LC3 INSTRUCTIONS FOR AUTHORS

Prepared by Enrique Valero and Frédéric Bosché

Abstract: This document summarises the process and provides instruction to authors for their submissions of an *Abstract* and/or a *Full Paper* on the conference's EasyChair submission system. For the LC3 congress, abstract submission is optional. If you are conducting an Abstract submission, then follow the instructions in Sections 1, 2 and 4; if you are conducting a Full Paper submission, then follow the instructions in Sections 1, 3 and 4. Please read and apply these guidelines carefully.

Keywords: LC3, guidelines, instructions, authors.

1 USING EASYCHAIR

If you don't already have an EasyChair account, please visit the EasyChair website at http://www.easychair.org/ click on Sign Up in top right-end corner of the window, and follow the sign up process. Once you have your login details, you will be able to conduct Abstract and Full Paper submissions as described in the following.

Note that one only needs one login to use EasyChair for any number of conference with any kind of roles. There is no need to create a new account for any new occasion.

2 ABSTRACT PREPARATION AND SUBMISSION

2.1 Abstract Preparation

Abstract submission is not mandatory for this conference, but do hesitate to submit one.

Abstract submission must be done using the Abstract Template (*LC3-Template-Abstract.docx*) that you will find on the conference's website at http://www.lc3-2017.com/submissions-authors.

Note that the abstract submitted for the Abstract Submission is not the same as the abstract you will have in your paper. For the Abstract Submission, we require a "bullet-list" type submission with information covering background, problem, method and results. The abstract in your full paper will be a standard abstract of maximum 200 words.

More details to prepare your abstract is provided in the abstract template document.

2.2 Abstract Submission

Authors **must** submit their work in Word document format (.docx) through the Conference Management System at https://easychair.org/conferences/?conf=lc3. Click on this link and log in using your EasyChair login details. You should reach the LC3 Author landing page that should look like as shown in Figure 1.

The menu **EasyChair** gives you access to your account details and other general information. The menu **LC3** gives you general information about the LC3 congress. Here, we focus on making a new submission. For this, click on New Submission.

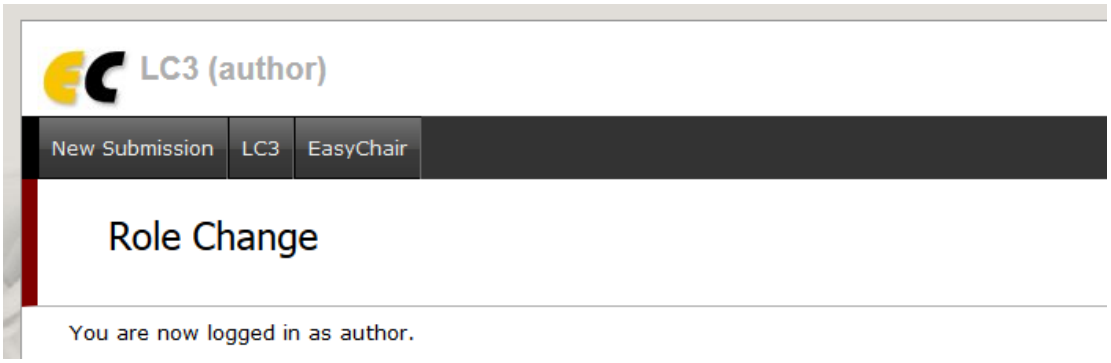


Figure 1: LC3 author landing page.

This leads you to the first step of the submission process that is the selection of the track (see Figure 2) within which you feel your paper best fits. Note that each track's name is prepended with "CIB W78", "CONVR" or "IGLC". This is to inform you within which proceedings your paper would eventually be included. But, please do not focus on this; instead focus on the actual track description. The chairs will check this and may change the track of your paper if necessary. Once you selected the most appropriate track, click Continue.

