

# 16<sup>th</sup> International Facility Management Congress



23<sup>rd</sup> and 24<sup>th</sup> of November 2023 | TU Wien

## Instruction for papers – Formatting Guideline

### 1. Submission

Please be invited to submit a paper to the 16<sup>th</sup> IFM Congress. The Congress will be held from November 23<sup>rd</sup> to 24<sup>th</sup>, 2023 at TU Wien.

For a unified design of the *Journal fuer Facility Management* it is important that you follow these instructions while writing your conference paper.

Please send your abstract and after confirmation your full paper for the scientific review to [kongress@ifm.tuwien.ac.at](mailto:kongress@ifm.tuwien.ac.at) as **.doc- or .docx- document (NO PDF)**.

To ensure a high-quality conference, all abstracts and papers will be reviewed by the scientific committee. Papers passing the double-blind review process will be accepted for a presentation at the conference (Friday, November 24, 2023). If the paper is accepted, it will be published in *Journal fuer Facility Management* (ISSN and DOJA certified).

Conference language: German and English. Simultaneous translation in both languages.

### 2. General requirements concerning the format

**Titel (Times New Roman, 14 pt, bold)**

N. Name, O. Name & P. Name

Institute, County (both Times New Roman, 12 pt)

**Abstract:** about 12 to 15 lines, include a short explanation of the problem, the solution approach and the results (Times New Roman, 12 pt)

**Keywords:** max. 4

### 1. Titel (Times New Roman, 12pt, bold)

Text (Times New Roman, 12pt)

### 2. Titel (Times New Roman, 12pt, bold)

Text (Times New Roman, 12pt)

## 3. Paper

### Script

- Only accepted: **MS Office Word (.doc or .docx)**.
- Use **Times of New Roman, 12pt**
- **up: 2,5 cm, left: 3,0 cm, down: 2,0 cm, right: 2,0 cm**
- **Length: 10-15 pages** (including bibliography, figures and tables)
- Do not insert page numbers
- Use one blank 12pt line between paragraphs
- Line spacing in paragraphs is 1.5 and alignment is justified
- Headings are justified left only
- Avoid footnotes!
- Use abbreviations and acronyms sparingly, and explain all of these immediately when they occur first in your paper. Only the most obvious can be left unresolved (for Example: USA, UK)

### Tables

- Titles of tables are to be placed above the object.
- Do not centre the tables.
- Tables are numbered consecutively (Tab. 1, Tab. 2, ...)

Tab. 1: description and numbering at the top of the table

| Region <sup>1</sup> | 1968 | 1970 | 1972 | 1974 |
|---------------------|------|------|------|------|
| Europa              | 172  | 27   | 85   | 128  |
| Amerika             | 392  | 326  | 301  | 297  |
| Asien               | 4395 | 4111 | 2312 | 297  |

<sup>1</sup> In Europa nur ein wichtiger Fall 1970

## Figures

- Titles of figures are to be placed below the object.
- Do not centre the figures.
- Figures are numbered consecutively (Fig. 1, Fig. 2,...)

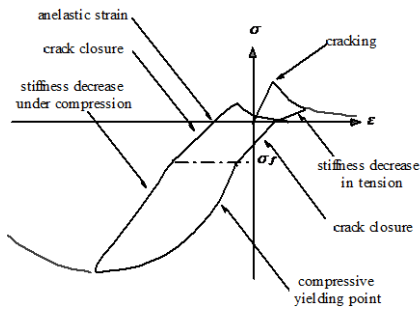


Fig. 1: description and numbering below the figure

## Formula

$$K_t = \left( 1 - \frac{R^2 \tau}{c_a + v \tan \delta} \right)^4 k_1 \quad (1)$$

## References

NO footnotes!

It is good to have source references for all statements that can be expected to raise doubts among readers and that do not follow from empirical investigation reported in the paper itself.

References to other publications must be complete as the following examples:

Within the main text, references are either written as (Redlein 2014) or given as „Redlein (2014) had found that,...“ If there are two authors use „and“ between their surnames. Three or more authors are referred to as (Redlein et.al 2014) or ...as Redlein et al (2014) claim....

After the conclusions in your paper, there are the references. Please check that all your references in the main text correspond to your final list of references. These are ordered alphabetically with

one blank line between. For more than one publication by the same author in the same year, please use a, b, c,... after the year of publication: 2014a, 2014b,...

**Some examples:**

Family name, Initial(s). (Year): *Title*. City of publication, Publisher

Baumann, W. & Herberg, B. (1994): *Papierchemikalien*. Berlin, Germany: Springer-Verlag.

Family name, Initial(s). (Year): Titel of article. In: *Journal title* Volume (Issue number), Page number

Brook, N.W., Duckett, R.A. & Ward, I.M. (1995): Modeling of double yield points in polyethylene: temperature dependence. In: *Journal of Rheology* 39, 425-436.

Steffen, H. (1984): Report on two dimensional strain stress behaviour of geomembranes with and without friction. In: *Proceedings of the International Conference on Geomembranes*. Denver, CO, USA: Industrial Fabrics Association International, 181-185.

Stressel, R.I. (1997): Optimal configuration and test parameters for the comprehensive test system for geomembrane liners. In: *Proceedings of the Air & Waste Management Association 90<sup>th</sup> Annual Meeting*. Pittsburgh, USA: Air & Waste Management Association.

Jappelli, R. & Marconi, N. (1997): Recommendations and prejudices in the realm of foundation engineering in Italy: A historical review. In: *Geotechnical engineering for the preservation of monuments and historical sites; Proceedings of the international Symposium*. Rotterdam: Balkema.