

**GUIDELINES FOR AUTHORS TO PREPARE THE FULL PAPERS FOR
ANNUAL TECHNICAL SESSIONS 2024 OF
INSTITUTE OF QUANTITY SURVEYORS SRI LANKA**

Author One* and Author Two
Department, University or Company, Country

Author Three
Department, University or Company, Country

And Other
Department, University or Company, Country

*Corresponding Author: E-mail-author@company.com, Tel-12345, Fax-67890

Guidelines for Authors to Prepare the Full Papers for Annual Technical Sessions 2024 Proceedings

ABSTRACT

The author guidelines explain how to prepare your full paper for the “Annual Technical Sessions 2024 of Institute of Quantity Surveyors Sri Lanka”. It includes guidance on layout, illustrations, text style and references presented exactly as your paper should appear, so that its appearance is clear and consistence with the other papers in the proceedings. It is highly advised to use the template or strictly follow the instructions to prepare your paper in Microsoft Word. The abstract portion is a narrative presentation without references. The abstract should give a brief and comprehensive summary of the purpose, methodology, findings and conclusions of the manuscript within 120 words.

Keywords: Add up to 3-5 Keywords, in Capitalize Each Word and Alphabetical Sequence Separated by Semicolon (;), Finishing with a Full-stop.

1. INTRODUCTION

The guidelines for authors are designed to achieve uniformity in the papers appearing in the technical session proceedings. The typography, layout and style used should be exactly same when preparing your document. Please use the specific styles defined in the template and this document to format your paper. The official language of the technical session is English.

Your manuscript must provide the details of the work to readers. It should be divided into sections, each with a heading, so that a reader can follow the logical development of work.

The files of the paper must be submitted through iqsslts2024@gmail.com in MS Word only (no PDF files will be accepted).

2. CONTENT AND STRUCTURE

The following information should also be provided:

1. The first page of the manuscript should provide following to facilitate double blind review. Indications of authorship should appear only on this page.

- Paper Title
- Author name(s). (Do not include author name(s) elsewhere in the paper except in a biography or reference list)
- Author(s) Affiliation(s)
- Author(s) address(es)
- Author(s) e-mail address(es)
- Corresponding Author Details

2. The second page of the manuscript should provide following.

- Paper Title
- An abstract of not more than 120 words that provides a brief, comprehensive summary of the content of the manuscript
- Keywords: Select 3-5 words or phrases to be used for indexing
- Beginning of the paper

3. CAMERA-READY MANUSCRIPT

The length of your paper should not exceed eight pages. Prepare your camera-ready paper in **A4** size (21 cm x 29.7 cm). Please do not change the paper size and pre-defined styles.

Please strictly follow the instructions provided in this document to format your paper and change the text inside to reflect your paper content.

3.1. FONT TYPE, STYLES AND SIZES

Please use the **Times New Roman** font only and the attributes as mentioned below in Table 1.

The font sizes and font styles are associated with the pre-defined Styles. Use the pre-defined styles properly and do not modify or update the Styles.

Table 1: Font Styles, Sizes and Types

Style Name	Font Size and Type	Use for
Title	16, Bold, Small Caps, Capitalize Each Word, Centre	TITLE OF YOUR PAPER
Author Names	12, Capitalize Each Word, Centre	Author Names
Author Affiliations	10, Capitalize Each Word, Centre	Author Affiliations
Abstract Heading	13, Bold, Italic, Centre	<i>ABSTRACT HEADING</i>
Abstract	10, Italic, Justify, 1cm Tabs from both sides	<i>Abstract text</i>
Section	12, Bold, Small Caps, Capitalize Each Word, Left Align	SECTION HEADINGS (LEVEL 1)
Subsection	11, Bold, Italic, Small Caps, Capitalize Each Word, Left Align	<i>SUBSECTION HEADINGS (LEVEL 2, 3, ETC.)</i>
Caption	10, Capitalize Each Word, Centre	Table Captions and Figure Captions
Text body	11, Justify	Main text
Equation	11, Left Align, 1.5cm Tab from left	<i>Equations</i>
Footnote	10, Justify	Footnotes
Reference text	10, Justify	References

3.2. FORMAT

Your manuscript must fit within the required margins. In formatting your page (A4 size - 21 cm x 29.7 cm), set your margins to **3.0 cm** for top, **2.0 cm** for bottom, **2.5 cm** for inside and **2.0 cm** for outside.

