2024 IIBEC International Convention and Trade Show Paper Formatting Instructions

TITLE

The title of your paper must match the title of your presentation. *No exceptions*.

AUTHORS

List *all* authors in the byline. A full author list must be provided at the time of submission.

ABSTRACT

A proceedings containing papers presented at this conference will be produced from the manuscripts received from authors. Length should not exceed 200 words. The abstract should present a concise statement of the scope, principal findings, and conclusions of the paper.

PAPER LENGTH

For the 2024 IIBEC International Convention and Trade Show, the article length should be no more than 4500 words (exclusive of abstract, author bios, and captions), and should contain no more than 10 figures. Figures include photos, illustrations, or graphics, but not tables. Only papers that are peer-reviewed and presented will be included in the conference proceedings—no abstract-only submissions nor standalone PowerPoint presentations.

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APPROVALS

It is the author's responsibility to obtain all necessary approvals from the author's employer prior to submission of the paper. Once a paper has been uploaded, reviewed by the author, and finalized for publication, it is not possible to edit the document. FORMAT

Point size and font. Use 12 point Times New Roman type for text, captions, and author contact information. Italics, bold, and bold italics may be used.

Layout. Single-spaced throughout and should be included in this order:

- Title (**Must match the title of your presentation.**)
- Author(s)
- Abstract
- Body of Paper
- Conclusions

- References

Margin settings (includes graphics). See Table 1 for suggested margin settings.

Table 1. Margin Settings.

Margins	Letter (8.5 x 11 in.)	A4 (210 x 297 mm)
Top, first page only	1.50 in.	51 mm
Top	1.00 in.	34 mm
Bottom	1.00 in.	34 mm
Left	1.38 in.	32 mm
Right	1.38 in.	32 mm

Figures and tables. All figures and tables must fit within the above margin settings. All figures and tables should be understandable when printed in black and white. Do not use only color as a distinguishing feature. Use symbols or patterns on line and bar graphs to identify lines and columns. Landscape orientation is acceptable.

Figure titles go below each figure. Table titles go above each table. Number figures and tables consecutively. An attestation related to the ownership of all figures will be required in order to finalize your submission.

Equations. Equations must be embedded in the text and numbered when they are referred to more than once.

Author bios and headshots. These will be made to match what you submitted as part of the abstract-approval process. If any authors have been added subsequently, include a bio for each to your paper. No more than 100 words. After a name, credentials should be in the following order: IIBEC credentials (e.g., RRO, RRC), degrees (PhD only), licenses, other professional credentials (e.g., LEED AP, CDT), and fellowships. The prefix Dr. is not to be listed unless it notes a medical license. Periods do not appear in abbreviations of academic degrees. High-resolution (300 dpi), color headshots of *any additional authors* must be provided *when submitting your article*—not later.

References. IIBEC's reference style is based on the style on the *Chicago Manual of Style*. Instead of using the author-date system, however, we number the references. When citing references within the text, use superscript numerals.

References not cited in the body of the text should not be listed. This means that documents should not include categories such as additional references or suggested references.

The References section at the end of a paper should list references in the order in which they appear in the text (not alphabetically). Along this vein, citations should appear in the text in numerical order. For example, an author may cite references 1, 2, 3, and 4 in the text but should not jump to citing reference 7 after reference 4. That reference should be cited as reference 5. It is acceptable, however, for an author to cite a previous reference that is out of order. For example, an author might already have cited references 1 through 13 and then repeat citation 7 before citing reference 14 later in the text.

If a specific publication is cited in a sentence, the citation appears directly after the name of the publication, the author(s) name(s), the mention of the survey or research report, etc. If there is no direct reference to these items, the citation goes at the end of the sentence.

Citations follow punctuation, except for a dash. There is no space after the comma(s) that separate multiple references. En dash is used for a series of citations.

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