TITLE OF THE PAPER

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\textsuperscript{1}Department/ School, Affiliation Organisation, City, Country
\textsuperscript{2}Department/ School, Affiliation Organisation, City, Country
\textsuperscript{3}Department/ School, Affiliation Organisation, City, Country
\textsuperscript{4}Department/ School, Affiliation Organisation, City, Country

Abstract

Place your abstract here. The short abstract should be composed of 100-200 words that briefly summarise your paper. It should provide details rather than present intentions. The abstract should be followed by a list of no more than six (6) key words that define the subject matter.

Keywords

List up to 6 keywords

Introduction

Written papers should be written and arranged in a style that is succinct and easily followed. An informative title, a concise abstract and a well written introduction will help to achieve this. This template, formulated in MS Word 2016, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. Written papers should be compiled in the following order: title; abstract and keywords; main body; acknowledgements; references; and appendices (as appropriate).

Title of the paper should be concisely written and followed the following style:

Times New Roman, size 14 pt, bold, all caps, centre aligned, single-line spaced and have 0 pt before and 12 pt after for paragraph spacing.

Title of the paper will be followed by authors’ name. The style is to Times New Roman, size 11 pt, bold, sentence case, centre aligned, single-line spaced and have 12 pt before and after for paragraph spacing.

An affiliation is required for all authors in the next section of the paper. The style is to Times New Roman, size 10 pt, regular, sentence case, centre aligned, single-line spaced and have 0 pt before and 6 pt after for paragraph spacing. Corresponding author’s contact details should be provided in the footer of the first page. Title of the paper, authors’ name and affiliations should be separated by a horizontal line.

An abstract of up to 200 words is required for a written paper. The abstract should put the research in context and include a statement of the purpose of the study, brief outline of how the research was carried out, main findings, and most important implication of the research. Each written paper should have up to 6 keywords, clearly written below the abstract.

The written paper must contain a critical review of literature or theory relevant to the study, demonstrating how the work reported in the written paper builds on existing body of knowledge and

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thereby expanding it. Explicit citations must be provided to the underpinning theory or body of literature that forms the basis for the research.

Written papers reporting on a research study must state the research method in such details that it can be replicated. When samples are used, the population should be defined and the method of selecting the sample and the response rate should be stated. All statistical or other quantitative analyses must be checked carefully for applicability and accuracy.

**General layout**

The written paper should be prepared in A4 size with a margin of 2.5 cm all around, in portrait orientation and in single column.

Landscape orientations may be applied only if necessary for presenting tables and figures effectively. Section breaks should be introduced before and after changed page orientations.

The written paper should be numbered consecutively and the page numbering should appear on the bottom centre of pages except the first page.

Do not insert any header or footer except for the page number and the details of the corresponding author on the footer of the first page.

**Main body of a written paper**

**Headings**

Limit headings to three levels.

The first level (for the title of the paper) should be Times New Roman, size 14 pt, bold, all caps, centre aligned, single-line spaced and have 0 pt before and 12 pt after for paragraph spacing.

The second level - Heading 1 (for main headings e.g. Abstract, Keywords, Introduction, General layout, Main body of a written paper, here in this template) should be Times New Roman, size 14 pt, bold, sentence case, left aligned, single-line spaced and have 12 pt before and after for paragraph spacing.

The third level - Heading 2 (for sub-headings of the main headings e.g. Headings, Standard paragraphs, Numbered and bulleted lists, here in this template) should be Times New Roman, size 12 pt, bold, sentence case, left aligned, single line spaced and have 18 pt before and 12 pt after for paragraph spacing.

Capitalise only the first letter of the headings (Heading 1 and 2).

Do not put a line space to separate a subheading from the preceding paragraph; instead, use the above line spacing correctly for separating different sections within the body.

Do not number headings.

**Standard paragraphs**

The style is ‘Normal’ and it comprises of Times New Roman, size 11 pt, regular, sentence case, justified, single line spaced and have 12 pt before and after for paragraph spacing.

Do not indent the first line of any paragraph.
Do not put a line space between a heading and a paragraph and between paragraphs; instead apply the above paragraph spacing correctly.

Use a single (not a double) space after periods and other punctuations. Do not put a space in front of a question mark, or in front of any other closing quotation mark.

