STRUCTURAL TEMPLATE AND FORMATTING INSTRUCTIONS FOR YOUR IGLC21 PAPER [EXAMPLE OF STYLE 'TITLE']

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ABSTRACT [EXAMPLE OF STYLE 'HEADING 1']

This paper presents the guidelines for authors preparing to submit a technical paper for the 21th Annual Conference of the International Group for Lean Construction (IGLC21). The guideline includes a structural template and formatting instructions. Following this guideline is important to those interested in seeing conference proceedings that are easy to read and have a consistent appearance. [example of style 'Text First' for the first paragraph]

Structuring papers according to a template will help authors report clearly on their work. Formatting is important, as correctly maintaining the styles (without authors defining their own, additional styles) will make it easier on the conference organizers to import and format papers as needed to produce the conference proceedings as well as prepare papers for online posting on the IGLC website (iglc.net). [example of 'Text Running' for each subsequent paragraph]

The guidelines presented here have been adopted to format this paper. After you have formatted your paper according to this guideline and applied the Microsoft Word 'styles' herein defined, your submission should have the same look as this paper. Please observe that some of the styles mentioned here may have different names in your version of Word, depending on the languages used.

KEYWORDS

IGLC21, lean construction, template, formatting, guidelines, references.

INTRODUCTION

The structural template and formatting instructions provided in this paper are akin to the specifications we have used for previous proceedings of the Annual Conference of the International Group for Lean Construction (IGLC).

The default language for the proceedings is English; both UK English and American English are acceptable.

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STRUCTURAL TEMPLATE

DOCUMENT STRUCTURE [EXAMPLE OF STYLE 'HEADING 2']

Papers should be at most 10 pages long, including the title page. Provide on the first page the paper's title (at most 90 characters long, including white spaces), author(s), abstract (up to 200 words), and keywords. Please spell 'keywords' as one word. Provide up to 7 keywords for your paper, at least 5 of which selected from our keyword list that is posted online in the same directory as this paper is. Use footnotes to provide each author's professional title, affiliation, telephone number, and mailing address.

Most papers will start with an introduction and end with conclusions. The introduction may start on the first page, immediately following the keywords section. The conclusions section must be followed by references.

REFERENCES

A significant body of literature now exists to describe lean production methods as well as lean construction theory and applications. It is most appropriate to build on that work (or critique it) and to cite sources accordingly.

The format for citing references is the author-date format, used in publications of the American Society of Civil Engineers (ASCE). Specifics are spelled out at: http://www.asce.org/Audience/Authors,--Editors/Books/General-Book-Information/Author-Date-References/. The references section must include all references cited in the paper, sorted in alphabetical order by authors. Example references are provided in the References section of this paper and they are cited next, in the text. The proceedings 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, Tommelein 1998, Tommelein et al. 1999).

HYPOTHESIS TESTING

Some authors will write papers on situations, observations, and findings that are practice-based or experimental in nature. We ask that authors of such papers clearly report:

- What hypotheses are tested in the work? [example of 'List Bullet']

- What evidence is provided that was used to test the hypotheses?

- Did the work enable you to draw conclusions about the hypotheses, or is further work needed?

In contrast, other authors will write papers that are more opinion-based or theoretical in nature. We ask that authors of such papers clearly describe: [example of 'Text First' that follows 'List Bullet']

- What are the foundational elements of the theory you are basing your work on?

- What are your hypotheses?

- What seems to be true based on the theory?

- How could the theory be tested through experimentation?

In addition to presenting their own work, in-progress or already completed, authors should propose questions or hypotheses for future work, to be done by them or others, and suggest how these may be tested. The aim of our IGLC conferences is to advance the body of knowledge on lean construction so please be responsive to our requests.

FORMATTING REQUIREMENTS [EXAMPLE OF STYLE 'HEADING 1']

Technical papers submitted for presentation at the Annual Conference of the International Group for Lean Construction should not only present interesting technical material and be well written, but also 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 at least skim through all texts. We next present the formatting guidelines for authors wishing to submit a paper for the 21th Annual Conference of the International Group for Lean Construction.

The easiest way to ensure that your paper will conform to the required formatting is to save this file with a new name, and then write your paper directly into it, erasing the contents as you go.

WORD PROCESSOR [EXAMPLE OF STYLE 'HEADING 2']

Please prepare and submit the final version of your paper as a Microsoft Word document (.doc or .docx file extension).

As editors of the conference proceedings we reserve the right to make minor editorial changes to papers, following these specifications, so as to make them better suited for printing. It is therefore important that you submit a Microsoft Word document, and not a file in PDF or other format. We will post-process your paper to produce a PDF file for you.

