

INTERNATIONAL JOURNAL OF CONSTRUCTION SUPPLY CHAIN MANAGEMENT PAPER TEMPLATE

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ABSTRACT

This document gives the format of your manuscript to be submitted for review and possible publication in the journal. Your paper should appear in the same format as this document. Please note that the initial submission will not include the names of the Author(s) as indicated below the paper title. Adhering to these guidelines will give the best chance of getting your paper published and you will make the editing task much easier by so doing. The abstract of your paper should be no more than 200 words long. The abstract must provide a clear indication of the study described in the paper.

KEYWORDS: please provide not more than five relevant keywords in alphabetical order, carefully selected to reflect the subject of the paper.

INTRODUCTION

Manuscripts submitted for review should be prepared in line with these guidelines. The documents should be well written and free of spelling and grammatical errors. Authors should run their documents through a grammar and spell checker to correct any errors prior to submission. Formatting of documents is important to those interested in seeing a journal publication that has a consistent appearance. This document is formatted in the same manner that your paper should be. The manuscript should be created in Microsoft Word, but must be converted to a PDF file for submission.

FORMATING REQUIREMENTS [EXAMPLE OF STYLE HEADING 1]

Main headings are to be in 12pt, all caps, bold, Times New Roman and left justified. Format the 'Paragraph' line spacing at Before: 0pt, After: 12pt.

The 'Title' is in 16pt, Times New Roman, all caps, bold, single spacing and centred. Format the 'Paragraph' line spacing at Before: 0pt, After: 12pt.

Author(s) is (are) in 12pt, Times New Roman and centred. Format the 'Paragraph' line spacing at Before: 0pt, After: 12pt. There is a blank line following the author(s) names and affiliations.

The Abstract and Keywords are in 12 pts bold. Format the 'Paragraph' single line spacing at Before: 0pt, After: 12pt. The word ABSTRACT should be 12pt, Times New Roman, all caps, bold and centred. Abstract texts are all 12pt, Times New Roman and italicised. There is a blank line following the KEYWORDS.

References are 10pt Left justified, Times New Roman with 0.75 hanging indent. See examples at the end of the guidelines. Format the ‘Paragraph’ single line spacing at Before: 0pt, After: 6pt.

Formatting of Sub-Headings [Example of Style Heading 2]

Sub-headings are to be in 12 pt in Caps and lower cases and Times New Roman bold. Format the ‘Paragraph’ single line spacing at Before: 0pt, After: 12pt.

Formatting of Additional Levels of Sub-Heading [Example of Style Heading 3]

Additional levels of sub-heading are to be in 12 pt in Title cases, italic and Times New Roman bold. Format the ‘Paragraph’ line spacing at Before: 0pt, After: 12pt. For the purposes of clarity authors are encouraged not to use more than three levels of subheadings.

Figures and Tables

Figures and tables may be used to better illustrate the points made or to better present data. All figures and tables must be embedded in the manuscript near the first reference to the corresponding figure or table. Figures and tables should be numbered consecutively as Table 1: and so forth or Figure 1: and so forth. The font of the Figures and tables should be set to 10pt Times New Roman and bold.

The figures should be centrally placed in the document, with equal margins on both sides and fit within the document’s margins. The figure caption should be centred, numbered and positioned below the figure, clearly acknowledging the source (see Figure 1). Format the ‘Paragraph’ line spacing at Before: 6pt, After: 12pt.

The tables should be editable and centrally placed in the documents similar to the figures. The table caption should be centred, numbered and positioned above the table, clearly acknowledging the source (see Table 1). Format the ‘Paragraph’ line spacing at Before: 0pt, After: 12pt. Texts of data in the table should not be more than 10pt Times New Roman.

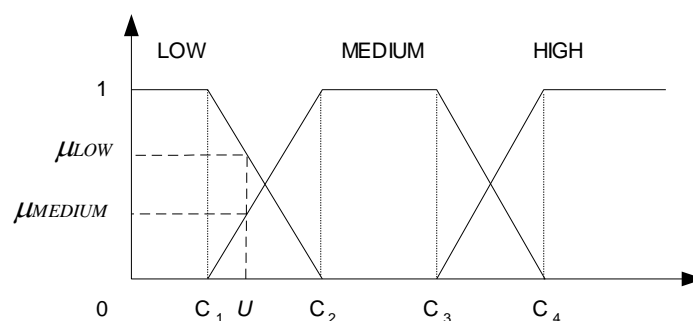


Figure 1: Graphical membership function of the three fuzzy sets (Source: Sutrisna *et al*, 2004)

Table 1: Example of the required fonts (Source: Author, Year)

ELEMENT	CASE	FONT
Paper Title	All uppercase	16 Bold, Times New Roman
Authors Name and Affiliations	Title case	12 Times New Roman
Abstract	Uppercase	12 Bold, Centered, Times New Roman
First Level Title	All upper case	12 Bold, Times New Roman
Second Level Title	Title case	12 Bold, Left justified Times New Roman
Third Level Title	Upper and lowercase	12 Bold, Italic, Left justified Times New Roman
Document Text	Sentence case	12 Times New Roman
Figure & Table Captions	Sentence case	10 Bold, Centered, Times New Roman
Text within tables	Sentence or title case	Not more than 10 Times New Roman or any other
Reference List	Sentence case	10 Left justified, Times New Roman

Submission of Papers

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Length

Manuscripts shall be between 3000 to 7000 words in length including texts, references and appendices.

Paper Size and Margins

The paper should be A4 format, typed with single spacing, 12 point typeface and fully justified. The margins for the document should be defined in the 'Page Setup' as follows: Top: 3cm, Bottom: 2.5cm, Left 2.5cm, Right: 2.5cm. The Header and Footer should be defined as: Header from Top: 2cm, Footer from Bottom: 1cm.

You will notice that the paragraphs are not indented, rather the 'Paragraph' line spacing is formatted as: Before: 0pt, After: 12pt all through the document. All texts are fully justified with the exception of title, headings and references which are left justified (ABSTRACT is centred).

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CONCLUSIONS

The guidelines presented here have been used to format this paper. Your submission should resemble the paper presented here if properly formatted. The editor will appreciate if you would follow these guidelines strictly.

ACKNOWLEDGEMENTS

Any acknowledgements should be placed in this headed section immediately before the references section. The references below were taken directly from the AUT University's examples to APA referencing style at: <http://aut.ac.nz.libguides.com/>. We would like to thank all authors who follow these guidelines diligently.

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