

**II**  
Second International Congress on Construction History  
Queens' College, University of Cambridge 29 March - 2 April 2006

## **Rules and Guidelines for the Submission of Papers**

### **DEADLINE FOR SUBMISSION**

Papers must be submitted no later than 1300 hrs GMT on **1 January 2006**. Papers received after this time and date will NOT appear in the Proceedings, whether or not fees have been paid.

Delegates whose paper is not in the proceedings will not be allowed to present at the Congress. Papers will only be accepted from individuals who are prepared to deliver them in person at the congress. In the case of multiple authors at least one author must be present. Proof of payment of the registration fee and accommodation will be required before inclusion of any paper in the proceedings thus all those submitting must have registered, booked and paid on or before 1 January 2006.

### **SUBMISSION OF PAPERS**

All submissions must be by e-mail sent to: -

submit@chs-cambridge.co.uk

Queries regarding the formatting of papers should be sent to Malcolm Dunkeld at the same address.

The editors of the proceedings reserve the right NOT to include any paper that is felt to fall short of the standard required. Such papers may be revised and submitted to Construction History Society for printing at a later date subject to peer review.

### **LENGTH**

Papers should be no longer than 6000 words including all references, headings and titles for tables and illustrations. Submissions of less than 2000 words are unlikely to be accepted.

### **LIMIT ON NUMBER OF ILLUSTRATIONS (INCLUDING IMAGES, DRAWINGS & TABLES)**

Each paper can have no more than **FIFTEEN half-page** illustrations and tables in total. That is 10 images and 5 tables, or 15 tables or 15 images etc. See images below. A full-page table or image counts as two half-page ones.

## LANGUAGE

All papers **MUST** be submitted in ENGLISH. If you are not confident of your ability to write in English please ask a colleague to proof-read your paper before submission.

Names of professional proof-readers and translators are provided on the website.

## COMPUTER FILES

Papers should be submitted as an attachment in MS Word or Rich Text Format (RTF). Any other format - including pdf files - will NOT be accepted.

Word format is preferred, but if you do not have MS Word then RTF will be accepted.

Make sure all file names are followed by the appropriate suffix (doc, rtf, jpeg, gif).

File name of the text should be the surname of the first author only, thus:

dunkeld.doc

If using Word then insert all the illustrations into the text (see illustrations below) AND attach images as separate files.

If using RTF just send text and the images separately.

Supply all illustrations as separate files labelling the files with the correct suffix as follows:

Dunkeld.fig.1.jpeg

Dunkeld.fig.2.gif

Dunkeld.fig.3.jpeg

Dunkeld.fig.4.tiff

The proceedings will be printed in black and white so all images must be grayscale. Do NOT send colour images. For details of images sizes, resolution etc see illustrations section below.

## COPYRIGHT AND ORIGINALITY

**In submitting contributors undertake that any paper submitted has not been published elsewhere before.** Where parts of the paper have been previously published this must be noted in the references.

The copyright of the paper remains with the authors, but a license to reproduce the paper here and in the future is granted to the Construction History Society. The authors undertake not to reproduce the paper elsewhere without acknowledging both that it first appeared at the Congress and that the Congress was held by the Construction History Society.

# **RULES FOR FORMATTING PAPERS**

All those submitting papers are responsible for seeing that they meet the following requirements and the editors reserve the right to reject papers that fail to do so and would thus require an unreasonable amount of time and work in re-editing.

## **ORGANISING THE DOCUMENT**

**Papers should NOT include page numbers or footers.  
Turn off any automatic formatting.**

**Papers should be arranged in the following order:**

Title,  
Author(s),  
Main text,  
Acknowledgments (if any),  
References.

**Do not number pages, paragraphs or headings.**

## **FONT**

The chosen font is **Times New Roman**, coloured black.

Use **single spacing** for all text material,

## **PARAGRAPHS**

Put one line between paragraphs. Do not indent the first line of paragraphs (by using spaces or Tabs).