**Numbered and bulleted lists**

Lists should be single-line spaced; use 11 pt Times New Roman font; justified; and have paragraph spacing of 6 pt before and after.

Lists should be set to left indent by 1 cm and hanging by 1 cm.

The first word of each item of a numbered or bulleted list is to be capitalised unless the list is part of a sentence.

A numbered list should be used if a definite number is mentioned or it is an exhaustive list.

Bullets are preferable if the number of points is incidental, or the list is not exhaustive.

**Abbreviations and contractions**

Use abbreviations sparingly. If abbreviations are going to be used, write the name of the organisation or the phrase in full at the first time it is referenced, followed by the abbreviation in brackets. Subsequent references in the written paper can use the abbreviation.

The first letter in the words of an abbreviated phrase or name should be capital and do not use periods in abbreviations, e.g. New South Wales (NSW).

Use periods with most contractions, particularly where the word is cut part-way through, such as Rev. as in Reverend, Feb. as in February, Ed. as in Editor, etc. However, do not use periods when the last letter of the contraction is the same as the last letter of the full word, such as Dr as in Doctor, Mr as in Mister, St as in Street, Ave as in Avenue, etc.

**Quotations**

Use "double quotation marks" for short quotes within a paragraph. Do not italicise quotations.

Long quotations of more than three lines should be indented at both right and left margins, set to have a line spacing of exactly 12 pt and appear independently without quotation marks.

**Numbers and measurements**

Measurements should be given in metric units. If other units are used, the metric equivalent should be given in parenthesis.

For simplicity, it is better to use abbreviations for units of measurement as it is faster to read and saves space. The abbreviation should appear with a space between it and the number (e.g. 8 metres becomes 8 m).

With units of measurement, the number, even if it is below 10, should always appear as a numeral (e.g. eight should be written as 8). For large numbers, a combination of numerals and words may be used (e.g. 4.5 million).
Most units of measurement are written in lowercase (kg, m), except for units named after a person (Newton – N; Joule – J; Pascal – Pa).

Do not begin a sentence with a numeral (e.g. 8) but a word (Eight).

**Figures, tables and equations**

All figures and tables must be embedded in the written paper near the first reference to the corresponding figure or table.

Figures and tables must be clearly labelled as Figure 1 or Table 1, Figure 1 or Table 2, etc. with concise captions at the bottom for figures and at the top for tables.

Figures and table captions must be centred, numbered in sequence, be single-line spaced, use 11 pt Times New Roman, italics, and sentence case and have paragraph spacing of 6 pt before and after.

Use “Cross-reference”-tool found in “References”-toolbar to refer to figures and tables. Only the first word (as well as any proper nouns or abbreviations) in table and figure titles should begin with a capital letter. Please ensure that neither figures nor tables exceed the writing area (overlap margins).

Figures and tables must be sufficiently referenced within the text of the article.

An example is given below for the presentation of table:

<table>
<thead>
<tr>
<th>Font name</th>
<th>Font size</th>
<th>Font type</th>
<th>Line space</th>
<th>case</th>
<th>Paragraph space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time New Roman</td>
<td>11pt</td>
<td>Italic</td>
<td>Single</td>
<td>Sentence case</td>
<td>6pt before and after</td>
</tr>
</tbody>
</table>

An example is given below for the presentation of figure:

![Figure 1: (a) first picture; (b) second picture](image)

Equations and formulae should be typed in Mathype and numbered consecutively. Format of equation label is similar to table and figure label and captions. However, equation number should be aligned right whereas the equation should be aligned left.

An example is given below for the presentation of equation:

\[ a + b = c \]  

*Equation 1*
Referencing

Written papers should be prepared following the Harvard referencing guide. Citations should be given within the body of the paper and their complete references should be included under the heading: ‘Bibliography or ‘List of references’ or ‘References’.

A list of references for the written paper should be produced with text of single-line spaced, 10-point Time New Roman font, justified, and hanging by 1 cm and without paragraph spacing.


Their completed references are shown under the heading of ‘References’ as below:

References


Aranda-Mena, G. & Scambia, L. 2018, 'Canopy: career transitions in academia and architecture', The 42nd Australasian Universities Building Education Association (AUBEA) Conference proceedings, Curtin University, Singapore, pp. 61-72.


