Structural template and formatting instructions for your IGLC24 paper [example of style ‘Title’]

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# Abstract [example of style ‘Heading 1’]

This paper presents the structural template and formatting instructions for authors preparing to submit a technical paper for the 24th Annual Conference of the International Group for Lean Construction (IGLC24). Using the template and following these instructions is important to those interested in seeing conference proceedings that are easy to read and have a consistent appearance. To ensure that your paper will conform to the required formatting, save this file with your paper’s title, and then write your text directly into it, erasing the contents as you go. [example of style ‘Text First’ for the first paragraph]

Structuring papers according to this template will help authors report clearly on their work. Correct formatting (e.g., using and maintaining the styles without defining your own styles) will let the conference organizers import papers as needed to produce the conference proceedings as well as prepare papers for online posting on the IGLC website ([www.iglc.net](http://www.iglc.net/)). [example of ‘Text Running’ for each subsequent paragraph]

The instructions presented here have been adopted to format this paper. After you have formatted your paper accordingly and applied the Microsoft Word ‘styles’ herein defined, your submission should have the same look as this paper. Please observe that some of the styles mentioned here may have different names in your version of Word.

# Keywords

Lean construction, template, formatting, instructions, references.

# Introduction

The structural template and formatting instructions provided in this paper are akin to the specifications we have used for previous proceedings of the Annual Conference of the International Group for Lean Construction (IGLC). The default language for the proceedings is English; both UK English and American English are acceptable, but please select one and use it consistently in your paper.

# Structural Template

## Document Structure [example of style ‘heading 2’]

Papers should be at most 10 pages long, including the title page, using US letter size paper of 215.9 mm x 279.4 mm (8.5 by 11 inches). Provide on the first page the paper’s title (at most 90 characters, including white spaces), author(s) name(s), abstract (up to 200 words), and keywords. Please spell ‘keywords’ as one word. Provide up to 5 keywords for your paper, at least 3 of which selected from our keyword list that is posted online in the same directory as this paper template is. Use footnotes to provide each author’s professional title, affiliation, telephone number, and e-mail address.

Most papers will start with an introduction and end with conclusions. The introduction should start immediately following the keywords (on the first page if possible). The conclusions must be followed by acknowledgments, if any, and then references.

## References

A significant body of literature exists to describe lean production- as well as lean construction theory and applications. It is most appropriate to build on that work (or critique it) and to cite sources accordingly in the References section of your paper.

The references should be formatted according to the LCJ & IGLC Referencing Guide 2016 available at <http://iglc.net/referencing>. The References section must include all work cited in the paper, sorted in alphabetical order by author(s). Example references are provided in the References section of this paper and some are cited in the following text. The proceedings of the first three IGLC conferences were compiled into a book, edited by Alarcon (1997). Valuable knowledge can also be found in doctoral dissertations (e.g., Martinez 1996), technical reports (e.g., Tommelein and Ballard 1997) and, of course, journal papers (e.g., Howell et al. 1993; Tommelein 1998; Tommelein et al. 1999)

## Different Types of Papers

Some authors will write papers on situations, observations, and findings that are practice-based or experimental in nature. Often such papers offer a description or explanation. Sometimes papers are based on hypothesis testing. We ask that authors of such papers clearly describe:

* What hypotheses are tested in the work? [example of ‘List Bullet’]
* What evidence is provided that was used to test the hypotheses?
* Whether or not the work enabled you to draw conclusions about the hypotheses, or further work is needed?

In contrast, other authors will write papers that are more opinion-based or theoretical in nature. We ask that authors of such papers clearly describe: [example of ‘Text First’ that follows ‘List Bullet’]

* What are the foundational elements of the theory you are basing your work on?
* What are your hypotheses and background assumptions?
* What seems to be true based on the theory?
* How could the theory be tested through experimentation?

Moreover, some papers will report on constructive research (also called design science research). Characteristically, this kind of research pertains to creating and testing an artefact. We ask that authors of such papers clearly describe:

* What practical problem is being addressed?
* What is the design and construction process of the artefact?
* How is the artefact evaluated?