## **TEXT SIZES**

**Title of Paper** - in bold, lower case, 14pt, centred at top of page

**Names of Author(s)**– lower case, 14pt, left justified.

Author(s) details to be limited to first name and surname (e.g. Malcolm Dunkeld). Initials may be included for those with common names (e.g. John K. W. Smith). Do not include author's title (i.e., Prof., Dr.), position (president, chairman), or degrees (Ph.D., MSc etc.)

**Headings**-main headings upper case in bold 14 pt, left justified .e.g.

## **BUILDING TECHNIQUES**

**Sub-headings**- lower case, bold, 12 pt, left justified e.g.

**Small domes**

**Main text** – lower case, 12pt., fully justified (left and right). Do not divide words at the end of lines.

**Text to be emphasised** should be in italic (and not underlined or bold) e.g.

This *word* is particularly important.

### **Titles of Books**

**Titles and numbers for figures** – figure numbers and titles under the figure, 10pt, centre justified, sources in parentheses. Caption to be no longer than two lines eg.

Figure 1. Cross section of building along the main axis (Jones 1987, p. 124)

**Titles and numbers for tables** - Tables should be labelled Table 1, Table 2, etc at the TOP of each table centre justified, sources in parentheses in 10-point as follows:-

Table 1. Distribution of brick manufacturers (Smith 1956, p. 123)

### **PUNCTUATION**

All punctuation to follow standard English conventions.

In particular place quotations or speech between double inverted commas, thus:

He said, “Be careful”.

Quotations within quotations should be enclosed in single inverted commas, thus:

Soane said “Caesar used the immortal phrase ‘Veni Vidi Vici’ to express his satisfaction.”

Longer quotations should be indented without speech marks (see Quotations below). Questions to be marked by a single question mark after the end of the sentence, thus:

Is this really the way forward?

### **NUMERALS**

Figures should always be used for measurement, thus:

6 inches, 7 metres., 7865 kilometres

But time should be in words:

Two o’clock, seven years, the eighteenth century

Except when the century is included:

1630, the 1630s

All other numbers up to ten are given in words, with larger numbers in figures.

four seasons, 17 cart loads, 1245 camels

Use a decimal point not a comma thus:

$$5 \div 2 = 2.5$$

Indicate thousands by placing a gap thus:

Two thousand= 2 000  
Two million= 2 000 000

## **DATES**

To avoid confusion write months in words, thus

15 October 1956.

Days of the week and months should have a capital letter:

Monday, Tuesday, May.

## **PAGE NUMBERS**

Page in the text can be abbreviated p. with a space after the dot, e.g.

p. 124.

Multiple pages should be cited using the minimum number of figures necessary to make the meaning clear. The abbreviation is pp.

Eg., pp. 110-7  
pp. 110-70  
pp. 213, 214-9, 223-98.

## **CAPITALISATION**

Use capitals for the names of countries and people:

Britain, Brian

Lower case should be used for geographical divisions (north-east England) but not for political ones (South Africa).

Days of the week and months should have a capital letter:

Monday, Tuesday, May.

## **NAMES**

Do not translate names. They should however be transliterated (i.e. Given in the Roman alphabet). Give dates and titles the first time they are mentioned, thus:

Sir Christopher Wren (1632-1723)

For academics use full titles (Prof., Dr ) when first mentioned and just surname thereafter.

## **COUNTRIES**

The English version of a place name where one exists is preferred. Thus Germany rather than Deutschland, Florence rather than Firenze.

## **ABBREVIATIONS**

The following can be used without further explanation (note use of full points):

**Mr**

**Mrs**

**M.**

**Mme**

**St**

**Dr**

**PhD**

**Prof.**

**Fig., figs.**

**no., nos.**

**vol, vols**

**e.g.**

**i.e.**

**p.**

**pp.**

**a.m.**

**p.m.**

**MS**

**MSS**

**UK**

**USA**

Unless obvious all other abbreviations should be written out in full the first time they are used, thus:

British Broadcasting Corporation (BBC)

The BBC often worked this way.

