

CTBUH 8th World Congress
“Tall and Green: Typology for a Sustainable Urban Future”
Dubai, 3-5 March 2008



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Salient Dates

Call for Papers:	15 April 2007
Submission of Initial Papers:	30 September 2007
Comments back from International peer-review board:	30 October 2007
Submission of Final Papers for publication in Proceedings:	31 December 2007
Congress:	3 – 5 March 2008

Author Guidelines / Paper Formatting (see separate template)

Manuscript Format:

- The **attached template** outlines most of the formatting requirements and it is strongly advised to use this as a basis for your paper.
- The **length** of the manuscripts should be appropriate to the material, but no more than **10 pages**, inclusive of titlepage and illustrations.
- Manuscripts must be typed in English in **Microsoft Word** only. Handwritten manuscripts will be rejected.
- Page setup: **A4 size** (210 x 297mm or 8.27 x 11.69 inches)
- Typeface should be created in two columns per page, with margins as per the attached template.
- Typeface should be in **Times New Roman**, with font size as indicated in the template (main body of text = 10 point normal, sub-titles = **10 point bold**).
- Typeface should be **single spaced**.
- Ensure that the typescript is clear and grammatically correct.
- Avoid the use of "I/we" in the text.

Titlepage:

The first page of the manuscript should contain the following:

- **Title** of Manuscript (not more than 75 characters long including spaces). **12 point bold**.
- **Name** of Author(s). 11 point, normal.
- **Affiliation** of Author(s). 9 point, normal.
- Primary Author(s) **Contact Address**: affiliation, city, country, email address, tel / fax numbers. 9 point, normal.
- An **Abstract** (not more than 200 words) and **Keywords** (maximum 5) should be included on the titlepage. 10 point, normal.
- Start of the main body of the text, under the sub-title **Introduction**.

Illustrations / Tables / Equations / File Size:

- **Illustrations** should be selected with care, and clearly illustrate a point made in the text.. There is no limit on the number of illustrations within the maximum page limit of 10 pages, but please note that the final size of the completed Word document should

not be more than **2 Megabytes**. It is thus important that the image resolution / size is reasonable so as to not make the document too large for transferring via email (remembering that papers will be sent to referees by email also). Please also note that the proceedings will be printed in black & white only.

- Illustrations should be **embedded** in, and cited from, the text directly, e.g. Figure 1, Figure 2, etc.
- **Copyright** of illustrations is the responsibility of the author, with sources indicated in parentheses following picture caption.
- **Tables and Equations** should be placed in text where desired. (Keep to a minimum, please.) Center equations; equation number is flush right in parentheses. Place table number and caption above the table.

References:

- The Harvard system of referencing should be used, as exemplified below. Please cite references in the text as follows: (Smith, 1995), or (Jones and Smith, 1993a and 1993b), or (Doe et al., 1992). Complete references must be at the end of the paper alphabetically, in the following format, and not contain any un-cited references:

ABEL, C. (2003). *Sky High*. Academy Publications. London.

LAY, S. (2005). *Fire Safety Challenges in UK High-Rise Residential and Mixed-Use Design*. Proceedings of CTBUH (Council on Tall Buildings and Urban Habitat) 7th World Congress: Renewing the Urban Landscape. New York, 16th-19th October 2005.

WOOD, A. (2003). *Pavements in the Sky: The Use of the Skybridge in Tall Buildings*. Architectural Research Quarterly. Cambridge University Press, UK. vol. 7. Nos. 3 & 4. 2003. pp. 325 -333.

YEANG, K. (1999). *The Green skyscraper*. Prestel Verlag. Munich.

Copyright Transfer Form:

- Each author will need to complete a copyright transfer form. This will be sent once acceptance of your paper is notified to you.

Submission of Manuscripts:

Submission is via one of two methods:

1. Email (total file size not greater than 2 Megabytes) to awood@ctbuh.org

or

2. Copied on CD / DVD to the address below:

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