PAGE LAYOUT

Paper Size [Example of Style 'Heading 3']

The paper should be ISO A4 format, that is, 210 mm by 297 mm[3]. When in Page Setup, define the document margins at:

- Top: 32 mm (1.26 inch); Bottom: 32 mm (1.26 inch)

- Left: 32 mm (1.26 inch); Right: 32 mm (1.26 inch)

Define the Header and Footer at:

- From Edge – Header: 12 mm (0.47 inch)

- From Edge – Footer: 12 mm (0.47 inch)

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[3] Use metric units as the default. Should you need to use US or other units, then please list their metric equivalent first and the US or other units in parentheses. It is about time that everyone 'goes metric'!

Number the pages sequentially by including a page number in the footer and 'centered' on the page.

Style Sheets

Use Times New Roman 12 pt as the font for all text with 'justified' alignment and single-line spacing. Letters used in figures or tables should be Arial.

'Styles' have been defined and are used in this document. Please use these to format your text as well. Do not alter any style definitions.

To summarize the style specifications:

- 'Title' is in 18 pt bold, all caps, and centered. Format the 'Paragraph' with single-line spacing, using 0 pt 'Before' and 0 pt 'After.'

- 'Authors' is in 12 pt bold and centered. Format the 'Paragraph' with single-line spacing, using 12 pt 'Before' and 12 pt 'After.'

- 'Heading 1' is in 12 pt bold and all caps. Format the 'Paragraph' spacing with 12 pt 'Before' and the 'Line and Page Breaks' set at 'keep with next.'

- 'Heading 2' is in 12 pt bold and small caps. Format the 'Paragraph' spacing with 12 pt 'Before' and the 'Line and Page Breaks' set at 'keep with next.'

- 'Heading 3' is in 12 pt bold. Format the 'Paragraph' spacing with 6 pt 'Before' and the 'Line and Page Breaks' set at 'keep with next.'

- Avoid using further subheadings.

- The first paragraph of the text itself starts with no indentation relative to the left margin and it has a 'Paragraph' spacing with 6 pt 'Before' it. In this document, the corresponding style is called 'Text First'.

- The subsequent paragraphs are indented by 6 mm (0.24 inch) and have no extra spacing 'Before' them. The corresponding style is 'Text Running'.

- Numbered or bulleted lists (as used in this part of the text) have a 'Paragraph' spacing of 6 pt 'Before' each listing. Their indentation is 6 mm (0.24 inch) Left and 6 mm (0.24 inch) Hanging. The corresponding style is 'List Bullet'. The paragraph following the list is in 'Text First' format.

- Text in tables is 10 pt Arial and column headers are bold. No style is provided.

- A table caption is placed above the table and centered on the page. It uses 12 pt Times New Roman, has a 'Paragraph' spacing with 12 pt 'Before' and 12 pt 'After,' and the 'Line and Page Breaks' set at 'keep with next.' The corresponding style is 'Table Caption'.

- A figure caption is placed below the figure and centered on the page. It uses 12 pt Times New Roman, has a 'Paragraph' spacing with 12 pt 'Before' and 0 pt 'After'. The corresponding style is 'Figure Caption'. In addition, please select the figure itself and format its paragraph using 'Line and Page Breaks' set at 'keep with next.'

- Footnotes are 10 pt Times New Roman. The corresponding style is 'Footnote Text'.

- References are 12 pt with 6 mm (0.24 inch) hanging indent. See the examples at the end of this document. The corresponding style is 'References.'

TABLES AND FIGURES

Tables and figures are centered on the page. Each table should follow the paragraph in which it is first mentioned. Tables should have a thick top and bottom border, a thin border under headers and generally no vertical borders. Captions should be placed before the table. Table 1 illustrates these points.

Table 1: Variability of Available Dies (Table 1 in Tommelein et al. 1999) [example of style 'Table caption']

