



## Paper Submission Guidelines

### Submission of Articles

Articles must be submitted in English, be original, have not been previously published and not be under consideration for another publication.

Contributions to the journal will be subject to peer review by the Editorial Committee or refereed by other acknowledged experts as recommended by the Editorial Committee. Revisions may be required subject to the outcome of the peer review process and your revised version will be further examined before final publication in the journal. The review process will be anonymous. Papers should be emailed for publication to the attention of Zero Carbon Building Journal at [margaretkam@hkcic.org](mailto:margaretkam@hkcic.org)

The document should be in either Rich Text Format (.rtf) or Word file (.doc).

### Tables and Graphics (Drawings and Photographs)

All graphs, tables, line drawings and photographs should aid in the clarity of the paper.

Tables should be prepared using the table feature in the word processing program and sequentially numbered with a title (e.g. **Table 1**, **Table 2**) placed at the top left corner of the table. Tables should be referenced by their number in the text of the paper. However tables should also be understandable independent of the text.

All graphs, drawings and photographs should be numbered sequentially and referenced by their number within the text of the paper (e.g. **Figure 1**, **Figure 2**). Figure number and title should placed at the top left corner.

Position figures and tables as close as possible to the text in which it is mentioned. In addition, original images, drawings and tables that accompany the text should also be submitted in a separate file/as separate files in jpg. or tiff. format. Files separately provided should be named with the figure and table number. The highest quality resolution should be provided for all photographs and drawings. Grayscale and colour materials supplied should have a minimum resolution of 600 dpi.

Equations can be created using Word's Equation Editor.

**Paper format**

The paper must be written in English, should have a concise title, a concise abstract not exceeding 200 words, a maximum of 7 keywords and an introduction which clearly states the purpose of the paper. Authors should structure the paper to clear headings (main headings and subheadings), short sentences and simple language. Text should be written in the third person. Text should be spaced at exactly 12pt.

**Paper Length**

Papers should not exceed 8-10 pages in length or between 4000-6000 words.

**Title**

The first page should include a short and concise informative title for the paper. Authors and co-authors should include their full names, affiliations comprising the academic or institutional/company affiliation, city, country followed by email addresses, for example:

**Joe Chan, PhD BEng MSc MCIOB CEnv FHEA**

Department of Civil Engineering, The University of Hong Kong, Hong Kong, email: joechan@hku.hk

For more than one author, add a superscript footnote number after each author's name. Start each affiliation on a new line, precedent by the superscript footnote number linked by the author's name:

**Joe Chan<sup>1</sup>, PhD BEng MSc MCIOB CEnv FHEA**

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**Abstract**

An abstract should summarize the main points of the paper and indicate the conclusions and practical applications of the paper content. The abstract should be between 150-200 words.

**Keywords**

Up to 7 keywords should be carefully selected to describe the main themes/topics of the paper.

**Introduction**

The introduction should state the purpose (aims and objectives) of the paper.

**Full Text**

Follow the introduction with the full text of your paper. Text should be formatted into two columns. Please use the style feature of your word processing program to format headings. Limit headings to two levels. Main heading: Heading Level 1; Subheading: Heading Level 2. Capitalize the first letter of all major words.

## **Discussion and Conclusions**

The practical significance and implications of the research or paper content should be included in the discussion. The relevance of the presented research or information for practical applications in industry and policy should be elaborated with recommendations for different construction industry stakeholders in the conclusion.

## **Acknowledgements**

Acknowledgements can be inserted at the end of the text for the paper.

## **Endnotes/Footnotes**

Endnotes and footnotes should be numbered consecutively in the text of the article denoted by superscripts.

## **Symbols, Abbreviations and Conventions**

Symbols, abbreviations and conventions should follow recommended SI Units. Abbreviations should be bracketed at their first mention or definition in the text of the paper.

## **Citations and References**

Citations and references should be listed at the end of the text and should be formatted according to the author-date method as given by the APA.

When the author reference is a part of the sentence, you can indicate the reference as follows:

Li (2012) described a similar format which was used for the SB11 Helsinki Conference.

When a paper has many authors, mention only the principal author followed by "et al."

If an author appears in the reference list with different publications from the same year, the publication years can be listed as follows: 1990a, 1990b, etc.

Authors are listed alphabetically with the first author's surname and initials followed by the initials and surnames of co-authors.

Authors' names are followed by the year of publication. This is followed by the title of the paper, article, book or report and either the name of the conference and location at which the paper was presented, the name of the periodical in which the article is printed, or the name of the publisher or the institution behind the publication. Editors of conference proceedings should also be provided. If the reference is an article in a periodical, indicate the name of that periodical in *italics*. followed by volume and page numbers. The titles of books, journals and proceedings should also be in *italics*. Insert a blank line between each entry in the reference list. An example of a reference list is provided below.

Brand, S. (1999) *The Clock of the Long Now, Time and Responsibility*, Weidenfeld & Nicolson, London.

Frampton, K. (1983) Towards a critical regionalism: six points for an architecture of resistance, in H. Foster (ed.): *The Anti-Aesthetic: Essays on Postmodern Culture*, Bay Press, Port Townsen.

Gladwin, T.N., Newberry, W.E. and Reiskin, E.D. (1997) Why is the northern elite mind biased against community, the environment, and a sustainable future? in H. Bazerman, D.M. Messick, A.E. Tenbrunsel and K.A. Wade-Bezoni (eds): *Environment, Ethics, and Behaviour*, New Lexington, San Francisco, CA, pp. 234-227.

Keil, M., Perry, H., Humphrey, J. and Holdway, R. (2013) Understanding embodied greenhouse gas emissions in the water and sewerage sectors. *Water and Environment Journal*, 27(2), 253-260.

Mang, N. (2009) *Toward a Regenerative Psychology of Urban Planning*, Saybrook Graduate School and Research Center, San Francisco, CA (available at: <http://gradworks.umi.com/33/68/3368975.html>).

### **Author Biography**

A short biography not exceeding 70 words should include the author's main area of expertise, research interests and/or practical experience. Attach a photo/self portrait to be published with your biography.

### **Paper Review**

The full paper submitted will be reviewed by members of the Editorial Board. Proofs will be sent to authors and it is the author's responsibility to ensure that the final version of their paper is ready for production.

### **Reproduction of Copyright Material**

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Kowloon, Hong Kong

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