

# **2015 ENVIRONMENTAL PAPER AWARD SUBMISSION GUIDELINES**

## **General**

Submissions should be typed on single sided A4 size paper using Times Roman font; single column layout with 2.5cm binding margins on all four sides.

The paper should be preceded by a separate information sheet containing the title; the author's full name, organization and contact details (postal address, contact telephone number and email address); an abstract of the paper; and four to six key words for reference purposes. The author's name, organization and contact details should not be given on the paper. The title should appear at the top of the first page of the paper.

Electronic copy (in Microsoft Word or PDF file) of the paper should be submitted via email to Ir Anthony Kwan of Environmental Division of the Hong Kong Institution of Engineers at [akwanhkie@gmail.com](mailto:akwanhkie@gmail.com).

## **Title**

Font size of bold 14 pt.; Upper Case, centered.

## **Author's Full Name, Organization and Contact Details**

Font size of bold 12 pt.; Caps/Lower case, centered.

## **Abstract**

Font size of 11 pt.; single line spacing; justified (flush left and right); no indenting of first line of any paragraph; one blank line between paragraphs.

## **Key Words**

Font size of bold 11pt; Caps/Lower case; 4 to 6 words.

## **Body Text**

Font size of 11 pt.; single line spacing; justified (flush left and right); no indenting of first line of any paragraph; one blank line between paragraphs.

## **Headings**

Font size of bold 14 pt.; Upper Case; no numbering; flush left. One blank line each before and after a heading and one blank line only before a sub-headings (if any). Sub-headings, if required: font size of bold 12 pt.; Caps/Lower case.

## **Figures/Tables/Charts (if any)**

To be inserted at the appropriate positions in the body text; numbered and captioned of adequate size and clarity.

## **Length**

No more than fifteen (15) A4 pages in total, including diagrams, tables, charts, photos, etc., without counting the information sheet.