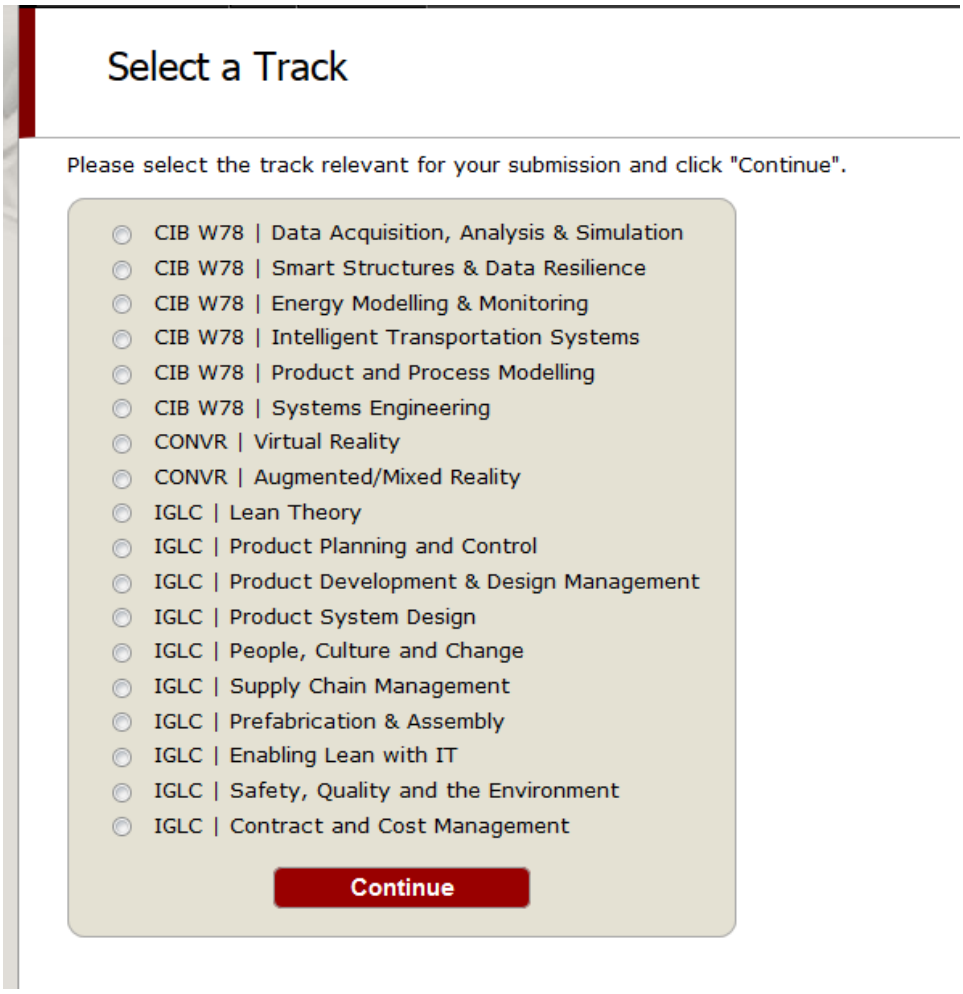


Figure 2: Submission – Step 1 – Conference Track

This leads you to the second step of the submission process that is your actual submission (see Figure 3 and Figure 4). The first part (see Figure 3) requires you to enter the details of all authors, a straightforward process. The second part (see Figure 4) requires you to submit your title, abstract, keywords and upload your submission. Please enter (copy-paste) your title and keywords (5 maximum) so they match those entered in your abstract document. In the Abstract box, simply type "abstract", because for the abstract submission the content is actually contained in the document to be uploaded. Finally, upload your abstract document, developed and formatted using the template document referred to in Section 2.1. Your document should be named: **LC3-2017-<FirstAuthorLastName>-Abstract.docx**, where *<FirstAuthorLastName>* is the last name of the first author, in one word without dashes or space. See the example submission content illustrated in Figure 4. Once you are ready, click Submit.

