

Title / Main Heading, Times  
New Roman, 18 points, bold

6 lines or  
72 points

# Instructions for preparing a full paper

**L.B. Jack (1), B. Bleys (2)**

Times New Roman,  
14 points, bold

(1) [l.b.jack@hw.ac.uk](mailto:l.b.jack@hw.ac.uk)

(2) [bart.bleys@bbri.be](mailto:bart.bleys@bbri.be)

(1) School of Energy, Geoscience, Infrastructure and Society, Heriot Watt University,  
Scotland, UK

(2) Belgian Building Research Institute, Belgium

Section Heading, Times New  
Roman, 14 points, bold

## Abstract

This is an example of the layout and style to be adopted in preparing papers for submission to the Symposium “CIB W62 – Water Supply and Drainage for Buildings”. To facilitate the production of uniform proceedings, please follow these instructions as closely as possible.

## Keywords

Paper style; environment; format.

Normal paragraph, Times New Roman, 12  
points, justified

## 1 Introduction

Section Heading, Times New Roman, 14  
points, bold

Please e-mail a copy of your paper to: [drew.rich@miami.edu](mailto:drew.rich@miami.edu) in both MS Word and pdf format.

The contribution must be an original research paper. The body of the paper should be preceded by an Abstract, which should be of the entire paper, not of the conclusions alone. It should be a self-contained text that summarises in one or two paragraphs the aims, scope and conclusions of the paper.

Please avoid mentioning commercial names unless it is essential for comprehension. The paper must be in English. In case this is not your mother language, please request that a colleague reviews your text in order to be sure that it is understandable for the reader. Each paper must have at least three, and not more than five keywords, followed by two blank lines.

## **2 Format**

Sub-Section Heading, Times New Roman, 12 points, bold

### **2.1 Page format**

Papers should be a maximum of 12 pages long, including tables and figures. Please use A4 (210 x 297 mm) paper size and set all margins to 30 mm. As a result, your printable area will be 150 x 237 mm. Use the printable area in full, except to avoid: (a) beginning a new section directly at the bottom of the page or only the last line of one paragraph on the beginning of the next page. Do type page numbers on the document and put them as a footer in the middle of the page.

### **2.2 Paragraph**

Please use single spacing (1.0), except when presenting formulae, equations, calculations, *etc.* that may otherwise cause line crowding.

#### *2.2.1 Headings*

All Headings should be typed with only the first letter of the first word capitalized. Heading 1 or a Section Heading must have 2 blank lines (or 24 points) before and 1 blank line (12 points) after it. Heading 2 or a Sub-Section Heading must have 1 blank line (12 points) above and below it. Heading 3 should be given in italics (underlined if italics not available) and should have 1 blank line above. Text should begin on the line immediately following, with no blank line.

### **2.3 Fonts**

The body of the text is to be 12 point Times New Roman. All paragraphs should be justified and there should be 1 blank line between paragraphs. Use *italics* to emphasize any information. Table 1 gives a summary of font sizes and styles.

Footer: Page number, Times New Roman, 10 points, bold

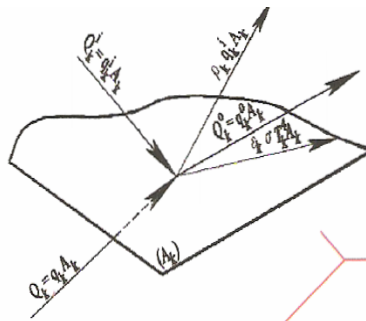
**Table 1 – Recommended font size**Table title, 12 points,  
bold, centre

Paragraph style	Font Size	Font Style
Normal	12	Normal
Title	18	Bold
Heading 1 or Section heading	14	Bold
Heading 2 or Sub-Section heading	12	Bold
Heading 3	12	Italics
Table (for table information, legend)	10 to 12	Bold
Titles of tables and figures	12	Bold

### 3 Tables and figures

Tables and figures should be inserted within the text as close as possible to where they are referenced (Figure 1), and must keep to the margins. Leave 1 blank line before picture and tables. They should be numbered sequentially, such as Table 1, Table 2 or Figure 1, etc. The preferred style is a shown below.

Put the text before the related figure or table

Keep figures/tables and their  
Titles on the same page;  
Center under figure**Figure 1 - Example of black and white figure**

Titles of figures and tables should be formatted as a normal paragraph, but using bold font style. Table titles should be positioned above the table and figure titles below the figure. The recommended font size for tables and figures is 12 points, but 10 points is also acceptable.

All graphical information should preferably be achromatic (black and white). All graphs, figures, photographs, diagrams etc, must be included within the single file.

### Acknowledgments

If included, acknowledgments should appear before the list of references.

## 4 References

Listed below are the styles for referencing:

Anonymous, European Standard EN 12056-3 Gravity drainage systems inside buildings- Part 3: Roof drainage, layout and calculation. European Committee for Standardisation, June 2000

Kolb (Walter), *Gründach und Regenwasser* Bayerische, Landesanstalt für Weinbau und Gartenbau, April 2002

Brundrett GW – *Legionella and Building Services*, Butterworth-Heinemann Ltd, London, UK, 1990.

Lin YS et al – Disinfection of Water Distribution Systems for Legionella, Seminars in respiratory Infections, Vol 13, N°2, Pittsburgh, USA, 1998.

Muraca P, Stout JE, Yu VL – Comparative assessment of Chlorine, heat, ozone and UV-light for killing Legionella pneumophilla within a Model Plumbing System, Applied and Environmental Microbiology, USA, 1987.

Please select one style for referencing, such as APA, Harvard or sequential numeric.

## 5 Presentation of Author(s)

Lynne Jack is a Professor of Building Services Engineering at Heriot-Watt University, Edinburgh. She is also Associate Principal for International Research, and within the School of Energy, Geoscience, Infrastructure and Society has recently been appointed Director of Built Environment Research. Lynne is a Chartered Engineer and was President of CIBSE from 2019-2020



Presentation of authors should be at the end of the paper with a maximum of 60 words. The dimension of images must be 4.4 x 3.5 cm.