Paper Title for submission to NZBERS Symposium (Insert Your Paper Title Here)

**First author1\* and Co-author(s)2**

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Abstract

*The abstract states the purpose, main results, and conclusions of the paper in 250 words.It should incorporate the contents of the paper's headings to give the reader an outline of the paper's layout and any keywords that would help the paper be found in a search that does not include the entire paper.*

Keywords

Please provide no more than five relevant keywords in alphabetical order.

# Introduction

The full paper must be in Times New Roman only and should not exceed 10 pages (excluding references). The APA referencing system is to be used for in-text citation.

[Provide a background to your study, identifying, as the key motivation, the problem to be addressed or opportunity to be explored. Provide evidence that the issue is indeed a problem or a research gap to be filled. Provide a brief review of the extent to which attempts have been made in previous studies to address the problem, and the evidence that a gap still exists. Explain how your study/work aims to contribute to filling the identified knowledge gap.]

# Literature Review

The manuscript should contain a critical review of the literature or theory relevant to the study. This will demonstrate how the work reported in the manuscript builds on the existing body of knowledge and thereby expanding it or challenging it. Explicit citations must be provided to the underpinning theory or body of literature that forms the basis for the research. The review should define the specific aspect of the research literature to which this manuscript contributes. Specific aspects of the literature are defined by their theoretical positions, whether implied or explicit.

Even though this section is called "Literature Review", the actual heading of section 2 does not have to be "Literature Review". It can be any heading that better represents the content of your literature review for the paper. For example, research background, offsite manufacturing in context, risk management on public private partnerships, etc.

## Nesting Sub-sections

Starting from section 2 (except for section 6 References), nesting subsections can be added where deemed necessary to improve the flow of information and readability of the paper by selecting Heading 2 or Heading 3 as appropriate.

## Notes

These should be avoided; give the information in the text.

To format the numbering, right-click on the subsection title, choose Bullets and Numbering, select customize and choose the appropriate level and start at as appropriate. Note that subsection groups should be a minimum of 2 if used; if you only have 1 subsection then you do not need a subsection.

### The Level of Sub-section Nesting

It is suggested that authors do not use more than three levels of subsection nesting. Using too many nesting levels may confuse the reader and reduce the readability of the paper.

# Research Methodology

The research methodology section should discuss the approach and/or the research design, data collection, and data analysis methods adopted in the research in such details that they can be replicated. More importantly, the suitability of the selected methodology over other alternatives must be justified academically.

When samples are used, the population should be defined; the method of selecting the sample and the response rate should be stated as should any attempt to establish if the sample or response is biased. All statistical or other quantitative analyses must be checked carefully for applicability and accuracy before submission.

# Findings and Discussion

Findings of the research/study should be clearly presented followed by an analytical discussion. This may be done, for instance, by critically demonstrating how the findings relate to the conceptual model presented in the literature review section and the current body of relevant literature. It is also a good practice to explain who exactly are expected to benefit from the findings and any recommendations for improvements in practice.

Tables, figures, and equations may be used in sections 2, 3, and 4 to better explain the findings. All tables, figures, and equations must be cited in the body of the discussion appropriately.

All tables should be center-aligned with the table caption numbered and placed above the table. One line spacing should be allowed after the table and before the next paragraph. Use Times New Roman 10-point or larger size font for contents in tables.

All figures should be center-aligned with the caption numbered and placed under the figure. One line spacing should be allowed after the figure and before the next paragraph. Use Times New Roman 10-point or larger size for contents in tables. Provide high-resolution figures.

Insert equations in separate lines.

## Equations

Use the Equation Editor for all equations or variables that have subscripts. You can enter a single Greek character by simultaneously pressing the CTRL,SHIFT, and Q keys and then the desired letter key by itself (i.e.,  = a,  = q, etc.). The next letter key will be entered as normal text, but positioning the cursor immediately after the Greek character will allow more Greek characters to be entered.

For other professional-style equations, change the style of a new paragraph to *Equation* after you have created the equation using the Equation Editor. Follow the equation with a tab and a sequential equation number between parentheses. See for example, Equation 1 below:

$K\_{t}=\left(1-\frac{R^{2}τ}{c\_{a}+v\tan(δ)}\right)^{4}k\_{1}$ (1)

where $c\_{a}$ = adhesion; $δ$ = friction angle; and $k\_{1}$ = shear stiffness number.

## Tables

Locate tables close to the first reference to them in the text and number them consecutively. Place the caption above the table to the same width as the table (*Table caption* style). Type all text in tables in small type (use the *Table text* style). Align all headings to the column centres (*Table Heading* style) and start the headings with an initial capital. Indicate units in a line immediately below the heading. Explanations should be given at the foot of the table. If notes are required, use the following reference marks: \*, \*\*, etc. and place the footnotes directly underneath the table. See for example, Table 1.

*Table 1: Summary of the properties.*

|  |  |  |
| --- | --- | --- |
| Location | Ultimate Strength (kN) | Disaster Type |
| Interior | 27 | 1.25 x El-Centro 1940 |
| Exterior | 14 | NZS 4203 Matahina |

\*Labelled according to its position in the building.

Tables with many columns may need labels that span more than one line.

## 4.3 Figures

Photographs and figures should be centred across the width of the page and placed at the top or bottom (e.g. Figure 1 on the next page) of the page wherever possible.

Place the caption below the photograph or figure and use the Caption style. Number figures consecutively, in the order in which reference is made to them in the text.



*Figure 2: Caption style*

If the image is not original, please provide the source and ensure you have obtained the necessary permission to use it.

# Conclusion

The conclusion should present insights drawing from the research reported in the manuscript. The insights might be related to new theoretical contributions and how your research findings inform/challenge the existing theory. These should be closely linked to the research rationale, aim, and objectives and present the paper's main contributions. It should complement the description in the abstract and should not introduce ideas that have not been described elsewhere in the body of the paper.

The conclusion should be followed by a brief discussion of the limitations of the research and recommendations for further research.

# Acknowledgement

Authors may be required to acknowledge any funding support provided for the research or any other form of support provided by organisations or individuals. If no acknowledgement is necessary, deleted this section from the paper.

# References

APA referencing style is to be used for in-text citations and for producing a list of references.

The list of references should be indented to have a hanging size of 0.6cm. **No** line spacing between two references to be provided. Font – Times New Roman, size 10

*See next page for the checklist before submission.*

**Camera-Ready Submission Checklist for Authors**

Before submitting the camera-ready version of your paper, please ensure the following guidelines are followed. Adhering to these instructions will help ensure that your paper is processed smoothly and ready for publication.

1. **Revisions:**
	* Address all comments and feedback from the reviewers.
2. **Formatting:**
	* Ensure that the paper adheres to the required formatting guidelines provided in the template (font, margins, page numbers, and reference style).
3. **References:**
	* Include all references cited in the paper in the reference list and double-check the accuracy of your references.
	* Format your references according to the guidelines in the paper template.
4. **Figures and Tables:**
	* Ensure all figures and tables are correctly labelled and clearly visible.
	* Place figures and tables in appropriate sections.
	* Provide high-resolution images.
5. **Proofreading:**
	* Proofread your paper for grammatical errors, typos, and formatting inconsistencies.
6. **Authors and Affiliations:**
	* Include all authors in the paper and ensure they are properly acknowledged with their respective affiliations.
7. **File Names**
* Save your paper using a filename with the Paper ID/number that has been assigned and the last or family name of the person you expect to be presenting the paper at the conference. Please use the following format to aid the review and publication process:

“NZBERS2025−<Paper ID/number>−<surname>.docx” e.g. “NZBERS2025-100-James.docx”.

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