



PAQS 2021 MANILA, PHILIPPINES

TECHNICAL PRESENTATION and PAPER GUIDELINES

CALL FOR ABSTRACTS	–	11 DECEMBER 2020
SUBMISSION DEADLINE	–	5 FEBRUARY 2021
ACCEPTANCE OF ABSTRACT PAPERS	–	7 MAY 2021
FULL PAPER SUBMISSION	–	4 JUNE 2021
NOTICE OF ACCEPTANCE OF FULL PAPER	–	2 JULY 2021

Congratulations on choosing to submit your abstract for technical presentation/paper to PAQS2021. In order, to help you prepare your submission, we have compiled the following guidelines for you. Before submitting, please be sure to double-check that your submission both meets all requirements outlined in the Call for Abstracts and responds to each of the appropriate submission sub-themes, as described.

TECHNICAL PRESENTATION GUIDELINES

For technical presentations we require a short synopsis/abstract of 300 to 400 words in Word or PDF format. It should state the sub-theme that it submits under. The abstract requirements are as follows:

- Describes the presentation topic
- Identifies your preferred time slot for your presentation– 20 or 30 minutes
- Identifies the speaker/s
- Describes how the presenters will interact with the audience
- Offers links to online audio/video of the presenter, if available
- Submit a 150-word profile or bio of each presenter as a separate document, demonstrating each speaker's depth of professional experience relevant to the topic area
- The presentation should focus on informational content. Promotion of specific services, products or firms is prohibited
- Selected presenters must provide proof or ownership of all images, or permission to use the images in their presentations
- Final Presentations are to be submitted in electronic format no later than **4 June 2021**
- Presenters must register for the congress if selected on or before **6 August 2021**.

PAPER GUIDELINES for PAQS 2021

Under a paper submission there will be a best paper award.

Name of First Author¹ and Name of Second Author²

*¹Designation, Affiliation of the First Author
Address of the First Author, email address*

*²Designation, Affiliation of the Second Author
Address of the Second Author, email address*

Exact specifications for laying out the paper help to reduce the work of the conference organizers in compiling the proceedings. Font sizes, paragraph formats and other details are specified so that proceedings can be presented in a consistent and professional style. This document is formatted according to these guidelines in order to provide an example for authors.

Keywords: keywords in lower case and alphabetical sequence separated by commas, finishing with full-stop. Do not select more than five keywords.

INTRODUCTION

All papers should be submitted in the 'Word' format. The paper should be in A4 size. The length of the paper should not normally be more than 10 pages. Set margins at one-inch (2.54 cm) top, bottom, left and right. Do not insert page numbers in your paper.

Title

The title of the paper should be specific, making clear what the paper is about without demanding that the paper be read in order to ascertain its contents. Use 16 pt., centered, bold, Times New Roman and all CAPITALS for the title.

Authors, their designations, affiliations, and addresses

The authors should be listed, separated by commas, except for the last one, which will be separated with the word "and". Only use superscripts to identify different addresses. If all the authors are from the same institution, then superscripts are not necessary. The e-mail addresses of authors should be given.

Use 12 pt., centered Times New Roman for author's names and their title, affiliations and addresses, and italic for author's affiliation and address. There is one 12 pt. blank line between the title and the author name line, and between the author name and their affiliation and address. After the last address, there are two 12 pt. blank lines and then the Abstract.

If the author is a student, the designation should state undergraduate or postgraduate, to help in identifying the appropriate category for the best paper award, when necessary.

Abstract

The abstract should be not more than 200 words. It should contain one or two sentences reflecting the background of the investigation, a sentence with the purpose of the paper, something about the research method used, several sentences giving a clear and precise idea of the main results, followed by one or two sentences mirroring the conclusions.

Headings

Headings should be short and not numbered. Heading 1 is 12pt, bold, Times New Roman, all CAPITALS and aligned to the left. Heading 2 is 12pt bold, Times New Roman aligned to the left. Heading 3, if required, is 12pt bold, italic and Times New Roman. All headings should be preceded by one blank line and followed by one blank line

MAIN TEXT (Style 'Heading 1' used here)

Use 11 pt., justified, Times New Roman for the main text. Use one blank 11 pt. line between paragraphs (no indentations). Line spacing in paragraphs is single, and alignment is left and right justified.

Bold type is used for the title and headings, but never in the main text. Italics can be used for a word or a few words in the main text, but not for quotations. Avoid footnotes; if absolutely necessary, they should be numbered and placed at the foot of the page. Use abbreviations and acronyms sparingly and explain all of these immediately when they occur first in your paper.

Tables and figures (Style 'Heading 2' used here)

Captions of tables are to be placed above the object, captions of figures below the object. Do not center tables or figures. Tables are numbered consecutively (Table 1, Table 2, ...) and so are figures (Figure 1, Figure 2, ...). There should be one blank line before and after the table or figure. There should be no vertical lines in tables, only horizontal.

Do not reproduce figures from other authors. Graphs should be two dimensional and have no shadows. Color should not be used, as the proceedings will be printed in black and white.

CONCLUSIONS

This section should bring together the paper with the conclusions of the research. It should raise any key issues that are posed by the research that may provide interesting discussion at the conference sessions. Future work flowing from the research may be mentioned.

REFERENCES

References to other publications must be in Harvard style. Within the main text, references are either written as (Ho, 2008) or given as 'Ho (2008) has found that [...]'. If there are two authors, use 'and' between their surnames. Three or more authors are referred to as (Jones et al., 2008) or '[...] as Jones et al. (2008) claim [...]'. If the reference is to a particular item or quoted verbatim, please add a page reference (Walker, 2007, p. 231).

After the conclusions, there is a REFERENCES section. Please check that all references in the main text correspond to the final list of references. These are ordered alphabetically according to the first author's surname. They should contain full bibliographical details. Journal titles should not be abbreviated. For more than one publication by the same author(s) in the same year, use a, b, c after the year of publication: 2008a, 2008b. The style should follow the examples below:

Book

Langford, D. and Male, S. (2001) *Strategic Management in Construction*. 2nd edition, Blackwell Science, Oxford.

Chapter in a book

Mintzberg, H. (1990) Strategy formation: schools of thought. In Fredrickson, J.W. (eds.) *Perspectives on Strategic Management*, Harper Business, New York, pp. 105-236.

Article in a periodical

Flanagan, R., Lu, W., Shen, L. and Jewell, C. (2007) Competitiveness in construction: a critical review of research. *Construction Management and Economics*, 25, 989-1000.

Thesis

Kale, S. (2002) Competitive advantage in the construction industry; firm-specific resource and strategy, Unpublished PHD thesis, Civil Engineering of Illinois Institution of Technology, Ann Arbor, MI.

Paper in a conference

Ho, H K Paul (2007) Risk Management of Piled Foundation Projects. *Proceedings of the 4th International Conference on Construction in the 21st Century – Accelerating Innovation in Engineering, Management and Technology*, Gold Coast, Australia, July, pp. 141-148.