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**Transforming Construction with Reality Capture Technologies:**

**The Digital Reality of Tomorrow**

August 23-25, 2022, Fredericton, New Brunswick, Canada

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INSTRUCTIONS to AUTHORS FOR THE PREPARION OF TCRC CONFERENCE MANUSCRIPTS

Last Name, First Initial1,\*, Last Name, First Initial2, and Last Name, First Initial2

1 Department of ..., University of ..., Country

2 School of ..., University of ..., Country

\* email address

**Abstract:** This set of instructions outlines the required format of full papers for the TCRC 2022 conference. The abstract should be one single paragraph, 250 words maximum. The format given here can serve as an example of a correctly prepared manuscript.

Keywords: Instructions; Formatting; Authors; TCRC

# **INTRODUCTION**

The completed paper shall not exceed **TEN** (10) pages and the extended abstract shall not exceed **TWO** (2) pages. Author(s) are required to submit one electronic file document of the full paper as a Word document through the online submission system. The appropriate template and specified requirements must be used in the preparation of all papers.

Papers which do not adhere to these requirements will be returned for revision and resubmittal. The resulting time delay may cause a subsequent rejection of the paper due to publication deadlines.

# **SCHEDULE**

The full paper must be received by the Paper Submission deadline indicated on the conference website. Late submission may result in omission of the paper from the conference proceedings.

# **GENERAL REQUIREMENTS**

## **Licence Agreement**

The authors must complete a license agreement, so that their paper could be included in this Conference proceeding.

## **Copyright Material**

The authors need to obtain written approval from the original publisher for any figure, table, or photograph that has been published previously. The source of previously published material should be included in the caption for the table, figure, or photograph.

# **MANUSCRIPT PREPARTION**

## **File Format and Word Formatting Styles**

The authors must submit an electronic copy of the full paper in Word format (.doc or .docx), so that its format can be corrected by our team, if necessary (the contents will not be altered).

Authors are requested to use Word Styles for all paragraph formatting, as provided in this template file and described in these instructions.

## **Page Format**

Your manuscript must be prepared for letter size (8.5” x 11”) paper. All page margins must be 1”. Page formatting must be single column, portrait orientation. Do not number the pages of the paper.

## **Typeface and Type Size**

All text must use 10-point Arial font (except for paper title, which is bold Arial 14 point, and author names, which are Arial 12 point).

## **Spacing and Indentation**

All text elements should be single-spaced. Paragraphs should be fully (right and left) justified. No indents should be used in any part of the paper. 36 points should be left before the title. Two open lines (20 points) should be left before the author names, abstract paragraph, and level 1 headings. One open line (10 points) should be left before **all** other paragraphs. This spacing is set in the template file and should not require any additional spacing to be added.

## **Title/Author**

The title page of your manuscript is illustrated by the first page of these instructions. The title should use 14-point Arial font, bold, all capitals, and include 36 points open spacing before it.

Each author should be entered using first (given) name, middle initials, last (family) name, and a superscript numeral to indicate the corresponding author affiliation. Different authors should be separated by a comma with an “and” before the final author. Author names should be 12-point Arial font and should be preceded by two open lines (20 points).

Author affiliations should be 10-point Arial font with no preceding space. Each affiliation should begin with a superscript numeral referring to the corresponding author. Following the author affiliations, the email address of the corresponding author may be provided, also with a corresponding superscript \*.

## **Abstract**

Each paper should begin with an abstract of no more than 250 words in a single paragraph (please do not use the return key). The Abstract should be entered in the “Abstract” section of the template file. The abstract paragraph is preceded by two open lines (20 points) and must begin with the word “Abstract:” in bold font.

## **Numbered Headings**

All headings must be in black and in bold face. Primary (level 1) headings are formatted in all capitals preceded by two open lines (20 points). Other headings (level 2 and 3) are written in bold type face with the first letter of each word capitalized, preceded by one open line (10 points). Headings are numbered as follows:

**1. HEADING 1**

**1.1 Heading 2**

**1.1.1 Heading 3**

## **Equations, Formulas, Symbols and Units**

Simple mathematical expressions and sub- and superscripted characters, such as SO24, could be inserted in the text. Do not embed equations as an image.