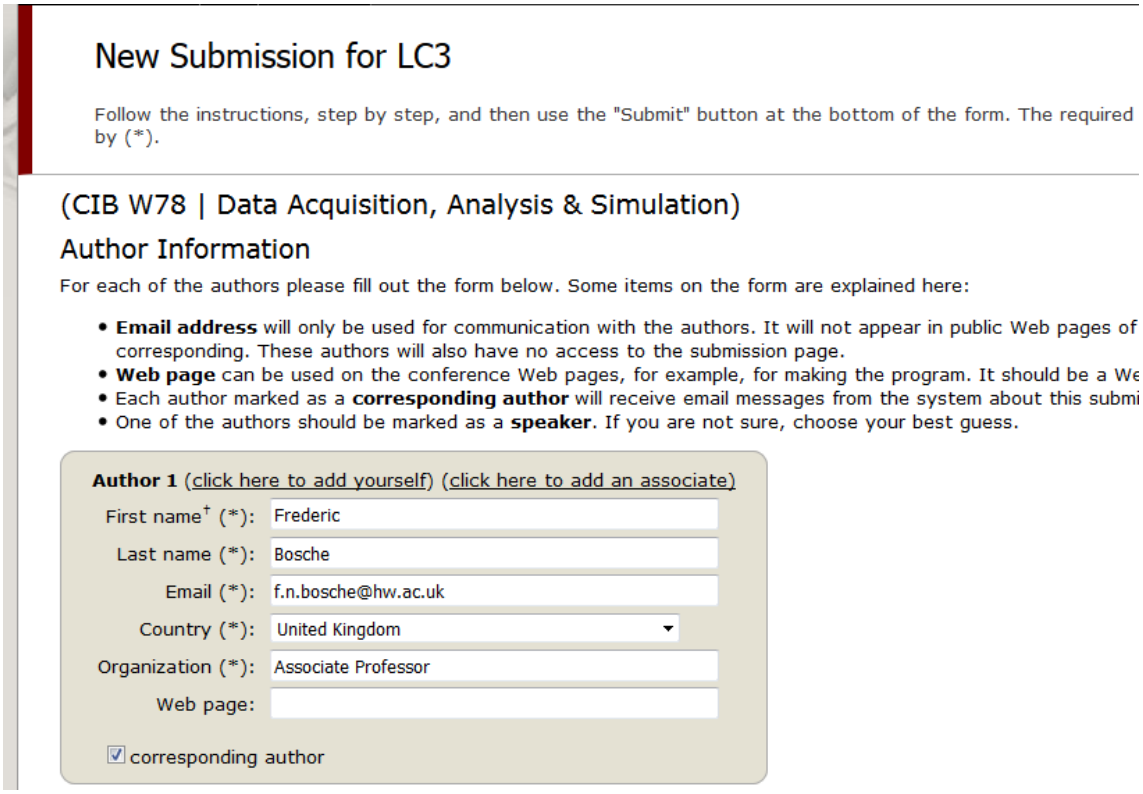


Figure 3: Submission – Step 2 – New Submission (author information)

