

Title, Times New Roman, 18 point, Bold

6 lines  
(72 point)

# Instructions for preparing the paper

**Y. Asano (1), M. OTSUKA (2)** ← Times New Roman, 14 point, Bold

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## Abstract

This is an example of the layout and style to be adopted in preparing papers for submission to the Symposium 'CIB W62 – Water Supply and Drainage for Buildings'. To facilitate the production of uniform proceedings, please follow these instructions as closely as possible. Both Microsoft Office Word and pdf versions of this file are available upon request.

(Normal paragraph, Times New Roman, 12 point, fully-justified)

## Keywords

Paper style; format; layout.

← Section Heading, Times New Roman, 14 point, Bold

## 1 Introduction

Please present all papers in Microsoft Word format and e-mail to [cibw62@shinshu-u.ac.jp](mailto:cibw62@shinshu-u.ac.jp) **no later than 15<sup>th</sup> July 2013**. If the file you wish to send is particularly large, please alert the symposium organisers in advance. Please ensure that you receive confirmation of receipt of your paper.

The contribution must be an original research paper. The body of the paper should be preceded by an Abstract, which should be of the entire paper, not of the conclusions alone. It should be a self-contained text that summarises in one paragraph the aims, scope and conclusions of the paper. Please avoid mentioning commercial names unless essential for understanding. Please limit the use of keywords to five.

The paper must be presented in English. Please review all text to ensure good presentation of language.

## 2 Format

### 2.1 Page format ← Sub-Section Heading, Times New Roman, 12 point, Bold

Papers should be a maximum of 12 pages long, including tables and figures. Please use A4 (210 x 297mm) paper size and set all margins to 30mm. As a result, your printable area will be 150 x 237mm. Please use the printable area in full, except to avoid: (a) beginning a new section directly at the bottom of a page; (b) leaving only the first line of a paragraph at the bottom of the page or only the last line of one paragraph on the beginning of the next page. Please set the document Footer as the page number, centred, in Times New Roman, 10 point, Bold.

### 2.2 Paragraph

Please use single spacing, except when presenting formulae, equations, calculations, *etc.* that may otherwise cause line crowding.

#### 2.2.1 Headings

All Headings should be typed with only the first letter of the first word capitalized. Section Headings should be preceded by 2 blank lines (or 24 point), and followed by one blank line (12 point). Sub-Section Headings should be preceded, and followed, by one blank line (12 point). Further sub-headings (for example, 2.2.1 above), should be given in italics, and preceded with a blank line, with text immediately following.

### 2.3 Fonts

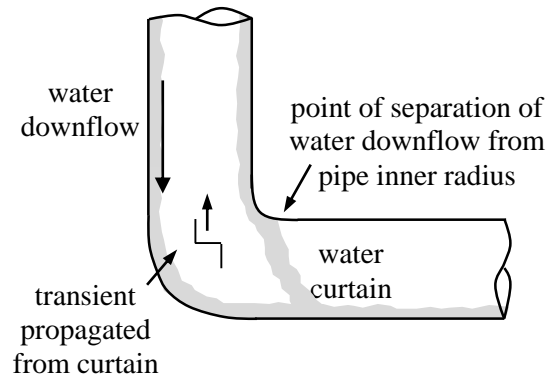
The body of the text should be 12 point Times New Roman. All paragraphs should be fully justified and there should be one blank line between paragraphs. Use *italics* to emphasize any information. Table 1 gives a summary of font sizes and styles.

**Table 1 Recommended font size** (Table Heading: 12 point, Bold, centred)

Paragraph style	Font Size	Font Style
Normal	12	Normal
Title	18	Bold
Section heading	14	Bold
Sub-Section heading	12	Bold
Sub sub-section	12	Italics
Table information	10 to 12	Bold
Captions of tables & figures	12	Bold

## 3 Tables and figures

Tables and figures should be inserted within the text as close as possible to where they are referenced (Figure 1), and must keep to the margins. Leave one blank line before pictures and tables. They should be numbered sequentially, such as Table 1, Table 2 or Figure 1, etc. The preferred style is as shown below.



**Figure 1 - Example figure**

Titles of figures and tables should be formatted as a normal paragraph, but using bold font style. Table titles should be positioned above the table and figure titles below (and centred). The recommended font size for tables and figures is 12 point, but 10 point is also acceptable.

All graphical information should preferably be achromatic (black and white). Colour illustrations cannot be accommodated. All graphs, figures, photographs, diagrams etc, must be included within a single file.

## **Acknowledgments**

If included, acknowledgments should appear before the list of references.

## **4 References**

Please select one style for referencing, preferably sequential numbering or Harvard. Examples are shown below for: a Code/Standard; a thesis; a journal article and a symposium publication.

1. BSEN12056, 'Gravity Drainage Systems Inside Buildings' British Standards Institution, London, 2000.
2. Jack L.B., 'An Investigation and Analysis of the Air Pressure Regime Within Building Drainage Vent Systems', PhD thesis, Heriot-Watt University, 1997.
3. Swaffield J.A. and Jack L.B., "Drainage vent systems: Investigation and analysis of air pressure regime", *Building Services Engineering Research & Technology*, Volume 19, Number 3, 1998.

## 5 Presentation of Author(s)

Please provide a brief presentation of each author (maximum 60 words each). This text should be accompanied by a photograph of dimensions 4.5 x 3.5cm.

Yoshiharu Asano is a professor at Shinshu University and Interdisciplinary Graduate School of Science and Technology Shinshu University Doctor Program. He teaches and conducts research in the department of architecture and building engineering. He specializes in building equipment, water supply and drainage in buildings and specially controlled installations.