## **SPELLING**

Preferably English(UK) spelling although US spelling will be allowed

## QUOTATIONS

If a quotation is less than three lines then it should be incorporated within the text in double quotation marks, thus:

There is actually a letter from Vanbrugh to Boulter in which he says “Mr Hawksmoor is of my opinion” (Downes 1950, p. 155).

Longer quotations should be displayed indented in a smaller type size (10pt), with a line space before and after. Quotation marks should be omitted. e.g.:

In the same letter we learn that Hawksmoor’s position is officially recognised by both architect and patron:

I spok to Mr Hawksmoor about his particular concern and found him as he us’d to be, so he intended to ask yr Ldship fourty pounds a year salary & fifty each journey wch mounts to £100 clear. I hope he’ll deserve it .

(Downes 1950, p. 155)

Sources should be given for all quotations as shown above.

Quotations in languages other than English should be translated rather than quoted in the original. Where the original is felt to be particularly significant to the point being made it may be quoted but a translation must be provided in parentheses. e.g.:

“Si monumentum requiris circumspice” (If you are looking for a monument, look around you).

Omissions should be indicated by three full stops in square brackets, thus:

He would have like three cars [...] and fourteen horses.

Insertions should also be in square brackets:

Man would not be [complete] with one.

## LISTS

Lists can be displayed in the following ways: indented, numbered, or with either bullet points or symbols. Short items that are not complete sentences should not contain punctuation and should be set in lower case.

## IMAGES/FIGURES

Graphic objects such as photographs and drawings should be inserted in electronic form into the Word document directly. Do not use floating frames for positioning graphics. Simply use INSERT: PICTURE: FROM FILE and centre image, sizing as you feel appropriate.

Use either JPEG or GIF format graphic files as they are more compact than bitmaps like BMP or PCT. The Proceedings will be printed in black-and-white. Convert all images to grayscale before insertion.

Half-page images MUST be 1800 x 1200 at 300 dpi to allow half-page reproduction without loss of quality. 2400 x 1200 at 300 dpi for whole page reproduction. If smaller images are sent then they will have to be reproduced in a reduced format. Please note authors are limited to 15 half-page illustrations including images and tables. A full page image counts as TWO half-page images. However smaller images count as a half-page image. Please compress images as much as possible without losing quality to reduce the file size.

The editors reserve the right to reduce the size of images or omit them altogether where it is felt that the quality is too low supplied to warrant inclusion.

Place graphic objects throughout the paper as close as possible to the places where they are first discussed in the text, rather than at the end of the paper. Do NOT wrap text around the side(s) of graphic objects. Photographs and drawings should be referred to as figures and labelled as follows:

**Titles and numbers for figures** – figure numbers and titles, under the figure, 10pt, centre justified. Caption to be no longer than two lines. Show source (if not author’s own) in parentheses. eg.

Figure 1. Cross section of building along the main axis (Lloyd 1923, fig. 12)

In the text refer to the figure with the number in bold in parentheses thus:

**(fig.1)**

## TABLES

Do not use colour or shading in tables. They should be set out in single lines of normal weight (1/2pt) as shown below. Set Spacing in fields before and after to 6pt under FORMAT: PARAGRAPH. Tables should be oriented to fit on the page i.e. large tables that need to be printed across two pages or on their side will not be accepted. Text in tables should be preferably 12 pt and certainly no smaller than 10pt, thus:

Table 1. Example Table (Source).

	Heading	Heading
Heading	Entry	Entry
Heading	Entry	Entry

**Titles and numbers for tables** - Tables should be labelled Table 1, Table 2, etc at the TOP of each table centre justified in 10-point as follows:-

Table 1. Distribution of brick manufacturers (Brick Development Association 1981, p. 124)

In the text refer to the table with the number in bold in parentheses thus:

**(table 1)**

## **COPYRIGHT AND PERMISSIONS**

The contributors are responsible for getting all permissions for the reproduction of all copyright material included in their articles including tables and images. The costs of acquiring such permissions must be met by the contributor. Sources for all such material must be acknowledged either in the table or illustration in parentheses as shown above.

