

Paper Guidelines for the 2010 EPPM Conference

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Abstract

Formatting of technical papers is important to those interested in seeing conference proceedings that have a consistent appearance. This paper presents the guidelines for authors wishing to submit a paper for the 2010 International Conference on Engineering, Project, and Production Management. Formatting is important, as correctly maintaining the styles (without authors defining their own, additional user styles) will make importing and formatting the papers much easier. The guidelines presented here have also been adopted while formatting this paper. Styles have been defined. After you have formatted your paper according to this guideline, your submission should have the same look as the paper presented here. Please observe that some of the styles mentioned in this paper may have different names in your version of Word, depending on its language.

Keywords: Keywords should be in lower case and alphabetical sequence separated by commas. There should be no more than five keywords.

Introduction

Papers submitted to the 2010 International Conference on Engineering, Project, and Production Management should not only present interesting technical material and be well written, they also must be formatted properly. All papers should be submitted in the 'Word' format (.doc). The paper should be in A4 size, with the margins set at 2.5, 2.5, 3, and 2.5 cm for top, bottom, left, and right, respectively. The paper should be at most 10 pages long. Do not insert page numbers in your paper.

Most papers will start with an introduction and end with conclusions. The conclusions section must be followed by references.

The easiest way to ensure that your paper will conform to the required formatting is to save this file with a new name, and then write your paper directly into it, erasing the guideline contents as you go.

Formatting Requirements

Style Guide

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Abstract

The abstract should not be more than 200 words. It should contain background, purpose, main results, and/or conclusion of your research. Format the paragraph spacing with 12 pt before.

Style Sheets

Font type should be 12 pt Times New Roman throughout the document, with “left-and-right justified” alignment. Single-space all body text, including abstract, references, and appendices. ‘Styles’ have been defined and are used in this document. Please use these to format your text as well. Do not alter the styles.

To summarize the style specifications:

- Title: 18 pt, bold, centered, and all capitals.
- Authors: 12 pt, bold, and centered.
- Heading 1: The 14 pt, bold, and capitalized the first letter of a word.. Format the paragraph spacing with 12 pt before.
- Heading 2: The 12 pt, bold and capitalized the first letter of a word. Format the paragraph spacing with 12 pt before.
- Heading 3: Italic and capitalized the first letter of a word. Format the paragraph spacing with 12 pt before.
- Avoid using further subheadings.
- The first paragraph of the text starts with no indentation. In this document, the corresponding style is called “Text First.” There is no spacing between the heading and the first paragraph.
- The subsequent paragraphs are indented by 0.64 cm (¼ inch) and have no spacing before them. The corresponding style is called “Text Running.”
- Numbered or bulleted lists (as used in this part of the text) have no spacing before each listing. The paragraph following the list is in “Text Running” format. Use “List Bullet” style.
- Table should be left justified. Text in tables is 12 pt Times New Roman, and column headers are bold with first letter of a word capitalized. There should be a spacing of 12 pt after the table.
- Table caption is placed above the table and left justified; it is 12 pt Times New Roman and has spacing with 12 pt before.
- Figure should be centered with figure caption placed below the figure and also centered. There should be a spacing of 12 pt before the figure. Figure caption should be 12 pt Times New Roman and has spacing with 12 pt before and after.
- Footnotes are 10 pt Times New Roman. Use “Footnote Text” style.
- References are 12 pt with 0.64 cm (¼ inch) hanging indent. See the examples at the end of this document.

References

The references are listed in alphabetical order of authors' names. If you have cited more than one item by a specific author, then they should be listed chronologically (earliest first). Please use letter if more than one item has been published during a specific year (2008a, 2008b).

