat in Format menu).

4 LAYOUT OF TEXT

4.1 *Text and indenting*

Text is set in two columns of 9 cm (3.54") width each with 7 mm (0.28") spacing between the columns. All text should be typed in Times New Roman, 12 points on 13 points line spacing except for the paper title (18 points on 20 points), author(s) (14 points on 16 points), the headings, and the small text in tables, captions and references (10 points on 11 points). All line spacing is exact. Never add any space between lines or paragraphs. When a column has blank lines at the bottom of the page, add space above and below headings.

First lines of paragraphs are indented 5 mm (0.2") except for paragraphs after a heading or a blank line (First paragraph tag).

4.2 *Headings*

Only use the headings 1, 2 and 3 prepared by the publisher. Type primary headings in capital letters roman (Heading 1 tag) and secondary and tertiary headings in lower case italics (Headings 2 and 3 tags). Tertiary headings are used as little as possible. Headings are set flush against the left margin. The tag will give two blank lines (26 points) above and one (13 points) beneath the primary headings, 1½ blank lines (20 points) above and a ½ blank line (6 points) beneath the secondary headings and one blank line (13 points) above the tertiary headings.

Headings are not indented and neither are the first lines of text following the heading indented. If a primary heading is directly followed by a secondary heading, only a ½ blank line should be set between the two headings. In the MsWord programme this has to be done manually as follows: Place the cursor on the primary heading, select Paragraph in the Format menu, and change the setting for spacing after, from 13 points to 0 points. In the same way the setting in the secondary heading for spacing before should be changed from 20 points to 7 points.

4.3 *Listing, numbering and quotations*

When listing facts use either the style tag List signs or the style tag List numbers.

Quotations are given within double quotation marks ("..."). Quotations within quotations to be given with single quotation marks ("...'...'..."). Punctuation in a quotation should be exactly as the original. At the end of a quotation in a normal paragraph the closing quotation mark should precede the full-stop. Omissions from a quotation to be indicated by three stops ... without brackets. Words inserted into a citation where text has been removed, in order to maintain sense, should be included within square brackets.

4.4 *Equations*

Use the equation editor of the selected word processing programme. Equations are not indented (Formula tag). Number equations consecutively and place the number with the tab key at the end of the line, between parentheses. See for example Equation 1:

From the above we note that $\sin \theta = (x + y)z$ or:

$$K_t = \left(1 - \frac{R^2 \tau}{c_a + \nu \tan \delta}\right)^4 k_1 \qquad (1)$$

where c_a = interface adhesion; δ = friction angle at interface; and k_1 = shear stiffness number.

For simple equations in the text always use superscript and subscript (select Font in the Format menu).

4.5 *Tables*

Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table: use *, **, etc. and put the actual footnotes directly underneath the table. Use only horizontal rules: One above and one below the column headings and one at the foot of the table (Table rule tag: Use the Shift-minus key to actually type the rule exactly where you want it). For simple tables use the tab key and not the table option. Type all text in tables in small type: 10 on 11 points (Table text tag). Align all headings to the left of their column and start these headings with an initial capital. Type the caption above the table to the same width as the table (Table caption tag). Captions should not exceed to 30 words. See for example Table 1.

4.6 *Figure captions*

Always use the Figure caption style tag (10 points on 11 points). Place the caption underneath the figure (see Section 6). Type as follows: 'Figure 1. Caption.' Captions should not exceed to 30 words, including subject, location, designer and date, as well as the source & copyright details for images. Leave about two lines of space between the figure caption and the text. Figures must be referenced in the appropriate place in the text, preferably after a full stop.

5 REFERENCES

The Chicago Style is used for references. For in-text references, the author-date system is used. This means that sources are briefly cited in the text, by putting the author's last name, the year of publication in parentheses. Each in-text citation refers to an entry in the reference list at the end of the paper, which includes full bibliographical information.

For in-text references, page numbers can be added after a comma if necessary (for an article or a chapter: cite specific page numbers in the in-text references, but include the page range for the whole article in the reference list). If there are more than three authors, only cite the first author and use "et al.". If you don't have a date of publication, use (Author, in press), (Author, in prep.) or (Author, unpubl.). If the author has more than one publications in the same year, add a, b, etc. If you mention the name of the author in the sentence, you do not have to repeat it in the in-text reference. For instance:

- (Author 1988, 12-14)
- (Author et al. 1989) *instead of* (Author, Author, Author & Author 1989)
- (Author 1989a, b)
- Author and Author (1989)

At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (Reference heading tag). The references should be typed in small text (10 points on 11 points) and second and further lines should be indented 5.0 mm (0.2") (Reference text tag).

