**ICCEPM 2024**

The 10th International Conference on Construction Engineering and Project Management

Jul. 29-Aug.1, 2024, Sapporo

Instructions for the Preparation of an Extended Abstract

First name FAMILY NAME1\*, First name FAMILY NAME2

1 Department of …, Faculty of …, University of…, Country Name, E-mail address: presenting.author@...

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**Abstract:** This document provides you with an example of the layout and style which we wish you to adopt during the preparation of your paper for ICCEPM 2024. Template files are available at the conference website and can be downloaded for MS Word. Please mark the presenting author with an asterisk\* on the authors’ name list.

**Key words:**  paper guidelines, instructions, paper length, format, maximum five

**1. INTRODUCTION**

This document contains the guidelines for preparation of full papers for ICCEPM 2024, which will be published in a Conference Proceedings. For preparing the full paper you can basically follow the appearance of the present document. All papers should be written in English. The maximum paper length for ICCEPM 2024 (including all text, figures, references etc.) is 10 pages.

**2. SUBMISSION**

It will be convenient to submit an electronic file, in format of pdf and MS Word, via the online submission system. Only files formatted according to this guidelines can be accepted. In addition, PDF documents that can not be viewed by an English version of Acrobat Reader will not be accepted.

**3. FORMAT**

The prescribed paper size for the electronic file is A4. Please make sure that the settings in your word processor and PDF-converter are chosen accordingly. Text should be produced within the dimensions shown on these pages.

**3.1. First page**

Please keep the headlines before the title line no change. You should start with the title of the paper, all authors with their affiliations, postal and email addresses. The abstract in the full paper should be limited to 300 words, and up to five keywords can be included.

**3.2. Spacing**

We normally recommend the use of single line spacing. However, when typing complicated mathematical text it is important to increase the space between text lines in order to prevent sub- and super-script fonts overlapping one another and making your printed matter illegible.

**3.3. Fonts**

The recommended fonts are 11-point font for the main body of text, 12-point font for the section title and references, 10-point font for the table and 17-point font for the paper title. These instructions have been produced using Times New Roman fonts. Other recommended fonts are Times Roman. *Italics* can be used for *emphasis* in the main body of text.

**3.4. Equations**

Equations should be placed flush-left with the text margin and should be preceded and followed by one half-line spacing.

 (1)

If they are numbered make sure that they are numbered consecutively. Place the numbers in parentheses flush with the right-hand margin.

**3.5. Tables and figures**

Tables and figures should be arranged throughout the text and preferably be included on the same page as they are first discussed. They should also be numbered consecutively. Again, one blank line should be placed above and below all tables and figures.

Tables should be centered and have a table caption placed above.

**Table 1.** An example for the table

|  |  |  |
| --- | --- | --- |
| **No.** | **Names** | **Contact email** |
| 1 | Charles Wong | [cwong@abc.edu.cn](mailto:cwong@abc.edu.cn) |
| 2 | Si Kim | [skim@abc.edu.kr](mailto:skim@abc.edu.kr) |
| 3 | Wu Tan | [wtan@abc.edu.sg](mailto:wtan@abc.edu.sg) |

Figures should be centered in the manuscript and should have a figure caption placed underneath. Figures and photographs are encouraged to present color pictures. All notations and lettering should not be too small. The use of heavy black, bold lettering should be avoided as this will look unpleasantly dark.

**3.6. References**

Every reference must be cited in the text using number(s) in square brackets [1]. The actual authors can be referred to, but the reference number(s) must always be given.

The reference list must be placed at the end of the text. References must be listed in numbers in square brackets in the order in which they appear in the text. Names of periodicals should be written out in full. References to unpublished reports and to private communications should be stated in parentheses in the text or as footnotes. For private communication, the author’s initials and year of communication should be given.

**ACKNOWLEGEMENTS**

The support of …… is gratefully acknowledged.

**REFERENCES**

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