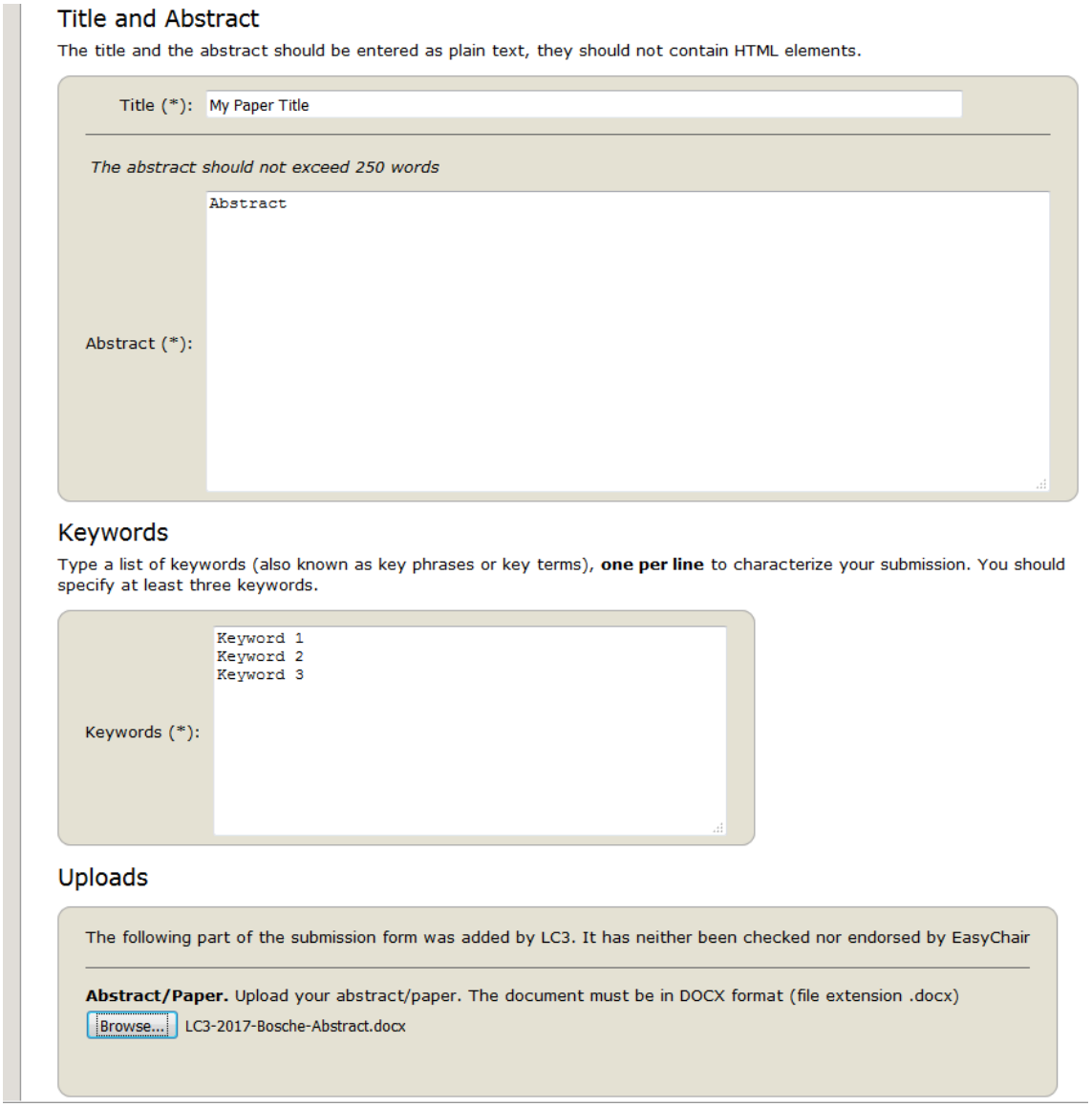


Figure 4: Submission – Step 2 –Abstract Submission (title and abstract; keywords and submission).

Once submitted, you reach the third step of the submission (see Figure 5) that simply confirms the success of your submission and gives you summary information about it. This is actually the page you can reach if you click on the **Submission ID** that you can see has now been added to the menu bar (in Figure 5, it is 'Submission 2'); if you have two or more submissions, it will appear under a menu item **My Submissions**. Note the menu in the top right side of the page that enables you to update the paper information, authors, file, or even withdraw the it.