All authors should:

* Describe the value of their work for practitioners as well as scholars.
* State the limitations of the presented work.
* Propose questions or hypotheses for future work, to be done by themselves or others, and suggest how these may be tested.

The aim of our IGLC conferences is to advance both the body of knowledge and the practice of lean construction, so please be responsive to our requests.

# Formatting Requirements

## Purpose and Use

Technical papers submitted for presentation at the Annual Conference of the IGLC should not only present interesting technical material and be well written, but also be formatted properly. Formatting of technical papers is important to those interested in seeing conference proceedings that have a consistent appearance, which in turn makes it easier for readers to at least skim through all texts. We next present the formatting instructions for authors wishing to submit a paper for the next Conference.

## Word Processor

### Document File Type [Example of Style ‘Heading 3’]

Please prepare and submit the final version of your paper as a Microsoft Word (Word, in short) document (.doc or .docx file extension).

The editors of the conference proceedings reserve the right to make minor editorial changes to papers, following these specifications, so as to make them better suited for printing. It is therefore important that you submit a Word document, and not a file in .pdf or other file format. The editors will post-process your paper to produce a .pdf file for online posting.

### Page Setup

The page setup of this template shall be used. This includes:

* Page size
* Page rotation
* Page margins
* Header and footer texts

Changes to any of the above are causes for paper rejection.

## Styles

‘Styles’ have been defined and are used in this document. Please apply them to format all your text as well. Use only the styles in this template. Do not manually set the font, font size, or other characteristics of any text. Do not alter any style definitions.

If you are not familiar with styles in Word please take one of the tutorials available online (e.g., Microsoft n.d.) or seek assistance from your organization’s IT support. Learning to use styles and other Word features now will save you a lot of time in future.

### Styles – Headings

The Heading styles are:

* ‘**Title’** is used only for the paper title
* ‘**Heading 1**’
* **‘Heading 2**’
* **‘Heading 3**’

Please avoid using further subheadings and note, contrary to the text paragraphs that are ‘Justified,’ heading styles are ‘Aligned Text Left’ in order to prevent exaggerated spacing when a heading runs to more than one line.

### Styles – Figures and Tables

Please use font Arial or another sans-serif font in figures and in tables.

To summarize the style specifications for figures and tables:

* **Figures** use style ‘Figure’ with format ‘Paragraph’ then ‘Line and Page Breaks’ set at ‘Keep with next.’
* A **figure caption** is placed below the figure and centered on the page. The style to use is ‘Figure Caption.’
* **Text in tables** should be formatted using the styles ‘Table body’ and ‘Table heading.’
* A **table caption** is placed above the table and centered on the page. The style to use is ‘Table Caption.’
* If possible keep tables to one page. Do not allow rows to break across pages.

### Styles – Body

The Body style specifications are:

* ‘**Authors’** is used (only) for formatting the authors’ names under the title
* **Body text paragraphs** following headings, figures, tables, bullet lists or quotes shall be formatted with the style ‘Text First.’
* **Subsequent paragraphs** following directly after a text paragraph shall be formatted with the style ‘Text Running.’
* **Numbered or bulleted lists** should be formatted with ‘List Bullet.’ The paragraph following a list is in ‘Text First’ format.
* **Footnotes** to detail the authors’ affiliations on page 1 shall be formatted with the style ‘Footnote Text.’
* **References** at the end of the paper shall be formatted with the style ‘References.’

### Making Words or Phrases Stand Out

If you wish to make a word or phrase stand out in a paragraph, then use either the style **Strong (bold)** **[example of the character style ‘Strong’]** or the style Emphasis (italic) [example of the character style ‘Emphasis’]. To use these character styles, select the text you wish to make stand out, and then choose and apply the style. In the references, for example, use the style Emphasis for the titles of books and journals.

## Figures and Tables

Each figure or table should follow the paragraph in which it is first mentioned. Make sure that each caption for a figure or table fits on the same page as the figure or table it refers to. Figures and tables in the paper may be in color but please ensure that they are readable in black-and-white. The editors will make each paper into a .pdf file in color for on-line posting, but they will print the proceedings in black-and-white only.