If several works by the same author are cited, entries should be alphabetical and chronological:

Larch, A.A. 1996a. Development ...
Larch, A.A. 1996b. Facilities ...
Larch, A.A. 1997. Computer ...
Larch, A.A. & Jensen, M.C. 1996. Effects of ...
Larch, A.A. & Smith, B.P. 1993. Alpine ...

5.1 *Typography for references*

BOOK: Last name, First name and First Name Last Name. Year. *Book title*. City: Publisher.

EDITED BOOK: Last name, First Name, ed. Year. *Book Title*. City: Publisher.

CHAPTER of an edited book: Last Name, First Name. Year. "Chapter Title". In *Book Title*, edited by First Name, Last Name, page-page. City: Publisher.

JOURNAL ARTICLE: Last name, First Name, First Name Last Name and First Name Last Name. Year. "Title of article." *Title of Journal* (series number if necessary) volume number (issue number if necessary): page numbers. (For articles consulted online, include a URL or the name of the database)

NEWSPAPER ARTICLE: Last name, First Name. Year. "Article title." *Newspaper*, Month Day, Year. URL/name of database if applicable.

INTERVIEW: Last name of Interviewee, First Name. Year. "Interview Title". Interview by First Name, Last Name. *Publication Title*, Month Day, Year.

DISSERTATION: Last name, First Name. Year. "Dissertation title." Academic Level, Name of University, College, or Institution.

WEBSITE: Last name, First Name OR Company Name. Year. "Page title." Accessed Month Day, Year. URL.

ARCHIVAL MATERIAL: Last name, First Name. Description of the specific archival record. Date (day, month, year). Identifier (box/folder/item number). Name of collection, Name of repository, Location of repository.

ARCHIVAL COLLECTION (when referencing multiple items): Collection name, reference code. Repository, location.

PATENT: Last name, First Name OR Corporate Author. Title or Description of Patent. Patent Number, date.

For other types of references, please use the Chicago referencing style.

5.2 *Examples*

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

D'Agata, John, ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press.

Thoreau, Henry David. 2016. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press.

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring): 1–34. https://doi.org/10.1086/690235.

Mead, Rebecca. 2017. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Stamper, Kory. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.

Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/.

Rutz, Cynthia Lillian. 2013. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago.

Wilson, Budge. Typescript of short story Brothers and Sisters by Budge Wilson. 2000. MS-2-650.2013-070, Box 3, Folder 9. Budge Wilson fonds. Dalhousie University Archives, Halifax, Nova Scotia, Canada.

Henry Davies Hicks fonds, MS-2-511. Dalhousie University Archives, Halifax, Nova Scotia, Canada.

Iizuka, Masanori, and Hideki Tanaka. Cement admixture. US Patent 4,586,960, filed June 26, 1984, and issued May 6, 1986.

5.3 *Notes*

Notes should be avoided. Insert the information in the text.

6 PHOTOGRAPHS AND FIGURES

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures should fit within the column width of 90 mm (3.54") or within the type area width of 187 mm (7.36").

Figures, photographs, etc. can be in black/white or full colour, but will be produced in the book in black/white only. For this reason, avoid the use of colour in figures and photographs. If you decide to use colour pictures, make sure that they are readable when printed in black.

Authors must obtain written permission to use any images or quotations subject to copyright free of charge in advance of submission.

Please insert the high-resolution figures (see Artwork.pdf) in the MsWord file. Figures, etc. should not be centred, but placed against the left margin. Leave about two lines of space between the text and figure or caption. Never place any text next to a figure.

The most convenient place for placing figures is at the top or bottom of the page. Avoid placing text between figures as readers might not notice the text. Keep in mind that everything will be reduced to 75%. Therefore, 9 points should be the minimum size of the lettering. Lines should preferably be 0.2 mm (0.1") thick. Keep figures as simple as possible. Avoid excessive notes and designations.

Photographs should be with good contrast and preferably in TIFF or EPS format, CMYK encoded and 600 dpi (see Artwork.pdf). Photographic reproductions cut from books, photocopies of photographs and screened photographs are unacceptable.