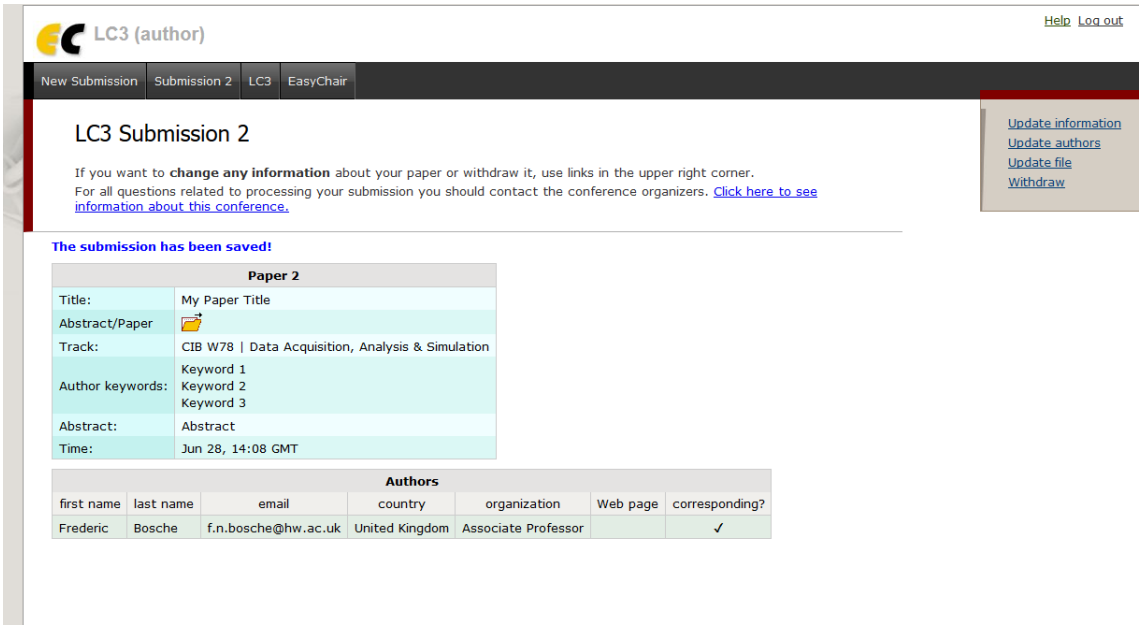


Figure 5: Submission – Step 3 – Abstract Confirmation.

3 Full Paper Preparation and Submissions

3.1 Full Paper Preparation

Full Paper submission must be done using the Full Paper template document (*LC3-Template- FullPaper.docx)* that you will find on the conference's website at http://www.lc3-2017.com/submissions-authors.

Note that the abstract submitted for the Abstract Submission (if you have done such a submissions) is not the same as the abstract you will have in your full paper. For the Full Paper Submission, we require a standard abstract with maximum 200 words.

More details about the preparation of your full paper is provided in the full paper template document.

3.2 Full Paper Submission

Authors **must** submit their work in Word document format (.docx) through the Conference Management System at https://easychair.org/conferences/?conf=lc3. Click on this link and log in using your EasyChair login details. You should reach the LC^3 Author landing page that should look like as shown in Figure 1 (if you had previously submitted an abstract, the paper will include a menu item for that submission).

The menu **EasyChair** gives you access to your account details and other general information. The menu **LC3** gives you general information about the LC3 congress.

If you had previously submitted an abstract for LC3, your full paper submission will simply be done by altering your original abstract submission. So, for this simply click on Submission <ID> (where <ID> is the ID you received for your abstract submission) in the EasyChair menu bar or under the menu item 'My Submissions' (if you have two or more submissions). If you had not previously submitted an abstract for LC3, you full paper submission will be done as a new submission. For this, simply click on New Submission in the EasyChair menu bar.

The rest of the procedure is essentially the same for both cases (i.e. with or without prior abstract submission). The difference is that, in the latter case, the different forms are empty, while in the former, they already include the information from the prior abstract submission (that information can be altered).

So, both cases above lead you to the first step of the submission process that is the selection of the track (see Figure 2) within which you feel your paper best fits. Note that each track's name is prepended with "CIB W78", "CONVR" or "IGLC". This is to inform you within which proceedings your paper would eventually be included in. But, please do not focus on this, but on the actual track description. The chairs will check this and may change the track of your paper if necessary. Once you selected the most appropriate track, click Continue.

This then leads you to the second step of the submission process that is the actually new submission (see Figure 3 and Figure 4). The first part (see Figure 3) requires you to enter the details of all authors, a straightforward process. The second part (see Figure 4) requires you to submit your title, abstract, keywords and upload your submission. Please enter (copy-paste) your title, keywords (5 maximum) and abstract, as written in your Full Paper. Finally, upload your full paper, developed and formatted using the template document referred to in Section 3.1. Your document should be named: **LC3-2017-<FirstAuthorLastName>-FullPaper.docx**, where *<FirstAuthorLastName>* should be the last name of the first author appearing all in one word without dashes or space. See the example submission content illustrated in Figure 6. Once you are ready, simply click Submit.

Once submitted, you reach the third step of the submission (see Figure 7) that simply confirms the success of your submission and gives you summary information about. This is actually the page you would reach if you clicked on the 'Submission X' that is now be added to the menu bar (in Figure 7, it is 'Submission 3'). Note the menu in the top right side of the page that enables you, at any time before the review process as started, to update the paper information, authors, file, or even withdraw the it.

3.3 Information on Paper Decisions

By submitting a paper to LC3, the authors agree to the review process and understand that papers are processed to match each manuscript to the best possible Subject Area Chairs and reviewers. After receiving the two reviews from the reviewers, a decision on your submission will be made by the Area and Programme Chairs. That decision will be either one of the following three options:

- *Accept as is*;
- *Accept pending minor revisions;* or
- *Reject*.