## **UNITS OF MEASURE**

When abbreviations for units of measure are used, lower case without full stops (periods) is preferred in most instances; e.g. ft, yd, sec, ft/sec etc. but in. for inch

## **EQUATIONS**

Mathematical equations should be laid out wherever possible using an equation editor and be numbered consecutively as in this example (using the style Equation 12pt Times New Roman):

$$I_j = S_j + \sigma_j \quad (3)$$

The equation should be separated by a blank line above and below. Left align the equation and right align the equation number.

## **ACKNOWLEDGEMENTS**

If these are felt necessary, they should be kept brief and given after the main text and before the list of references the heading should be **ACKNOWLEDGEMENTS** (12pt capitals and bold). Text: 12pt fully justified alignment.

## **REFERENCES**

All papers must use the AUTHOR-DATE system of citation

**FOOTNOTES are NOT allowed**

Asides or comments which would otherwise be placed in footnotes should be included in parentheses. e.g.:

Asides or comments (which would otherwise be placed in footnotes) should be included in parentheses

## **REFERENCES IN THE TEXT**

All bibliographic references and citations of sources must be given by citing the surname of the author followed by the date all in parentheses, thus:

Certain alloys, when exposed to extreme heat will fail under low stresses (Swann 1981).

Where the more than one work published by the same author in the same year is listed in the references differentiate between them by using a, b, c etc referring to the order they are listed at the end of the paper, thus:

Erasmus stayed only a few years in Queens' (Harden 2004a)

Page numbers should be given where possible, thus:

Arthur was born in Harrogate (Arnold 2001, p. 135).

Certain steel alloys, when exposed to extreme heat will fail under comparatively low stresses (Swann 1981, pp. 851-921).

Where the author has been identified in the sentence there is no need to repeat their name:

Smith in his best work (1978, pp. 23-124) argues that...

References to Manuscripts should be given with the archive given in shortened form as an abbreviation, defined in the Manuscripts List (see below), with folio numbers or page numbers according to the usage in the original thus:

As shown in Lloyd's letter to Lord Burlington (BL MS. 25 6437, p.23)

The Lloyd papers (NA MSS. 657-658) are of particular interest.

Arkwright's will (PRO MS. WORK 245, f. 34(r).)

Hildrebrand papers (HG MS 6378 ff. 45(r)-57(v).)

References to website in the text should give full website address and title, thus:

as shown on the Congress website ([www.chs-cambridge.co.uk](http://www.chs-cambridge.co.uk)).

A full bibliography including all works referred to must be given as a LIST OF REFERENCES at the end of the paper.

## **LIST OF REFERENCES**

A full list of references cited must be given at the end of the paper. The heading should be **REFERENCES** (12pt, capitals and bold, left justified).

Unprinted manuscripts should be listed first sorted by archive, thus:

### **Archive (abbreviation)**

Manuscript ref.1

Manuscript ref.2

E.g.

**British Library (BL)**

Add. Ms 2012277

Add. Ms 435100

References to printed material should be formatted as follows:-

Books:

Smith, A and Jones, B, Date. *Book Title*, Place of publication: publisher.

Articles:

Smith, A and Jones, B, Date. "Article Title", *Journal Title*, volume number, pp. 1-10.

Edited Volumes:

Smith, A and Jones, B, Date. "Article Title" in Harris, B. and Hale, G, (eds.), *Proceedings of Conference*, Place of publication: publisher.

Dissertations and Theses

Smith, A, Date. "Dissertation title", Unpublished PhD/Mphil etc. , Institution.

Eg. Smith, B, 2004. "Investigating bricks", unpublished PhD thesis, University of Cambridge.

List all the books, articles and dissertations together in alphabetical order by name of first author. When several works are cited by the same author list them in order of date of publication.

References to websites should be listed separately after other references as a list:

[www.chs-cambridge.co.uk](http://www.chs-cambridge.co.uk)

[www.chs.org.uk.html](http://www.chs.org.uk.html)