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FULL PAPER TEMPLATE AND INSTRUCTIONS [Paper
Title: Times New Roman 17, bold, centre, no more than 2
lines]

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Author¹ and Author² [Authors' full name: Times New Roman 12, bold]

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ABSTRACT

[Times New Roman 10] The abstract (around 200 words) should describe the main arguments and conclusions of the article. Precedes main text of article.

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Keywords: Instructions, templates [state a maximum of 8 keywords, Times New Roman 10]

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INTRODUCTION [Times New Roman 14, bold]

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Authors are fully responsible for their papers, including references and proper credit for use of the work of others. Papers are accepted with the understanding that they have not been published elsewhere. All papers are to be electronically submitted in Ms Word document format.

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KEY ASPECTS OF CONTENT [Times New Roman 14, bold]

Cover sheet [Times New Roman 14, bold]

A cover sheet giving name(s) and Affiliation(s) of authors and exact length of the article i.e. Word count and state the intended type of submission. The cover sheet must be kept separate from the text as the Journal uses blind refereeing.

Please follow the paper format carefully. Insert the authors' designation and affiliation at the footer of this document. Other than this, do not introduce any header or footer in your paper.

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FORMAT OF PRESENTATION [Times New Roman 14, bold]

Papers should include an introduction, a review of related literature, a section to describe the methodology used in the research, presentation of the results and a section on discussion of the results and of the key findings.

The typing should be single spaced. Each page (other than the cover page) is given a page number at the bottom-middle part of the page. Body of the paper should be

formatted in a single column, with **1.25” left/right and 1” top/bottom margin**. Use Times New Roman font 12, justified on both sides. Refer ‘Notes For Contributors’ for detail length of papers.

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Figures and Tables [Times New Roman 14, bold]

Figures and Tables should also be uploaded as separate files. Any diagrams or maps should be in .TIF or .JPG formats in individual files. These should be prepared in black and white. Tints should be avoided; use patterns instead.

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Figures must be placed in the center of the page

[Times New Roman 10] **Figure 1** Sample
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[Times New Roman 10] **Table 1** Sample

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Outline Structure of Paper [Times New Roman 14, bold]

The following format is recommended for the papers:

- Cover Sheet
- Abstract
- Keywords
- Introduction
- Literature Review (titles of sections to be decided by authors)
- Methodology
- Data Analysis, discussion of results
- Conclusions and recommendations
- References

For the **practice papers** the following is recommended;

- Cover sheet
- Abstract
- Key Words

Introduction

Topics (titles of sections to be decided by authors)

Conclusions and Recommendations

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CONCLUSIONS AND RECOMMENDATIONS [Times New Roman 14, bold]

The paper should also include conclusions and recommendations section of at least 400 words. This should identify the key issues, problems and consequences for the findings of the research together with clear recommendations to the Industry, practitioners, the professions and for further research.

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ACKNOWLEDGEMENTS [Times New Roman 14, bold]

The authors should acknowledge where applicable the source(s) of funding and describe the role of sponsors in the research project.

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Harvard Reference System

The Harvard System uses in the name of the author and a date of publication as a key to the full bibliography details, which are set out in references.

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Multiple author

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Article in journal

Sharina Farihah Hasan and Edward, M. (2009). "Labour issues in construction industry", *Journal of Quantity Surveying*, 125(4): 215-223.

Report

Shimizu, M (2006) 'CGE', in Economic Report 2006/2007, Kuala Lumpur.

Article in newspaper

The Star (2011) 'More Infrastructure Projects Likely Beyond 2020', 19 July 2011

Articles from the web

Asian Development Bank (2010) 'Procurement Systems in the Construction Industry', <<http://www.adb.org/>> [Accessed 28 September 2010]