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**Title of Paper, Upper Case for the First Letter of Each Word: Aligned Left, 18pt Arial**

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**Principal Author1, Second Author2, Third Author3**

1First Institution, City, State Abbreviation

2Second Institution, City, State Abbreviation

3Third Institution, City, State Abbreviation

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ABSTRACT: arial 9pt; 300 words max. in length; paragraph/s justified; no first line idents. The abstract should briefly summarize the paper, stating its claim, justification, objectives, methodology, outcomes, and significance. This abstract will appear in a brochure of abstracts at the conference.

KEYWORDS: Include three to five keywords

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## INTRODUCTION

Each submitted paper will be blind refereed and, when accepted, published in the conference proceedings. To permit blind peer review, papers must not include author name(s) or institutional affiliation(s) at the top of the paper or anywhere within the paper. Once the paper has been accepted, author name(s) or institutional affiliation(s) are to be added prior to final submission. Authors are fully responsible for their papers, which should not have been published elsewhere. ***Authors are required to secure permission for the use of any material that is protected by copyright. Please be aware that upon submission of the final manuscript, ARCC will request authors to agree to a limited, non-exclusive license. This license allows ARCC to publish the authors’ original work while the copyright remains with the author(s).*** Please note that theARCC archives and makes all conference papers freely available on its website and the ARCC Repository.

## LAYOUT

## 1.1 Length of Paper

Full papers should not exceed a total number of 8 pages maximum, including title, abstract, introduction, methodology and findings, conclusion, images, figures, captions, acknowledgments, and references. The file size of the paper is limited to 10MB. Authors should optimize graphics (i.e., size and resolution appropriate for this format). However, graphic resolution should not be any lower than 150 dpi for print quality. Separate images may be requested for proceedings.  **We strongly recommend using this file as a template for your papers.**

## 1.2. Margins and organization of the paper

Papers should follow the mirror margins (left page, right page) of this paper template. Headers, footers or footnotes are not permitted. Papers should be organized in sections and subsections consecutively numbered using Arabic numerals and decimals. Both sections and subsections should be preceded with a single blank line.

**1.3. Font size and format**

Arial (or Helvetica) typeface. Use sizes as applied in this template: 9pt for paragraph text and the space between paragraphs; 10pt for chapter and section headings. Use uppercase for the first letter of the title, names, units of measurement (if appropriate), and *entire* section headings. Should you need to *emphasize* *some words*, use italics rather than underlining or using bold style.

## 1.4. Paragraph format

Paragraphs immediately following their headings must be justified on both sides, with no indents for the first lines. The document should use single-line spacing throughout.

## 1.5. Quotations

Quotations shorter than 15 words “should be placed within the body of text and enclosed in quotation marks”.

Where a quotation is longer than 15 words, it should be given its own paragraph, indented by 0.4 inch left and right, and justified on both sides. Quotation marks should not be used to open or close such quotations. Indented quotations should be in Arial 8pt. No blank lines should precede or follow the paragraph unless a section break occurs.

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## 2.0 GRAPHICS

## 2.1. Figures: drawings and photographs

Illustrations should not exceed 50% of the entire paper content and should follow closely their corresponding text. All submitted images should be formatted as low-compression JPGs with a resolution of a minimum of 150 DPI. Illustrations should be clear and legible when printed.

All drawings and photographs must carry numbers in the text (e.g., Figure 1) and captions. Captions should be complete enough to allow appreciation of the illustration without referring to the text. The lettering of the caption should be Arial 9pt. In addition, captions should cite the source of the image other than the author’s own archive and should be given directly under the image using the recommended referencing style (see Figure 1), and the font size should be Arial 8pt. Single blank lines should precede and follow the image.



**Figure 1**: Images should be left aligned on the page. Source: (Author 2005)

## 2.2. Tables

All tables should be consecutively numbered and adequately captioned. Their placement should be as close as practical to the relevant part of the text (Table 1). Those tables not assembled by the author/s should have their source given immediately under the table (see Table 1). Use single blank lines before and after the table.

**Table 1**: Tables should be aligned left on the page. Source: (Ching 1999)

|  |  |
| --- | --- |
| Glazing type | *U-value* [W/m2K] |
| *out* | *in* |
| *Clear+clear* |  | 0.42–0.61 | 169–192 |
| *Clear+low-e* |  | 0.23–0.52 | 133–157 |
| *Clear+tinted* | *grey* | 0.49–0.60 | 74–152 |
|  | *bronze* | 0.49–0.60 | 76–152 |
|  | *blue* | 0.49–0.58 | 120–154 |
| *Clear+coated*  | *silver* | 0.39–0.48 | 36–59 |
|  | *blue* | 0.42–0.46 | 58–73 |
|  | *copper* | 0.29–0.30 | 44 |

ARCC highly recommends using the same typeface for the table of contents as for the body of the text.

## 2.3. Equations

Equations should begin from the left margin, with one blank line above and one below to separate them from the text. Equations should be numbered consecutively with the number in brackets justified on the right-hand margin. Symbols should be defined upon first use.

## 2.4. Units

ARCC using SI units of measurement. Other units (e.g., empirical) are permissible only after the SI units and must be given in parentheses, for instance, 404kPa (58.6psi) or 63.7m2 (685.7ft2).

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## 3.0 SOURCE MATERIAL

## 3.1. References

References to sources listed at the end of the paper should follow the Chicago Style and be formatted with the author's name and the year of publication in parentheses (Author 2005). Quotations should include the page number after a comma, like this: (Author 2005, 22). Should there be no author given in the source, the first words of the title are sufficient to identify the source in the list and should appear in italics (*Title of the publication* 2005). Footnotes may not be used.

If explanatory notes are necessary to the paper, endnotes may be used. Endnotes must be listed numerically and consecutively in both the essay and the Endnote citation. Endnote numbers must be superscripted following almost any punctuation mark in the text. All endnotes should appear on the final page of the document (after the References).

## 3.2. Blind peer-review

Papers submitted for blind peer review should not include the authors' names. The author field at the beginning of the paper should be left blank. Any reference to author affiliations or any information that could be used to identify the author or his/her affiliation should also be removed. If accepted, the authors must submit a final version of the paper that include this information.

## 4.0 EDITORIAL CHANGES

## 4.1. Submission

If a paper has not met the requirements for submission, the file will not be processed for review and the author will be requested to resubmit. If everything is in order, the author will receive confirmation that the paper is under review.

## 4.2. Units

The editor reserves the right to adjust the format of the submitted text as required in the publishing process.

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## CONCLUSION

Final publication-ready papers must be submitted as a “.docx” file through the ConfTool conference management website.

## ACKNOWLEDGEMENTS

This document was initially adopted from ANZAScA (Australia and New Zealand Architectural Science Association) and used in prior ARCC Research Conferences. The contribution of the previous ARCC conference organizers and committees is hereby gratefully acknowledged.

## REFERENCES

All sources referred to in the text should be listed in alphabetical order, following the Chicago Manual Style (CMS) format. Each reference in the list of references must include author/s name and initial/s, year of publication, title (in italics), place of publication, and publisher.

Author, I., Author, I. and Author, I. 2005. *Publication title.* Place: Publisher.

## ENDNOTES

1 Explanatory notes may be used as endnotes, following the Chicago Manual Style (CMS) format. For your reference: <http://www.chicagomanualofstyle.org/tools_citationguide.html>