Figure 1. Caption of a typical figure. Photographs will be scanned by the printer. Always supply original photographs.

7 PREFERENCES, SYMBOLS AND UNITS

Consistency of style is very important. Note the spacing, punctuation and caps in all the examples below.

- *References in the text:* Figure 1, Figures 2-4, 6, 8a, b (not abbreviated)
- *References between parentheses:* (Fig. 1), (Figs 2-4, 6, 8a, b) (abbreviated)
- USA / UK / The Netherlands *instead of* U.S.A. / U.K. / Netherlands / the Netherlands

Always use the official SI notations:
- kg / m / kJ / mm *instead of* kg. (Kg) / m. / kJ. (KJ) / mm.;
- 20°16′32″SW *instead of* 20° 16′ 32″ SW
- 0.50 *instead of* 0,50 (*used in French text*); 9000 *instead of* 9,000 *but if more than* 10,000: 10,000 *instead of* 10000
- ^{14}C *instead of* C^{14} / C-14 *and* BP / BC / AD *instead of* B.P. / B.C. / A.D.
- × 20 *instead of* ×20 / X20 / x 20; 4 + 5 > 7 *instead of* 4+5>7 *but* –8 / +8 *instead of* – 8 / + 8
- e.g. / i.e. *instead of* e.g., / i.e.,

Figures to be used for measurement (4.3 m) but time to be in words (seven years, the eighteenth century). All other figures up to ten, in words (e.g. four reasons) and over ten in figures (e.g. 17 lorry loads). In the text, percentages are given in figures (e.g. 12.5 per cent). Use metric measurements where possible. Provide conversions to metric when quoting original sizes or where discussion requires use of original units.

Time spans to include last two digits, except when crossing a century (1935-42; 1890-1905). Decades to be written as 'the 1930s'. Months to be spelt in full in the text and abbreviated in References.

Lower case is used for geographical divisions (the north-east of England), but upper case for political ones (South Africa).

8 SUBMITTING THE PAPER

Papers can only be submitted online. Authors have to submit the original MsWord file *.doc as well as an identical *.pdf file, using the option 'embedded fonts' in pdf-file preparation (see Guidelines to create PDF files.pdf). A camera-ready copy PDF file of the complete paper should be created with the CPI_AR_PDF1.7.joboptions fileif possible. Check whether the PDF is identical to the MsWord file and whether the paper looks the same as this document.

All figures should be embedded as high-resolution files in the MsWord file and have to be submitted as separate files as well (with a preferred format of .TIFF or .EPS, see Artwork.pdf).

All files should be named with the same six-letter combination (three letters of the last name of the first author + first letter of first three words of the title, see above: section 3.1). For figures and tables, please add '_fig#' or '_tab#' to the file name (replace # with the appropriate number).

More details on how to submit the documents will be available on http://6icch.org/paper-submission.html.

9 DEADLINE

All necessary documents should be submitted by December 1, 2017. Any material received too late will not be published.

10 ASSISTANCE

For additional information on the submission procedure, please visit the website http://6icch.org or contact the 6ICCH Secretariat at info@6icch.org.

Please see to it that your paper has the same typography as the CRC Press / Balkema templates. For further information, please contact Mr. Lukas Goosen, Produ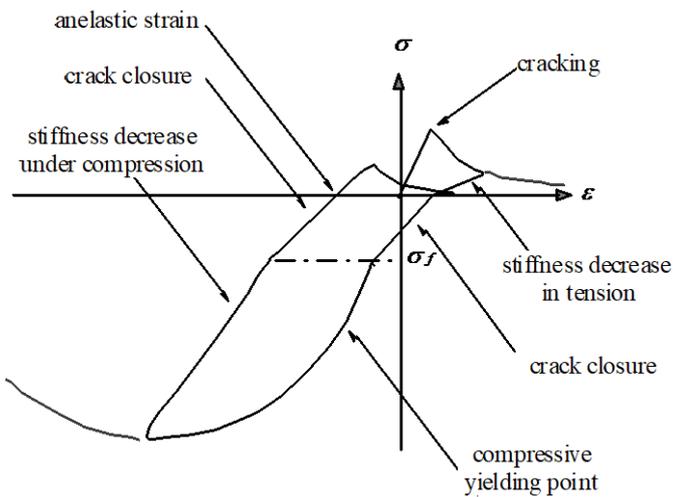ction Manager at lukas.goosen@taylorandfrancis.com.