Title: center text 16 pt. Times New Roman Bold

First Author1 marked **()**, Second Author2, Third Author3

|  |
| --- |
| ****First Author’s Affiliation and Email Address |
| Second Author’s Affiliation and Email Address |
| Third Author’s Affiliation and Email Address |

Abstract (12 pt. Times New Roman bold)

The abstract is to be in fully-justified italicized text as it is here, below the author information. Use the word “Abstract” as the title, in 12-point Calibri, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 12-point, single-spaced type (300 words). Leave two blank lines after the abstract, then begin the main text. All manuscripts must be in English. (12 pt.)

Keywords:

Maximum 6 words(12 pt.)

Introduction

 The instructions below are specifically directed at authors who wish to submit a manuscript to 4st BIM Conference. We consider all manuscripts on the strict condition that they have been submitted only to BIM conference that they have not been published already, nor are they under consideration for publication or in press elsewhere.

Use of this template

 Authors may use this Microsoft (MS) Word template by employing the relevant styles from the Styles. Care must be exercised in using the styles to obtain the desired format. To view which style is being used in any part of this document, place the cursor on the line and look in the style list.

English

 Authors are strongly encouraged to follow the principles of sound technical writing. Authors whose native language is not English may wish to collaborate with a colleague whose English skills are more advanced. Authors should proofread their papers carefully prior to submission. Manuscripts that do not meet acceptable English standards or lack clarity may be rejected.

Instructions for Authors

A typical article will not exceed 5,000-6,000 words not including notes, figures, tables and references. Papers that greatly exceed this will be critically reviewed with respect to length. The Title should be a brief phrase describing the contents of the paper. The Abstract should be informative and self-explanatory, briefly present the topic, scope of the work and point out major findings and conclusions. The Abstract should be 150 to 300 words in length. Following the abstract, about 3 to 6 keywords should be listed. You can find more details in the following sections.

 Main title

The main title (on the first page) should be on the top edge of the page, centered, and in Times 16-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Please initially capitalize only the first word in other titles, including section titles and first, second, and third-order headings (for example, “Titles and headings” — as in these guidelines). Leave two blank lines after the title.

 Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, boldface type. Their affiliations should be below their respective names. Affiliations are centered below each author name in Times 10-point, not bold. Include e-mail addresses if possible. Follow the author information by two blank lines before abstract.

Page setup and fonts

 Margins should be 3 cm on the top, 2.3 cm on the bottom and also be 2.5 cm on left, and right. Type your main text in 11-point Times, single-spaced with 13-point interline spacing. Do not use double-spacing. All paragraphs should be indented 0.42 cm. Be sure your text is fully justified that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

Figure and table captions should be 9-point boldface type. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Figure captions are to be below the figures. Table titles are to be centered above the tables. Use Times font throughout the manuscript, in the sizes and styles shown in Table 1.

Table 1. Font sizes and styles.

|  |  |
| --- | --- |
| **Style name** | **Brief Description** |
| **Article Title** | **16 pt. bold** |
| **Author Names** | **12 pt. bold** |
| Author Affiliations | 12 pt. |
| Abstract | 12 pt. |
| Keywords | 12 pt. |
| **HEADING 1** | **13 PT, BOLD** |
| **Heading 2** | **12 pt. bold** |
| *Heading 3* | *11 pt. italic* |
| Paragraph | 11 pt. |
| Figure caption | 9 pt. |
| Table caption | 9 pt. |

First-order headings

For example, “Introduction”, should be Times 13-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after.

 **Second-order headings**

As in this heading, they should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one after.

**Third-order headings**

Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 11-point Times, boldface, initially capitalized, flush left, and proceeded by one blank line, followed by a colon and your text on the same line.

Methods

 This section should be complete enough to allow possible replication of the research. However, only truly new research methods should be described in detail; previously published methods should be cited, and important modifications of published methods should be mentioned briefly. Capitalize trade names and include the manufacturer's name and address. Subheadings should be used. Methods in general use need not be described in detail.

Results and Discussion

Results should be presented with clarity and precision. The results should be written in the past tense when describing author's findings. Previously published findings should be written in the present tense. Results should be explained, but largely without referring to the literature. Discussion, speculation and detailed interpretation of data should not be included in the Results but should be put into the Discussion section. The Discussion should interpret the findings in view of the results obtained in this and in past studies on the topic. State the conclusions in a few sentences at the end of the paper. The Results and Discussion sections can include subheadings, and when appropriate, both sections can be combined.

ACKNOWLEDGEMENTS

These should be brief and placed at the end of the text before the references.

References

List and number all bibliographical references in 10-point Times, single-spaced, at the end of your paper. In the text, a reference identified by means of an author’s name should be followed by the date of the reference in parentheses. When there are more than two authors, only the first author’s name should be mentioned, followed by ‘et al’. In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like ‘a’ and ‘b’ after the date to distinguish the works.

Lee (2010), Yang et al. (2013), (Chang and Ming, 1977), (James, 2008; Gordon, 2007a,b; Kotler, 1998, 2005), (Roper et al., 2001)

References should be listed at the end of the paper in alphabetical order. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list but should only be mentioned in the article text.

Sample References

Akande, A.O. and Olayiwola, D.I. 2006. Development and Evaluation of a threshing Machine for Prosopis Africana. M.S. Thesis, Ogun State University. Nigeria.

Campbell, J.P., Dunette, M.D., Lawler, E.E., and Weick, K.E., 1970. Managerial behavior, performance, and effectiveness. New York: McGraw Hill.

Cole, N.D. and Latham, G.P., 1997. Effects of training in procedural justice on perceptions of disciplinary fairness by unionised employees and disciplinary subject matter experts. Journal of applied psychology, 82, 699–705.

Greenberg, J., 1986. Determinants of perceived fairness of performance evaluations. Journal of applied psychology, 71, 340–342.

Masterson, S.S. and Taylor, M.S., 1996. The broadening of procedural justice: should interactional and procedural components be separate theories? Paper presented at annual meeting of the Academy of Management, Cincinnati, OH.

Medsker, G.J., Schriesheim, C.A., Berger, C.J., Castro, S.L., and Williams, E.A., 1996. Development and preliminary validation of a multidimensional promotion satisfaction measure. Academy of Management proceedings ’96, 1, 137–141.