Please follow the style below:

- Book: Cortada, J.W. and Woods, J.A., 1994. *The Quality year 1994*. New York: McGraw-Hill.
- Journal paper: Fung, I.W.H., Tam, C.M., Tung, K.C.F. and Man, D.S.K., 2005. Safety cultural divergences among management, supervisory and worker groups in Hong Kong construction industry. *International journal of project management*, 23(7), 495-572.
- Conference paper: Lingard, H. and Blismas, N., 2006. Building a safety culture: the importance of shared mental models in the Australian construction industry. In: D. Fang, R.M. Choudhry and J.W. Hinze, eds. *Proceedings of the CIB W99 2006 international conference on global unity for safety and health in construction, 28-30 June 2006, Beijing, China*. Beijing: Tsinghua University Press, 201-208.
- Thesis: Miller, N.G., 1990. *A methodology for introducing technology into organizations*. Thesis (PhD), University of New South Wales, Australia.
- Corporate body: NOSHC, 2005. *Regulation impact statement*. Sydney: National Occupational Health and Safety Commission.
- Patent: Philip Morris Inc., 1981. *Optical perforating apparatus and system*. European patent application 0021165 A1. 1981-01-07.
- Website: Hofstede, G., 1980. *Framework for describing cultural differences* [online]. Available from: <http://www.changecommblog.com/2006/09/26/framework-for-describing-cultural-differences/> [Accessed 17 January 2008].

Tables and Figures

Please see the example of table and figure below.

Table 1. Example of Table

Year	Maximum Score	
	Base Run	Final Run
2008	12.25	13.55
2009	14.85	16.59

Figures in the paper may be in color; however, the proceedings will be printed in black and white only. For both tables and figures, please make sure that your captions are placed on the same page as the table or figure to which they refer. Once you have completed editing your paper, you may find that you need to move text forward in order to arrange

tables and figures correctly on a page. In any case, tables and figures should follow their first mention in the text.

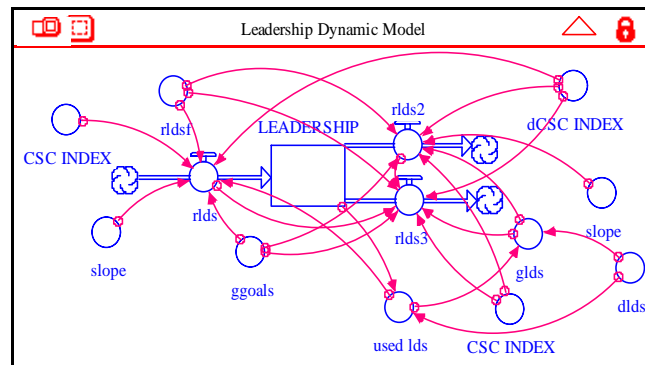


Figure 1. Leadership Dynamic Model

Conclusions

Authors are encouraged to submit final paper through the Online Submission System at www.ppml.url.tw/2010_EPPM/. The conference organizers and the editors of the proceedings will appreciate it if you would follow the above guidelines. Assistance for submitting papers can be enquired at EPPM2010@mail.npust.edu.tw.

References

- Cortada, J.W. and Woods, J.A., 1994. *The quality year 1994*. New York: McGraw-Hill.
- Fung, I.W.H., Tam, C.M., Tung, K.C.F. and Man, D.S.K., 2005. Safety cultural divergences among management, supervisory and worker groups in Hong Kong construction industry. *International journal of project management*, 23(7), 495-572.
- Hofstede, G., 1980. *Framework for describing cultural differences* [online]. Available from: <http://www.changecommblog.com/2006/09/26/framework-for-describing-cultural-differences/> [Accessed 17 January 2008].
- Lingard, H. and Blismas, N., 2006. Building a safety culture: the importance of shared mental models in the Australian construction industry. In: D. Fang, R.M. Choudhry and J.W. Hinze, eds. *Proceedings of the CIB W99 2006 international conference on global unity for safety and health in construction, 28-30 June 2006, Beijing, China*. Beijing: Tsinghua University Press, 201-208.
- Miller, N.G., 1990. *A methodology for introducing technology into organizations*. Thesis (PhD), University of New South Wales, Australia.
- NOSHC, 2005. *Regulation impact statement*. Sydney: National Occupational Health and Safety Commission.
- Philip Morris Inc., 1981. *Optical perforating apparatus and system*. European patent application 0021165 A1. 1981-01-07.