

Style Guide for CTBUH submitted papers

This document presents the style and format guide for articles submitted to the Council on Tall Buildings and Urban Habitat (CTBUH) for publication in the *CTBUH Journal*. For aspects not covered here, writers should consult standard guidelines given by the Chicago Manual of Style.

1. SUPPLY OF MATERIAL

1.1 Text

Files containing the text of the article should be in .doc or equivalent rich text format. All manuscripts must be in English. Avoid the use of "I/we" in the text. Ensure that the typescript is clear and grammatically correct.

1.2 Format

Authors should use doubled spacing, 12 point font size. Typeface is not specified, as manuscript will be formatted by the editor. Margins should be 1.0 inch on all sides, with a typed width of 6.5 inches.

1.3 Images

All submitted images must be high resolution, which is defined by the CTBUH as 300dpi (dots per inch) at the scale at which each will be printed. They should be as original as possible (i.e. not scans from previously printed sources). All images must be electronic and saved as .jpg or .tif files, unless otherwise directed by the CTBUH editorial board.

2. TARGET AUDIENCE

Consider your audience. In most instances you may assume that it includes people who are interested, intelligent, and educated, but not necessarily informed regarding your topic and its importance. They will have at least a basic background in areas of tall building design and development, but may not be versed in specialized topics, such as hybrid design, wind engineering, or structural forensics. In articles of such technical nature, primary concepts and terminology should be briefly introduced or defined.

3. LAYOUT

3.1 Heading

Submitted articles must include a heading at the beginning of the document in the following order:

- Title of Manuscript
- Author(s)
- Affiliation, City, Country
- Membership within Council (e.g., Member, CTBUH Seismic Committee; Member, CTBUH, etc.)
- Complete Mailing Address and Email Address of Corresponding Author(s)
- Fax and Telephone Number
- Date

3.1.1 Author Bio

The author bio should contain approximately 100 words of relevant information about the author's background and experience. Author bios should be accompanied by a head shot of 300 dpi resolution at a size of at least 4 x 6 inches or 15 x 20 cm. **Please note, a maximum of 4 author bios can be accepted for the introductory credit bar on the first page of the paper; any further authors will need to be named in the "acknowledgements" section at the end of the paper.**

3.2 Abstract

The abstract should provide a succinct and thorough overview of the article. It must be limited to no more than 250 words and should be clear and understandable when not accompanied by the complete article. Omit all references, criticisms, drawings and diagrams.

3.3 Main text

3.3.1 Word count

The CTBUH defines Short Articles as papers with fewer than 2000 words. Similarly, Long Articles are papers with above 2000 words. A research paper or case study is approximately 2,500 to 3,500 words. Exact word counts can be obtained by highlighting and checking the text only in Microsoft Word, omitting headings, abstracts, footnotes, appendices or cited references.

3.3.2 Section numbering

For articles in which section headings and subheadings are appropriate, writers should use the following format:

MAIN HEADINGS

Flush left, bold, all caps

Subheadings

Flush left, bold, upper and lower case

Sub-subheadings. Flush left, bold, followed by a period and the rest of the paragraph, as per this sample.

Sub-sub-subheadings. Can be the same as sub-subheadings, but indented.

3.3.3 Units of measure

The International System of Units (SI) should be used in captions, illustrations and text. Where Imperial (UK or US) measurements are necessary, they should follow the SI in parentheses.

3.3.4 Footnotes

Avoid footnotes and parenthetical statements. Where textual citations are necessary, writers should denote placement with consecutive numbers in superscript. All citations should take the form of endnotes following the body of the article, after appendixes (if applicable) and before cited references.

3.3.5 Mathematical expressions

Mathematical expressions should be numbered consecutively throughout the article body. All symbols used within mathematical expressions should be clearly defined within the corresponding text. Center all expressions; equation number is flush right in parentheses.

3.4 Appendixes

Writers should minimize the use of appendixes. If the topic requires them, they should follow the entire body of text, but before footnotes and cited references. Each appendix should be numbered consecutively with Arabic characters beginning with 1 ("Appendix 1.") Appendix titles should follow the same style as primary section notation.

3.5 Images

All images, whether they are photographs or graphics, should be figure numbered consecutively in Arabic numerals (1, 2, etc) and individually captioned. It is desirable to anchor their particular relevance to the text with the number in parentheses at the end of the appropriate sentence (Figure 1, Figure 2 etc). Image sources must be cited and reproduction permission gained (for both electronic and paper formats) if the author does not own them. Up to 5 images are desirable unless otherwise directed by the CTBUH editorial board.

3.6 Tables

Tables can be added to draft text where desired, however a copy of each table should be submitted in Microsoft Excel format. (Keep to a minimum, please.) Place table number and caption above the table.

3.7 References cited (Harvard Style)

All references cited within the body of text, captions, figures, images, illustrations, footnotes and appendixes must be listed. Only direct references cited should be listed; background material used in article composition but not directly reflected in the text need not be included. Please cite references in the text as follows: (Doe et al., 1992; Jones and Smith, 1993a and 1993b; Smith, 1995). Complete references must be at the end of the paper, in the following format (also keep to minimum):

ALI, M. M. (1990). *Integration of Structural Form and Esthetics in Tall Building Design: The Future Challenge*. Proceedings Fourth World Congress on Tall Buildings, Hong Kong, November, pp. 3-12.

DING, D. (1992). *Experimental Studies of Aseismic Control of Building Structures at NIT (General Report)*. Proceedings Second International Conference on Highrise Buildings, Nanjing, PRC, 21-23 March, pp. 061-080.

SHUTING, L. & DING, D. (1995). *Comparative Experimental Studies of Models of Self-Controlled and Ordinary Frames on the Shaking Table*. Journal of Earthquake Engineering and Structural Dynamics, March.

4. Development of original content

The Council is seeking original content for inclusion in its Journal. Reproduction of previously published material will occur only at the behest of the CTBUH editorial board. In order to ensure that your topic is both applicable and relevant to the Council membership and Journal target audience, prospective authors are strongly encouraged to submit the following preliminary materials for review before engaging in further development.

This material will be reviewed by the CTBUH editorial board, which will subsequently contact the author with feedback on the paper objectives in order to ensure that they are in line with established selection criteria.

4.1 Abstract

Authors should submit an abstract of approximately 250 words, which accurately describe the objectives of the proposed paper (refer to section 3.2 of this style guide). The abstract should be accompanied by a working title and full contact information for all authors that will participate in the development of the piece.

4.2 Outline

Additionally, authors should submit a draft outline of the paper, illustrating the anticipated framework of the prospective piece.

5. SUBMISSION

5.1 Copyright Transfer Form

Please complete the copyright transfer form once acceptance of your paper is notified to you. To obtain a blank copy, please visit the Council website or submit an email request to info@ctbuh.org.

5.2 Submit Paper:

Papers and all supplemental information (such as images) will be submitted by the author electronically to a designated directory on the CTBUH FTP (File Transfer Protocol) site. Prospective authors should contact the Council at info@ctbuh.org to obtain additional information on the submission process.