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 should be laid out in a similar fashion. Each figure should follow the paragraph in which it is first mentioned. Figures in the paper may be in color. The proceedings will be printed in black and white only, but a PDF of the proceedings will be produced in color. Figure 1 illustrates these points.
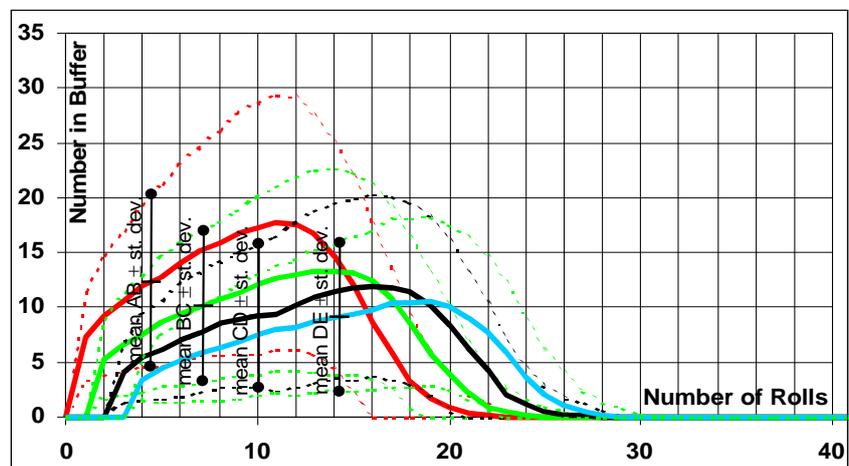

Figure 1: Average ± Standard Deviation of Buffer Size Relative to Number of Rolls after 1,000-Iteration Simulation where all Players have a fast Die (Figure 11 in Tommelein et al. 1999) [example of style 'Figure']

For both tables (and figures), please make sure that your captions are placed on the same page as the table (or figure) to which they refer. To keep a caption together with its corresponding table, use 'Format' → 'Paragraph' → 'Line and Page Breaks' and check the box 'Keep with next'. For figures, apply this setting to the figure itself (as it

precedes the caption). Once you have completed editing your paper, you may find that you need to move text forward in order to use white space left by Work rearranging tables and figures to the subsequent page. In any case, tables and figures should follow their first mention in the text.

The most important issues with figures are the format (type of file), the quality (resolution), and its final printed size. This subject is explained in detail in the next section.

In Word, when you insert a figure in the text, please do not allow that figure to float over the text. Use your mouse to right-click on the figure, then select 'Format Picture,' choose 'Position', and uncheck the box 'Float over Text'. Alternatively, depending your version of Word, you may have to select 'Format Picture', then 'Layout', and then left-mouse-click on the icon for the wrapping style 'In line with text'.

Detailed Formatting of Figures

It is not compulsory, however it is preferred that figures be sized to fit either as a full-page width, or, if smaller, as a half-page width so that they can be arranged side by side to save space if needed. In order to produce the best quality output, if your paper is accepted for inclusion in the proceedings, you may be asked to provide a separate file for each figure. These files should be, in order of image type:

- Vector image format: Suitable styles are Adobe Illustrator (.ai), Corel Draw (.cdr, .cmx), Encapsulated Postscript (.eps). If you have a specialised program which cannot produce .eps output, an Acrobat (.pdf) file may suffice: you can cut the image from it and paste it in Word. If your image arises from a Microsoft Office product such as Excel or Powerpoint, then please provide the original file with your paper, in case we need to make adjustments. Vector images are scalable and therefore can be produced at any size, however to ensure proper reproduction of fonts, ensure that the correct size is used for the image at the scale it will be reproduced.

- Bitmap image format: These need to be grayscale or color at 300 dpi at the final reproduction size. Suitable formats are: .jpeg or .jpg, .tiff, Photoshop (.ps), or Photopaint (.cpt).

- Drawings constructed as lines, boxes, text, etc. in Word often cannot be reproduced effectively. Please do not make drawings using these.

DISPLAYING STYLES

To verify the correctness of the formatting used in each part of your paper, you can show each style explicitly by name. To do so in Word 97-2003 (other versions have this feature too, but the keystrokes to invoke it may be different), first, select 'View' menu and then 'Normal.' Second, on the 'Tools' menu, select 'Options,' and then click the 'View' tab. In the area under 'Outline and Normal options,' locate the 'Style area width' box and enter a measurement for the width of the style area pane, for example, 25 mm (+/- 1 inch). Word will then display the style name in the style area pane to the left of your text.

SUBMISSION

Authors MUST submit papers as a Microsoft Word document through the Conference Management System at https://cmt.research.microsoft.com/IGLC2013. For assistance with submitting papers please contact the Proceedings Editors: Formoso@UFRGS.br or P.Tzortzopoulos@Salford.ac.uk

CONCLUSIONS

The guidelines presented here have been used to format this present paper. After you have formatted your paper according to this guideline, your submission should have the same look as the paper presented here.

The conference organizers and the Proceedings Editors will appreciate it if you would follow these guidelines. They may **return your paper for correction if it does not conform to the required formatting.**

ACKNOWLEDGMENTS

We are glad to have completed this set of formatting instructions and hope they are clear. If not, please let us know, so we can improve them. We would like to thank in advance all authors who follow these guidelines diligently.

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