**TITLE (ALL CAPITAL, 12 PT, BALD, TIMES NEW ROMAN, CENTERED) UP TO TWO LINES**

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1) Ph.D. Candidate, Department of Civil Engineering, Arlington University, City, State, USA. Email: smith@arlington.edu (9 pt.)

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**Abstract:** Abstracts should contain no more than 300 words. (10 pt., Times New Roman). Abstracts should be concise and comprehensible. Abstracts must not contain figures or references.

If another paragraph is necessary, use this indent. Use the Western custom of listing the surname last in the Authors line. Use 10 pt. for the Author line. For each author, list his or her degree, position, affiliation, city, nation in 9pt.

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**Keywords:** Provide several keywords, preferably in one line, at most two lines.

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**1. INTRODUCTION (ALL CAPITAL, 10 PT., BALD, TIMES NEW ROMAN)**

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Manuscripts must be written in English. To ensure the appearance of your manuscript, avoid two-byte code characters that are used for Asian languages. SI units or acceptable metric systems must be used. Use 10pt., Times New Roman for writing main text.

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All paragraphs have the same indents. Avoid any line space between paragraphs. Please cite references in parentheses such as (Yabuki, 2012). Papers written by two authors should be cited as (Yabuki & Law, 1993). Papers written by more than two authors should be cited taking the first author and then “et al.” as (Yabuki et al., 2011). Multiple references should be cited in alphabetical order (buildingSMART, 2013a; buildingSMART, 2013b; Eastman et al., 2011; Makanae & Dawood, 2009). Please note that multiple references with the same author set and the same year should have a, b, c, …, after the year shown as above and in the REFRENCES.

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**2. METHOD**

**2.1 Second Level Heading (10 pt., Bald, Times New Roman)**

Your paper should be written in A4 size (210 x 297 mm) papers. Use the margin settings specified in Table 1. All tables must be consecutively numbered and inserted as close as possible to the corresponding text. In the text, refer to the table its number, as above, not its relative position. A table caption must appear centered and above each table. Do not insert page numbers.

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Table 1. Margins of the manuscript

|  |  |
| --- | --- |
| Margin | A4 (210 x 279 mm) |
| Top | 25.0 mm |
| Bottom | 25.0 mm |
| Left | 25.0 mm |
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(1) Third Level Heading (10pt., Times New Roman)

Equations are placed on separate lines, centered and numbered consecutively in parentheses at the right-hand margin. Equations must be referred in the main text. For example, “By Equation (1), we obtain the time consumed for the task *Ai*.”

 (1)

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**3. RESULTS**

Figures must be consecutively numbered and inserted as close as possible to the corresponding text. In the text, refer to the figure by its number, e.g., “as shown in Figure 1,” not its relative position. A figure caption must appear centered and below each figure.

When pasting figures, especially, photographs, to your manuscript, please be aware of the size of the manuscript. Try to minimize the size of the graphic files, but not excessively.

Characters in figures must be legible. Try to avoid non-English texts in figures.

When writing abbreviations such as IFC, SHM, CFD, etc. first time in your manuscript, you should spell out each term first and then write its abbreviation in parentheses, e.g., Industry Foundation Classes (IFC), Structural Health Monitoring (SHM), Computational Fluid Dynamics (CFD).

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Figure 1. General structure of reports, papers, and essays

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Leave a blank line above each first level heading. In addition, leave a blank line above each figure and below each figure caption, as shown around Figure 1.

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**4. DISCUSSION**

Avoid one-sentence paragraphs and paragraphs containing more than one main idea. While using the American English spelling style, e.g., “color,” “center,” “utilize,” is preferred in the proceedings, the UK style, e.g., “colour,”, “centre,” “utilise,” may be used so long as it is used consistently.

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**5. CONCLUSIONS**

All references in the reference list must be cited in the text and all references cited in the text must be in the reference list. References must be listed in alphabetical order.

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**ACKNOWLEDGMENTS**

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