Note that there is no decision Accept with major revision! Getting your manuscript accepted at LC3 thus requires that you ensure that it is of high quality both in content (research contribution) and presentation (English and writing style).

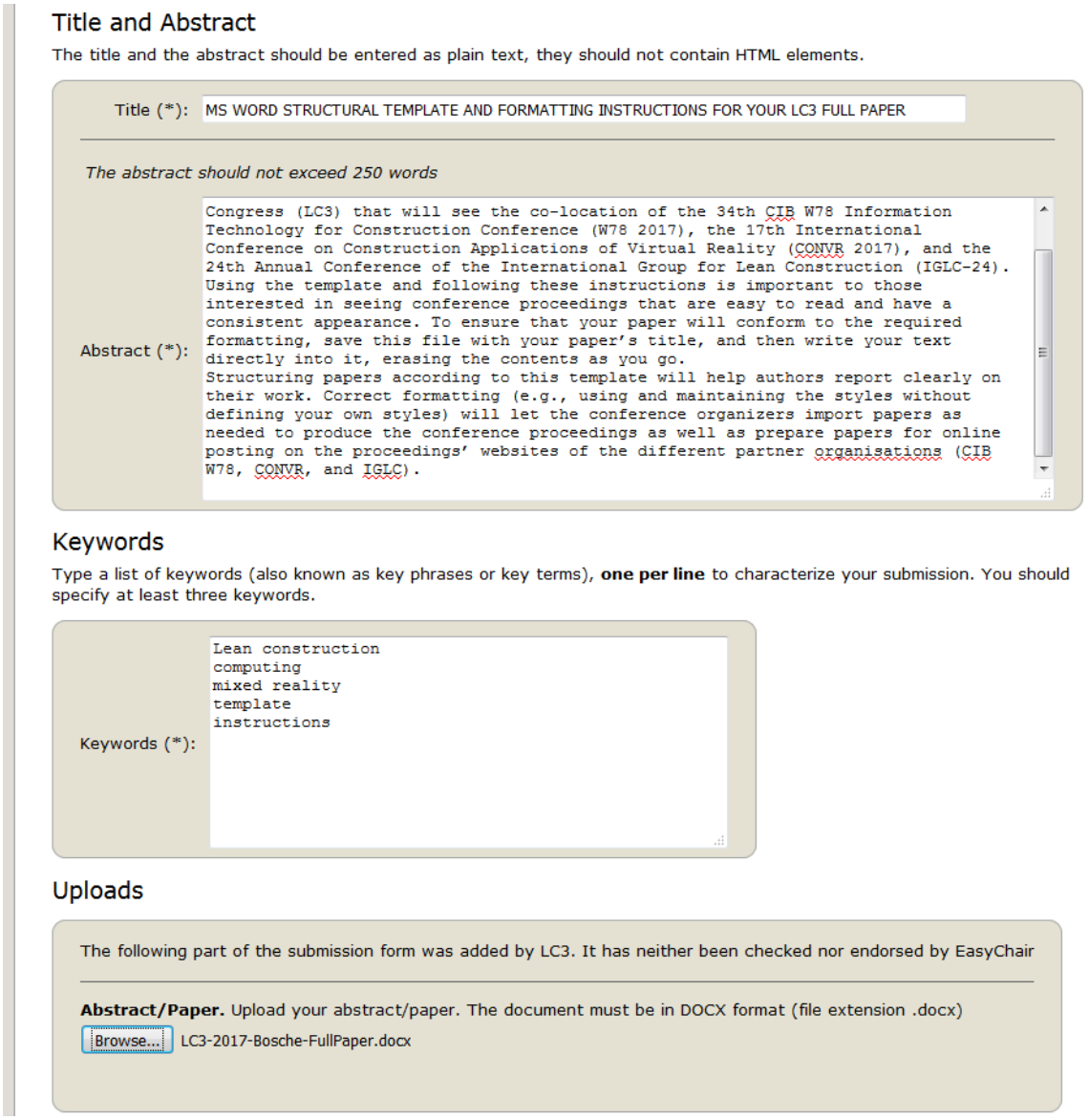
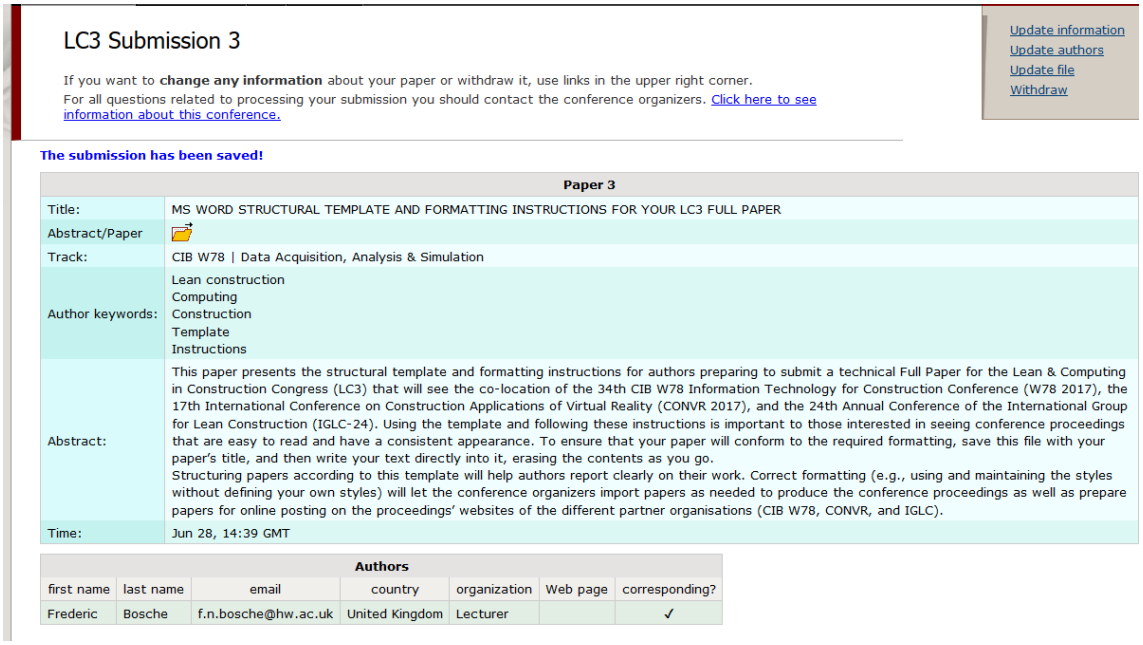