Tables should have a thick top and bottom border, a thin border under headers and generally no vertical borders. Table 1 illustrates these points.

Table 1: Variability of Available Dies (Table 1 in Tommelein et al. 1999)   
[example of style ‘Table caption’]

|  |  |
| --- | --- |
| Type of Die | Numbers on Faces [example of style ‘Table heading] |
| A | 5, 5, 5, 5, 5, 5 [example of style ‘table-body’] |
| B | 4, 4, 4, 6, 6, 6 |
| C | 3, 3, 3, 7, 7, 7 |
| D | 2, 2, 2, 8, 8, 8 |
| E | 1, 1, 1, 9, 9, 9 |

Once you have completed editing your paper, you may find that you need to move text towards the start of the paper in order to use white space left by Word, and thus move figures and tables to the subsequent page. In any case, figures and tables should follow their first mention in the text.

Important characteristics of figures are their image type (type of file), quality (resolution), and final printed size.

* Acceptable image file types are: Joint Photographic Experts Group (using file extension .jpg or .jpeg), Encapsulated Postscript (.eps), Portable Document Format (.pdf), Portable Network Graphics (.png), and bitmaps (.bmp).
* Drawings constructed as lines, boxes, text, etc. within Word cannot be reproduced effectively, so **please do not make drawings using Word**.
* Printing at 300 dpi requires images of at least 1,800 pixels wide if they are full-page width or 900 pixels wide if half-page width.

In Word, when you insert a figure in the text, please do *not* lay it out with wrapping ‘Behind text’ or “In front of text’ (consult Microsoft (n.d) to learn about wrapping styles). Instead, make sure the figure’s wrapping style is ‘In line with text’ and then apply to the figure the paragraph style ‘Figure.’

It is preferred that figures are sized either to match the full-page width (e.g., Figure 1), or to match the half-page width so that they can be arranged side by side to save space if needed.

[example of style ‘Figure’]

Figure 1: Average ± Standard Deviation of Buffer Size Relative to Number of Rolls after 1,000-Iteration Simulation where all Players have a fast Die (Figure 11 in Tommelein et al. 1999) [example of style ‘Figure caption’]

# Submission

Authors **must** submit their work in Word document format through the Conference Management System at <https://www.conftool.net/iglc2016>. For assistance with your submission, please contact the proceedings editors at [editors@iglc2016.com](mailto:editors@iglc2016.com).

To achieve the desired quality of reproduction of papers accepted for inclusion in the proceedings, you may be asked to provide a separate file for each figure or table. However, you will avoid this extra work when you follow the here-provided instructions.

# Conclusions

The instructions presented here have been used to format this paper. After you have formatted your paper accordingly, your submission should have the same look as the paper presented here.

The conference organizers and the editors will appreciate that you follow these instructions. They may return your paper for correction, or reject it altogether, if it does not conform to the required formatting.

# Acknowledgments

We are glad to have completed this set of formatting instructions and hope they are clear. If not, please email the first author so we can improve them. We would like to thank in advance all authors who follow these instructions diligently. We would also like to thank those who have prepared past-years’ IGLC conference templates that we could build on.

# References [see <http://iglc.net/referencing>]

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# Appendix: paper quality checklist

* Does your paper use correct styles throughout?
* Are your measures in metric units? Should you wish to use US or other units, please list their metric equivalent first and the US or other units in parentheses.
* Is the formatted paper 10 pages or less?
* Are all figures ‘In line with text’?
* Are your tables on a single page (if possible)?
* Is your paper written in clear English?
* Are captions on the same pages as the figures and tables they describe? If not, please use the correct style so that they are.
* Are any headings at the bottom of a page separated from the first paragraph that they head? If so, apply the correct heading style or delete any superfluous carriage return or blank line that may occur between the heading and the paragraph.
* Have you edited your paper’s filename according to its purpose? For example, if your ConfTool abstract number is 456, please clarify if you are submitting for the initial review (“Initial”) or submitting the camera-ready paper (“Camera”), which addresses the reviewers’ comments. As a result, your filenames would be:
  + “IGLC-2016-Paper-456-Initial”
  + “IGLC-2016-Paper-456-Camera”

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