

4th ASEAN Post Graduate Seminar in Built Environment
7th – 9th April 2009, Faculty of Built Environment, University of Malaya, Kuala Lumpur, Malaysia

Please use the following format for all papers submitted for the 4th ASEAN Post Graduate Seminar in Built Environment. **Full paper must be submitted via e-mail provided before or on 1st March 2009.**

General Conditions

1. Papers must be submitted either in British English or Bahasa Malaysia. Authors must provide authentic and unpublished work not under consideration for publication elsewhere.
2. The editor reserves the right to exclude any paper that is not adhered to the following format.
3. All submitted papers will not be returned to the authors.
4. The paper should be submitted via e-mail to sumarni.upm@gmail.com using the format of MS words only. PDF format will not be accepted.
5. The file size should not be more than 1.5MB. In the case of big files, normally it is because of the inserted images. Kindly compress the image(s) by (i) right click at any image within the file (ii) choose menu 'format picture' (iii) click 'compress' (iv) at menu 'apply to', select 'all pictures in documents' (v) at menu 'change resolution', select 'web/screen' (vi) click 'ok', when sub-menu appear, click 'apply' (vii) finally click 'ok'. Then save your files.
6. All papers will be published in the conference proceedings.
7. Kindly take note that only the modes of paper presentation will be differed; either oral or poster presentation. The Technical Scientific Committee. Regardless of any modes of presentation, the submission of full paper is made compulsory. Otherwise, your paper will not be included in the conference proceedings.

Format

- Single sided A4 size paper; single column layout; single line spacing; justified.
- The margins of the top document (set automatically herein) should be:
 - Top and bottom margins 1.0"
 - Right and left margins 1.25"
- Body text is to be fully justified.
- Pages should be numbered consecutively (right-handside in the footer).
- Font **ARIAL** in Words for Windows.
- Length: not more than 8 A4 pages (inclusive of reference).

TITLE TEXT {Arial 10pt Bold}

{10pt space}
 {10pt space}

Author¹ (and Author²) {Arial 10pt}

{10pt space}

ABSTRACT {Arial 10pt Bold}

{10pt space}

{Body text 10pt Arial} The extract should not exceed 200 words and in one paragraph.

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Keywords: The number of keywords should no exceed 5, in lower case and alphabetical sequence separated by commas, finishing with full-stop.

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HEADINGS {Arial 10pt Bold}

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Body text {10pt Arial} Single spacing

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Sub-headings {Arial 10pt Bold}

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Body text {10pt Arial} Single spacing

Tables and Figures

Tables and figures should be kept as simple as possible. Make sure that they are referred to from the text. Tables, figures and images are to be centred and numbered consecutively, of adequate size (fit between the margins) and clarity – see examples.

Table 1: Profile of Respondents

Types of response	Number of response	Percentage (%)
Site-based work	44	18.3
Office-based work	104	43.1
Site- and office-based work	86	35.7
Others	7	2.9
Total	241	100.0

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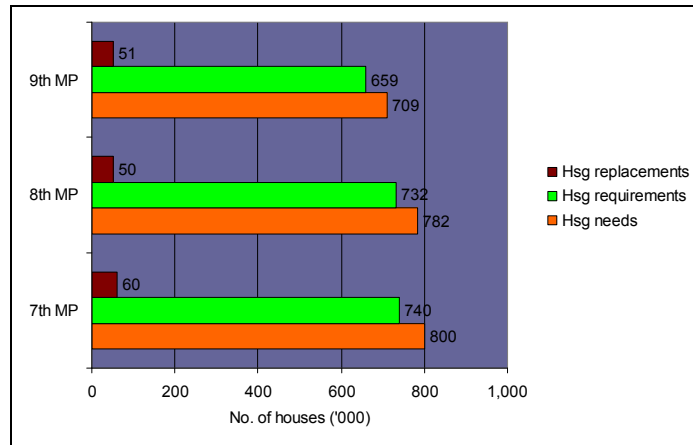


Figure 1: 7th – 9th Malaysia Plan on Housing Needs

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Citation and References

Harvard System, listed at the end of the paper, alphabetically by author (see examples below):

REFERENCES

Barajas & Kozolchik (2001) *Joint Venture in Mexico*. National Law Center for American Free Trade. Retrieved 21 July 2004, from the World Wide Web: <http://www.natlaw.com/pubs/spmxb7.htm> (for online resources).

Caulcut, R. (1995) *Achieving Quality Improvement*. London: Chapman & Hall (for books).

Jackson, P.R. (2004) Employee commitment to quality: Its conceptualisation and measurement. *International Journal Quality & Reliability Management*, Vol. 21, No. 7, pp. 714-730 (for journals)