

## ONE COLUMN PAGE LAYOUT

### TITLE OF THE CONFERENCE:

*5<sup>th</sup> International Workshop on Flexibility in Sustainable Construction*

### DATE:

16 October 2020

### LOCATION OF THE CONFERENCE/SYMPOSIUM:

Poznań, Poland

### PLEASE NOTE:

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- all papers should be delivered in electronic form (MsWord or LaTeX) as well as identical Acrobat PDF file.
- the deadline for submission of papers to the conference editors is **28 February 2021**
- the number of pages per full paper is **20 pages** for keynote speakers
- the number of pages per full paper is **8-12 pages** for regular contributions
- **Be sure that the 'Conversion settings' in the PDF maker is set on 'High Print Quality'**

### PLEASE SUBMIT YOUR PAPER THROUGH THE FOLLOWING EMAIL ADDRESS OR CONFERENCE WEBSITE:

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### ADDITIONAL INFORMATION:

<http://www.scfm.put.poznan.pl/orsdce-workshop-2020/>

### PLEASE FIND BELOW SEVERAL FILES THAT CAN BE USED TO PREPARE YOUR PAPER:

- *Read Me.pdf: instructions on how to get started and use the files in this .zip*
- *Templates.zip*
  - *1 column A4.zip >>*
    - B1PROCA4EXAMPLEPAPER.doc: Sample of A4 page lay out in MsWord
    - B1PROCA4TEMPLATE.doc: Empty template

- 1 column LaTeX.zip >>
  - 1-column-A4-Full Paper: LaTeX stylefiles to create the paper with LaTeX
  - 1-column-Letter-Full Paper: LaTeX stylefiles to create the paper with LaTeX
- Artwork.pdf: Instructions on how to submit your artwork (figures)
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- Harvard.ens: Stylesheet for preparing the 'References' section
- Permission Verification Form.doc: Form indicating that all required permissions have been sought and obtained (if applicable – if in doubt please consult the files Permissions+Flow+Chart.pdf and T&F Permission FAQ.pdf)

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Before starting, make sure that you have a PostScript printer installed. Microsoft Word users should select the correct files for their printer: A4 paper size (21 x 29.7 cm, European size), or Letter paper size (8 1/2" x 11", American size). Copy the files which you will be using to a new directory and keep the original file as a backup.

## MICROSOFT WORD USERS

Start MS Word. Close the empty file which appears on your screen (Close in File Menu). Now open the file B1ProcA4.doc (if you have a printer printing on A4 size paper - European standard) or B1ProcLe.doc (if you have a printer printing on Letter size paper - American standard) (Open in File Menu). Print this document. It gives detailed instructions on how to proceed when you still have to type your paper and also when you want to use the text from an old file. After you have read the first two pages of these instructions you are ready to start.

Note that you should always use the tag "First paragraph" after a heading. For the rest of the text use "Normal, text". When importing figures always set the paragraph tag on "Figures". Figures cannot be imported on the paragraphs tag. Use only the headings 1, 2, and 3 prepared by the Publisher.

### Quick start for MS Word users

1. Copy the correct template file to the template directory. The name of this directory can be found in File Locations of Options (Tools Menu).
2. Start MS Word and select the template file in "New" (File Menu).
3. Rename this new file in "Saving As" (File Menu).

You are now ready to type your paper (see 4-7 below), or/and to insert text from another file (see 8-10 below).

4. Type the correct title, author(s) and affiliation(s), and delete old text without deleting the return at the end of the line.
5. Type your abstract behind "ABSTRACT:".
6. Type the text of the first heading and delete old text without deleting the return at the end.
7. Now type the text of your paper using tag "First paragraph" for all paragraphs that follow a heading and tag "Normal, text" for all other normal paragraphs. Figures should be placed in paragraphs with a "Figure" tag and equations with a "Formula" tag.
8. To insert text from another file, open that file as well, select (Mouse) the text to be copied (Edit Menu), and paste (Edit Menu) it into the new file. In the Window Menu you can switch between opened files. The title, author(s), and affiliation(s) should not be copied completely. First type the first word of each line and then copy the rest of each line one by one. Copy only the text of your abstract and place it behind the word "ABSTRACT:".
9. Check if setting of paper size and margins (Page Set Up in File Menu), and Columns (Format Menu) are still correct (see table 1 in instruction file).
10. Change the old tags for the new Balkema tags (see 7 above). Before doing this apply automatic formatting: From the Format Menu select AutoFormat and click AutoFormat now.

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It is also very important that you submit your artwork/figures both embedded into Microsoft-Word as in a separate single file, with a preferred format of .TIFF or .EPS << **see for reference Artwork.pdf**

Please contact Mr. Lukas Goosen, Production Manager, e-mail address: [lukas.goosen@taylorandfrancis.com](mailto:lukas.goosen@taylorandfrancis.com)