

Instructions to Authors

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Abstract: This document provides the required format and general instructions for authors preparing technical papers for the FIDIC Asia Pacific Annual Conference 2026. Authors are requested to follow the format carefully to facilitate technical review, editing and publication in the conference proceedings.

Keywords: Guideline, Engineers, template

1. Purpose

This template is intended to serve as both a guide for prospective authors and a working template for preparing technical papers for the FIDIC Asia Pacific Annual Conference 2026. Authors should retain the structure, formatting and presentation requirements specified in this document.

2. General Information

- Submitted papers should be original technical or professional papers relevant to the themes and sub-topics of the FIDIC Asia Pacific Annual Conference 2026.
- The paper should present substantive technical, professional, research, project, policy or industry-related content of relevance to engineering, infrastructure, consulting, construction, project implementation or related fields.
- Papers should not contain derogatory or defamatory remarks concerning any individual, institution or organization.
- The paper should be written in clear, professional English and presented in the third person, where appropriate.
- A representative abstract of not more than 300 words should be provided.
- The International System of Units (SI) should be used wherever applicable. Where other units are necessary, the corresponding SI unit should be provided in brackets or in a supplementary dual-unit table.
- Author names, designations, affiliations, professional qualifications and contact

details should be provided in the prescribed author information section.

- The corresponding author should be clearly identified and should be responsible for communication concerning the paper.
- Submitted papers may be screened for plagiarism and compliance with the basic formatting and submission requirements.
- Papers may be subjected to technical review. Authors may be requested to incorporate corrections or revisions before acceptance and final publication.
- The decision of the Conference Technical/Editorial Committee regarding acceptance, revision and publication shall be final.

3. Format

3.1 Paper Size and Length

The paper should be prepared on standard A4 size pages. The recommended maximum length is eight (8) pages, including figures, tables and references, unless otherwise communicated by the Conference Technical/Editorial Committee.

3.2 Font and Margins

The general text should be prepared in Book Antiqua, 10-point font. Main headings should use Book Antiqua, 12-point bold. Sub-headings should use Book Antiqua, 10-point bold. Headings should be numbered consecutively.

Page margins should be 20 mm on all sides. Where a binding gutter is required, an additional 10 mm gutter may be applied on the appropriate edge. The main body may be presented in a two-column layout, with approximately 75 mm column width and 10 mm spacing between columns.

3.3 Title and Author Information

The title should be concise, informative and directly related to the subject of the paper. Author names should be listed below the title, followed by professional designation, affiliation and contact details. The corresponding author should be identified.

Suggested format:

TITLE OF THE PAPER

Author Name 1, Professional Designation,
Organization, email address
Author Name 2, Professional Designation,
Organization, email address

3.4 Abstract and Keywords

The abstract should briefly state the purpose, approach or methodology, principal findings and key conclusions of the paper. The abstract should not exceed 300 words. Three to six keywords should be provided immediately after the abstract.

3.5 Headings and Order of Presentation

Authors may select headings appropriate to the subject of the paper. For consistency, the following order is recommended:

- 1. Introduction
- 2. Background / Literature Review
- 3. Methodology / Approach
- 4. Results / Findings
- 5. Discussion
- 6. Conclusions
- Acknowledgement (if any)
- References

Acknowledgement and References should not be assigned paragraph numbers.

3.6 Headers, Footers and Footnotes

Authors are advised not to use headers, footers or footnotes unless specifically required for the technical content or instructed by the Conference Technical/Editorial Committee.

4. Presentation

The technical message should be supported, where appropriate, by tables, figures, equations, photographs, project illustrations, charts and references to relevant publications.

4.1 Tables

Tables should be numbered consecutively and titled above the table. Tables may be presented at one- or two-column width, as appropriate. Example: Table 1 – Project Performance Indicators.

4.2 Figures and Photographs

Figures and photographs should be numbered consecutively. The title/caption should be placed below each figure or photograph. Images should be of sufficient resolution for publication and should be appropriately sized before insertion into the manuscript. Example: Figure 1 – Project Implementation Framework.

4.3 Equations

Equations should be separated from the surrounding text, appropriately indented and numbered consecutively. Equation numbers should be placed at the far right of the relevant line within brackets.

Example: $F = 9C/5 + 32$ (1)

4.4 References and Citations

References should be cited in the main text using sequential numbers in square brackets, e.g. [1], [2] or Wu et al. [2]. The reference list should be numbered sequentially and presented in Book Antiqua, 9-point font.

Recommended reference categories include books, journal articles, conference proceedings, standards/reports and reliable internet sources. Internet references should include the URL and the date accessed.

5. Author Check List

- The paper is original and relevant to the conference themes.
- The abstract does not exceed 300 words.
- The paper follows the prescribed A4 page format and recommended page limit.
- Book Antiqua font and the specified font sizes have been used.
- Margins and column layout follow the prescribed requirements.
- All figures and tables are numbered and correctly captioned.

- All cited references appear in the reference list.
- SI units are used wherever applicable.
- Author names, affiliations and contact details are complete and accurate.
- The manuscript has been checked for spelling, grammar and formatting consistency.
- The paper has been checked for originality/plagiarism before submission.

It is expected that by complying with the simple guidelines presented in this paper, the authors would be able to present their research and professional articles in a logical and coherent manner to comply with internationally accepted standards.

Acknowledgement

The final manuscript should be submitted through the official conference submission process and in the file format specified by the Conference Secretariat. Authors should retain a copy of the submitted manuscript. Any revisions requested by the reviewers or Conference Technical/Editorial Committee should be incorporated before the final camera-ready submission.

References

1. Tomlinson, M. J., Boorman, R., *Foundation Design*, 5th ed., Longman, Singapore, 1986, 842 p.
2. Wu, B., Maekawa, K., & Okamura, H., "Contact Density Model for Stress Transfer Across Cracks in Concrete", *J. Faculty of Eng., The University of Tokyo*, Vol. 11, No. 01, March, 1989, pp. 9-52.
3. Somes, N. F., "Hoop Reinforced Concrete", *Proc., ASCE*, Vol. 96, ST7, July, 1970, pp. 1495-1509.
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