

SACQSP QUANTITY SURVEYING CONFERENCE 2008

QS + 20/20 VISION BEYOND 2010

GUIDELINES FOR WRITTEN PAPERS

These guidelines for authors participating in the Quantity Surveying Conference 2008 should be read carefully. They include the layout and the manner for submitting written papers.

Acceptance

Acceptance of an abstract does not mean that the paper is accepted. Authors will be informed of paper acceptance after the referees have looked through the paper and returned any comments.

Copyright

Papers submitted for the conference should be original contributions and should not be under consideration for any other publication. Authors submitting papers warrant that their work is not an infringement of any existing copyright and are requested to indemnify the conference organisers against any breach of such warranty. For ease of dissemination and to ensure proper policing of use, papers become the legal copyright of the conference organisers, unless otherwise specifically agreed.

Manuscript requirements

Authors must adhere to the following guidelines when submitting papers:

- the papers of the conference will be produced on CD-ROM.
- papers should be no more than ten pages including tables and figures (title page excluded) ;
- the front (first) page of the paper should be strictly according to the abstract template provided. It contains the title of the paper, the author(s) name(s), affiliation(s) and contact details, as well as the abstract of the paper and keywords.
- on the second page, the first page is repeated followed directly by the bulk of the text after the keywords. *Remember that the front abstract page (first page) will be printed in the Programme Handbook - and the paper itself (second page onwards) will be sourced on the CD-ROM.*

Paper submission

- submit papers electronically to cidbpapers.sci@ufs.ac.za as an e-mail attachment before the deadline in a maximum file size of 4 Mb. Should your file be larger than this, you are requested to zip it and/or split the paper into separate files;
- when submitting papers please complete the subject line in the e-mail message with the first author's name followed by the conference name, e.g: **Smith – CIDB 2008.**

Remember that the CD-ROM of the proceedings will eventually be prepared directly from the submitted final paper so ensure that the paper is accurate, clear, complete, and grammatically correct without spelling or typographical errors. The organisers do not accept responsibility for errors or omissions in the final version of the published paper. It is the author(s) responsibility to proof-read the papers before submission and to make sure that the following instructions for the format and layout are strictly followed:

Layout

Page size	A4 portrait
Margins	Left 2 cm
	Right 2 cm

	Top	2 cm
	Bottom	2 cm
Page numbers	Un-numbered	
Footer / Headers	None	
Title page	strictly as per the abstract template provided that is as follows:	
Title	16 pt Times New Roman, bold, all upper case, centred followed by one blank line.	
Author and co-authors	14 pt Times New Roman centred, bold – author and all co-authors names (last name followed by initials) in one line followed by one blank line.	
Authors' affiliation	10 pt Times New Roman left aligned – give each author's affiliation on separate lines – no spacing between the lines – followed by one blank line.	
Abstract and keywords	12 pt Times New Roman including the headings as per the abstract template.	
Body of Text	12 pt Times New Roman with single line spacing – Do not indent paragraphs but use one blank line in-between paragraphs. Text should be justified at both the left and right margins.	
Headings and numbering	1	Major headings in bold uppercase left justified 12 pt, one blank line above and below.
	1.1	Intermediate headings in bold lower case 12 pt left justified. One blank line above.
	1.1.1	Minor headings in normal text, lower case 12 pt left justified. One blank line above.

Figures, photographs and tables

Number figures and photos consecutively with a brief title starting with Figure 1, Figure 2 etc. Authors are encouraged to make use of colour in all graphics, figures and photographs. The figure should be located in the document, as close as practicable after the first reference to it. The title of a figure must be below the figure, in bold lower case.

Number tables consecutively starting with Table 1, Table 2 etc. Each table should be located in the document, as close as practicable after the first reference to it. The short title of a table must be placed above the table, in bold lower case. Any referencing must be at the bottom of the figure or table.

Symbols and units

SI units shall be used.

Equations

Equations should be numbered in parenthesis e.g. (1) consecutively through the text. The 'Equation Editor' or function should be used.

References

References to literature shall be according to the Harvard method, where in the text the reference is Author (date: page number) or (Author, date: page number) and listed at the end of the paper in author alphabetical order in the following format:

Berry, R. 1994. *The research project: how to write it*. 3rd ed. London: Routledge.

Granger, S. 1989. Comrades: an armchair critique. *SA Runner*, 12(6), p. 17-19, April.

Holland, M. 1999. *Harvard system* [online]. Poole, Bournemouth University. Available from: <http://www.bournemouth.ac.uk/using_the_library/html/harvard_system.html#HarvardSyst> [Accessed 15 Apr 1996].

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, p. 323-330.

South Africa. 1982. *Atomic Energy Act, act 92 of 1982*. Pretoria: Government Printer.

Once the paper has been returned to authors with referees' comments, authors will be required to submit the revised version of the paper together with a brief biography (*10 lines maximum*) of the main presenting author. At that stage, the conference organisers will also give details of how – and where – to submit the final version of the papers. Guidelines for format of presentations will also be made available.

If, at any stage, authors wish to withdraw paper(s) or cancel participation at the conference, please inform the conference organisers immediately.

Enquiries regarding papers should be directed to: sacqsp.sci@ufs.ac.za

Enquiries regarding registration and administration should be directed to: sacqsp.sci@ufs.ac.za