Do not change the headers and footers and page numbers. They will be inserted and modified later by the Editorial.

3.3. NUMBERING AND ATTRIBUTING

Use Arabic numbers for section and sub-section headings.

3.4. UNITS

Use the International System of Units (SI) only.

3.5. FIGURES AND TABLES

Figure captions should be below the figures as shown in Figure 1 and the table captions above the tables as shown in Table 1.

Please note that the technical session proceedings printout will be realised with **greyscale** pictures. Check the readability of your coloured figures after they have been printed in greyscale.

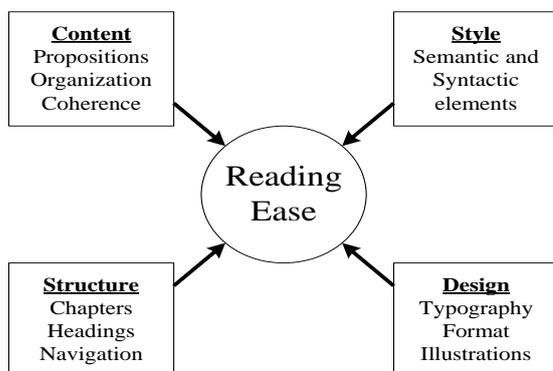


Figure 1: Four Basic Elements of Reading Ease

3.6. ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text. Do not use abbreviations in the titles unless they are unavoidable.

3.7. EQUATIONS

Number equations consecutively with equation numbers in parentheses flush with the right margin. Italicize symbols for quantities and variables but not function names and units. Be sure that the symbols in your equation have been defined before the equation appears, or their definitions follow the equation immediately.

$$f(x) = \sin(a) + \cos(b) \tag{Eq: 01}$$

where, a = variable one and b = variable two.

4. FULL PAPER SUBMISSION

Please adhere to the submission deadlines and send your full paper through the technical session secretariat (iqsslts2024@gmail.com).

5. GRAMMAR, STYLE AND PROOF READING

Please use high-quality grammar and style. The responsibility for detecting errors lies with the author. Any manuscript that does not conform to the above instructions may be returned for the necessary revision before publication or may be rejected during the review process.

6. REVIEW PROCESS

All the papers are sent to two referees for the purpose of double-blind review process. Note that referees receive either the hardcopy or the softcopy of the paper without author(s) name (s), affiliation and email address, and the acknowledgments, if any.

Based on the referees' comments, the scientific committee chairs will take one of the following decisions:

- Accept without changes
- Accept subject to minor changes
- Accept subject to major changes
- Reject

Note that the accepted papers cannot be presented or published elsewhere.

7. SUMMARY

This document provides authors with basic guidance on how to prepare the full papers. It is highly advised to use the Full Paper Guideline and strictly follow the instructions provided. A paper that does not meet the requirements will be returned to the author(s) for revision.

8. REFERENCES

A list of references is required at the end of the paper. References must be according to the Harvard Referencing System. Use the author-date style of citation. Citations in the text appear as name and date within parentheses (e.g., Schendel, 1999) and complete references are listed alphabetically at the end of the paper. When a cited work has three or more authors, use the form (Main Author *et al.*, year).

When reference is made to more than one work by the same author(s) published in the same year, identify each citation in the text in the following manner: (Schendel, 2005a, 2005b). Online citations should include the date of access. Please be sure to include complete references for databases, including the year, online addresses and access date.

Following are some examples of different types of references.

For Books

Mercer, P.A. and Smith, G., 1993. *Private View data in the UK*. 2nd ed. London: Longman.

For Journals

Evans, W.A., 1994. Approaches to Intelligent Information Retrieval. *Information Processing and Management*, 7(2), 147-168.

Conference Papers

Silver, K., 1991. Electronic Mail: The New Way to Communicate. In: Raitt, D.I., ed. *9th International Online Information Meeting*, London 3-5 December 1990. Oxford: Learned Information, 323-330.

Thesis

Agutter, A.J., 1995. *The Linguistic Significance of Current British Slang*. Thesis (PhD). Edinburgh University.

Web Pages

Holland, M., 1996. *Harvard System* [online]. Poole, Bournemouth University. Available from: http://www.bournemouth.ac.uk/lis/LIS_Pub/harvard_syst.html [Accessed 15 April 1996].