



HISAS 4

The 4th Hokkaido Indonesian Student Association Scientific Meeting

**MODEL PAPER
FOR HISAS 4 PROCEEDINGS
(Times New Roman Font, Size 12pt, All Cap, Bold Face)**

Author Number One¹, Author Number Two² and Author Number Three³
(Times Roman Font, Size 11 pt. *Author Number One is the presenter*)

ABSTRACT : (Times New Roman Font, Size 11pt, All Cap, Bold Face) A brief abstract of the current work should be supplied here. Abstracts should be no more than 300 words in length. (Times Roman Font, Size 11pt, justified).

KEYWORDS: (Times New Roman Font, Size 11pt, All Cap, Bold Face) Font, format, proceedings, conference, appearance, (Times Roman Font, Size 11pt, justified).

Introduction

In this HISAS 4, the organizer will produce hardcopy and softcopy (electronic) versions of the conference proceedings. This model paper is designed to obtain, as closely as possible, the same appearance for all papers for both versions of proceedings. These instructions have been prepared in the preferred format. The authors should prepare their papers as closely as possible to this example.

Times New Roman font (or a similar serif font) should be used for the entire manuscript. Font sizes/formats should be as follows:

Title: Times New Roman Font, Size 12pt, All Cap, Bold Face

Author Name: Times New Roman, 11 pt

Section Headings: Times New Roman, 11pt, All Cap, Bold Face

Sub-Section Headings: Times New Roman, 11pt, Bold Face

Body Text/References: Times New Roman, 11pt, Justified

Figure and Table Captions: Times New Roman, 10pt, Bold Face, Centered

¹ Position or Academic Qualification, Company or University, Country. (Times Roman Font, Italic, Size 9pt)

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Table Texts: Times New Roman, 10pt

Text should be fully justified and single-spaced. Title, section, and sub-section headings should align on the left-hand margin. Place a full page of text and figures on each page. Do not include headers or footers, except page number, in your electronic submissions. Number the pages of the manuscript at the bottom right hand corner.

All references should appear together at the end of the paper. References are listed alphabetically by last name of the first author. For anonymous reports and standards, alphabetize by the issuing institution. All references listed must be cited in the text. To cite sources in the text, use the author-date method; list the last names of the authors, then the year. For example: (Augenbroe 1999).

The final page size for the Proceedings is A4 (21 x 29.7 cm) . The text area will be 16 cm x 23.7 cm. The top and bottom margins are 3 cm and side margins at 2.5 cm each. **Figure 1** shows these final dimensions.

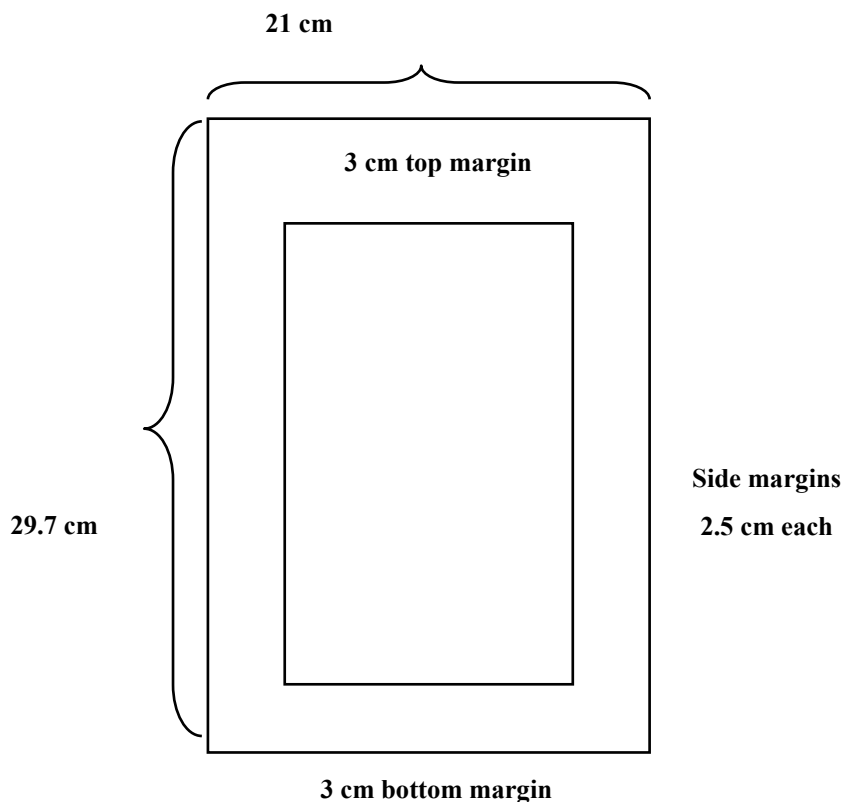


Figure 1. Dimensions of Final Proceedings Page



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Figures and Tables

Figures (illustrations or photographs) and text may appear on the same page. The figure should be placed on the page with caption placed directly beneath it in 10-point font as depicted in **Figure 1**. Tables and text may also appear on the same page. The table should be placed on the page with caption placed at the top in 10-point as depicted in **Table 1**. The paragraph describing a figure or a table should be placed before the figure or the table.

Table 1. An Example of Table Format

Column 1	Column 2	Column 3	Column 4	Column 5
Table Text	Table Text	Number	Number	Number

The figures should be reproduced well in black and white. No other colors will be used in the printing of the Proceedings. The authors should submit their artwork at 600dpi. If a figure or a table has been published previously, it will be necessary for the author to obtain written approval from the original publisher for it to be reprinted in the Proceedings.

Approvals

It is the author's responsibility to obtain all necessary approvals from the author's employer, etc, prior to submission of the paper. After receipt of the manuscript, it will not be possible to withdraw or revise a paper.

Length

Each manuscript should be no longer than 10 pages. No paper that exceeds the number of pages (including text, tables, illustrations and appendices) established by the conference management can be included in the Proceedings.

Language

The manuscript should be written in English.



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Delivery

Please send an electronic version in Microsoft Word or RTF. All manuscripts must reach the individual designated below prior to the February 28, 2005 deadline that has been established for the receipt of the manuscripts. Manuscripts received after this date cannot be included in the Proceedings.

Please send completed manuscripts by e-mail to the following address:

ppihisas@yahoo.com

References

Augenbroe, G.L.M. (1999). "Project Management Issues in remote CAD Outsourcing." *Service Life and Asset Management: IT in Construction*. Proceedings of 8th International Conference on Durability of Building Materials and Components, CIB W78 Workshop, Vancouver, Canada, May 30 - June 3, 2559-2568.

Froese, T., Rankin, J., and Yu, K. (1997). "Project Management Application Models and Computer-Assisted Construction Planning in Total Project Systems." *The International Journal of Construction Information Technology*. Vol. 5, No. 1, 39-62.