



SURVEYING AND BUILT ENVIRONMENT

Submission Guidelines

FORMAT AND GUIDELINES FOR SUBMISSION

Electronic Submission

Full paper submission should consist of a file in Microsoft Word format attached to an e-mail message.

Format of Full Paper

Language: English

Content – Full Paper should include title of paper, author details, **ABSTRACT, KEYWORDS, and REFERENCES.**

Paper length: full paper should not be more than 20 pages, including all text, graphs, tables, diagrams, maps, pictures, illustrations, and appendices.

Paper size: set paper size to A4. The lines of text (except the text under **ABSTRACT**) should be indented left and right 3cm from the paper margin.

Text font: Times New Roman

Abbreviations: No full stop is needed for titles, names, acronyms, and measurement units: eg, Mr, Dr, PRC, UK, HKSAR, Jan, Feb, Mar, 4m, 5ft.

Abstract: drop 2 line spaces and type **ABSTRACT** in bold, full caps, 12 point size, and centred. On the next line, type the content of the Abstract in 10-point size, indent 3cm on both margins, left and right justified.

Abstract should be a single paragraph outlining the aims, scope, and conclusion of the

paper. It should be no more than 300 words in length.

Keywords: drop 2 line spaces and type **KEYWORDS** in bold, full caps, 12-point size, and left justified. Type the keywords in the next line and indent 3cm on both margins, left and right justified. Suggest approximately 5-10 keywords spaced by commas.

Main Text: drop 2 line spaces before typing each of the above topics. The text should be single spaced, single column, indented 3cm on both margins, left and right justified, and 12-point size. Paragraphs should not have any indentations. Any abbreviations used should be defined.

Section headings are in bold and full caps. There should be no blank lines between the heading and the first line of text. Separate paragraphs in each Section with one blank line. There should be two blank lines before each Section.

Equations should be centred, with a spaced line above and below. Equation font size should be the same as that of the text. Use only those mathematical symbols supported by Microsoft Word.

All graphs, tables, diagrams, maps, pictures, and other illustrations should be in black and white. They should be labeled and embedded in the text as close as possible to where they are first cited. .

References and table headings should appear above the table. Tables are to be centred on the page. Leave one blank line before the table heading and one blank line after the table.

Illustrations are to be centred, with the reference and caption printed below the figure. Footnotes should appear at the bottom of the page where they are cited, numbered and in 10 point size.

References: drop 2 line spaces and type **REFERENCES** in bold. All references should be in 12-point size, left and right justified, indented 3cm on both margins for the first line and 3cm on the left margin for subsequent lines. List all bibliographical references in alphabetical order by the last name of the first author at the end of the paper the following format:

Journals: last name and initials of author(s), (year of publication), paper title, journal title (*italics*), journal volume: issue, page numbers, for example:

Stewart R. (2001), the Spatial Data Infrastructure: Concept, Prototype

Development and Future Direction, *GIS – Today and Tomorrow*, 28:2, 155-177.

Books: last name and initials of author(s), (year of publication), book title (italics), edition (if any), publisher, for example:

Blachut CD (1979), *Urban Surveying and Mapping*, Springer-Verlag, New York.

Chapters in books: last name and initials of author(s), (year of publication), paper/chapter title, book title (italics), – last name and initials of book editor(s) (eds.), name of publisher, for example:

Wofford, L. E. (1999), Ethical Choice in Real Estate: Selected Perspectives from Economics, Psychology, and Sociology, *Ethics in Real Estate*, Roulac, S. (ed.), Kluwer Academic Publishers, Massachusetts, 39-70.

The reference should be cited in the article by typing the last names of the authors (without any title) and year (in brackets), e.g. Steward (2001) and Fellows and Liu (1999), or Lai, et. al. (2005) in case of more than 3 authors. References to the same author(s) in the same year should be differentiated by using 2005a, and 2005b etc.

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