Equations are placed on separate lines, centered and numbered consecutively in parentheses at the right-hand margin. Refer to equations in the body of text using these numbers (e.g. “Eq. 1” or “Equation 1 shows…”). SI units and Arabic numerals may be used, but do not use italics. An example equation is shown below:

(Eq. 1)

## **Figures**

Figures (whether drawings or photographs) should be numbered consecutively in order of appearance and referred to as Figure 1, Figures 2 to 4, etc. Insert figures as close as possible to their first citation. Figures should be of good quality contrast. Color figures are often preferable. Any greyscale figure requires sharp contrast.

Figure lettering should be approximately the same size as the text (10 point Arial font) with a minimum of 2 mm. Lines should preferably be 0.2 mm thick. Proper acknowledgment of illustrations borrowed or adapted from another source is required. Captions should be placed immediately below the illustrations and centered on the page. An example figure is shown below

Chart, bar chart

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Figure 1: Example figure caption

## **Tables**

Tables should be numbered consecutively in order of appearance and placed as close as possible to where they are first referenced in the text. Refer to tables as Table 1, or Tables 1 and 2, in the body of the text. Insert tables as close as possible to their first citation.

Place the caption above the table. Both the table and the caption should be centered on the page. Tables should use horizontal lines on the top and bottom edges of the table and below the column headers; omit vertical lines used as separators between columns in the table. All table text should be Arial 10-point font. An example table is shown below:

Table 1: Example table caption

|  |  |  |
| --- | --- | --- |
| Element\* | Average  (units) | Variance  (units) |
| Element 1 | 1234 | 4321 |
| Element 2 | 1321 | 8765 |

\*Footnote~ for this table

## **Footnotes**

Do not use footnotes. Incorporate all required information in the body of the paper.

## **Acknowledgements**

The acknowledgements should be the last section prior to the References section to acknowledge the agencies and/or people that contributed to the manuscript preparation.

## **References**

References should use Chicago referencing style. Within the body of the text, references should be made in parentheses with the authors’ surnames and the year of publication (e.g., Beaulieu 2010, Flint and Smith 2012, Seed et al. 1977). At the end of the paper, list all references in alphabetical order of the first author’s surname. The first line of each entry in the reference list is not indented; the following lines should have a two-space 10 point) indentation. Do not leave an open line between references. Book titles and names of journals, reports and conferences should be in italics. Examples could be found below.

The author is responsible for verifying each reference against the original article. Each reference must be

cited in the text using the surnames of the authors and the year, for example, (Walpole 1985) or Green and Brown (1990). Depending on the sentence construction, the names may or may not be in parentheses, but the year always is. If there are three or more authors, the citation should give the name of the first author followed by et al. (e.g., Green et al. 1991). If references occur that are not uniquely identified by the authors’ names and year, use a, b, c, etc., after the year, for example, Green 1983a, 1983b; Green and Brown 1988a, 1988b, for the text citation and in the reference list.

At the end of the paper, list all references in alphabetical order of the first author’s surname. The first line of each entry in the reference list is not indented; the following lines should have a two-space 10 point) indentation. Do not leave an open line between references. Examples could be found below.

Journal article:

Redwood, R.G., and Jain, A.K. 1992. Code provisions for seismic design for concentrically braced steel frames. Canadian Journal of Civil Engineering, 19: 1025–1031.

Report:

Sanders, W.W., Jr., and Elleby, H.A. 1970. Distribution of wheel loads in highway bridges. National Cooperative Highway Research Program Report 83, Transportation Research Board, National Research Council, Washington, D.C.

Book:

Williams, R.A. 1987. Communication systems analysis and design. Prentice-Hall, Inc., Englewood Cliffs, N.J.

Paper in conference proceedings:

Whittaker, A.A., Uang, C.-M., and Bertero, V.F. 1990. Experimental seismic response of steel dual systems. Proceedings of the 4th U.S. National Conference on Earthquake Engineering, Palm Springs, Calif., Vol. 2, pp. 655–664.