Figure 6: Submission – Step 2 – Full Paper Submission (title and abstract; keywords and submission).



LC3 Submission 3

If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.
For all questions related to processing your submission you should contact the conference organizers. Click here to see information about this conference.

Update information
Update authors
Update file
Withdraw

The submission has been saved!

Paper 3	
Title:	MS WORD STRUCTURAL TEMPLATE AND FORMATTING INSTRUCTIONS FOR YOUR LC3 FULL PAPER
Abstract/Paper	
Track:	CIB W78 | Data Acquisition, Analysis & Simulation
Author keywords:	Lean construction Computing Construction Template Instructions
Abstract:	This paper presents the structural template and formatting instructions for authors preparing to submit a technical Full Paper for the Lean & Computing in Construction Congress (LC3) that will see the co-location of the 34th CIB W78 Information Technology for Construction Conference (W78 2017), the 17th International Conference on Construction Applications of Virtual Reality (CONVR 2017), and the 24th Annual Conference of the International Group for Lean Construction (IGLC-24). Using the template and following these instructions is important to those interested in seeing conference proceedings that are easy to read and have a consistent appearance. To ensure that your paper will conform to the required formatting, save this file with your paper's title, and then write your text directly into it, erasing the contents as you go. Structuring papers according to this template will help authors report clearly on their work. Correct formatting (e.g., using and maintaining the styles without defining your own styles) will let the conference organizers import papers as needed to produce the conference proceedings as well as prepare papers for online posting on the proceedings' websites of the different partner organisations (CIB W78, CONVR, and IGLC).
Time:	Jun 28, 14:39 GMT

Authors						
first name	last name	email	country	organization	Web page	corresponding?
Frederic	Bosche	f.n.bosche@hw.ac.uk	United Kingdom	Lecturer		✓

Figure 7: Submission – Step 3 – Full Paper Confirmation.

4 SUPPORT

For assistance with your submission, please contact Frédéric Bosché at f.n.bosche@hw.ac.uk (CONVR + CIB W78 + IGLC).