



The Kenneth K Humphreys Award Program

Background

1. The 2006 International Cost Engineering Council (ICEC) meeting decided unanimously to introduce the Kenneth K Humphreys Award for the most outstanding cost engineering, project management and quantity surveying papers by students or young members of member associations (the Awards).
2. The Awards will be presented every two years at the ICEC World Congress. The inaugural awards were presented at the 2008 ICEC World Congress, held in Toronto, Canada.
3. The objectives of the Award program are to:
 - a. Honour the unsurpassed contribution to ICEC and associated professions by outgoing and inaugural ICEC Secretary Treasurer, Dr Kenneth K Humphreys;
 - b. Encourage academic and professional excellence and to promote participation in the activities of ICEC and its members associations by students and younger members of the profession; and
 - c. Encourage the development of substantive literature and discussion of matters within the professional gambit of ICEC member associations.

Rules

4. At each ICEC Congress awards will be presented to the author of the most outstanding paper in each of the professions within the gambit of ICEC member associations - cost - cost engineering, project management and quantity surveying.
5. Each member association may submit one paper prepared by an eligible member to the ICEC Secretariat for consideration by the Award referees.
6. Member associations are asked to inform the ICEC Secretariat (icec@icoste.org) whether it will be participating in the Award program at least eight months prior to each ICEC Congress. Likewise, member associations that do not want to participate in the program are asked to advise the ICEC Secretariat by this date.
7. Unless informed otherwise ICEC will advertise the:
 - a. ICEC Delegate as the contact person for the Award program for that member association;
 - b. Opening date for submission of entries to each member association as 1 January of the odd numbered years; and
 - c. Closing date for submission of entries to each member associations as 31 December of the odd numbered years.
8. Papers may be submitted on any topic within the gambit of cost engineering, project management and quantity surveying. However, member associations may choose to limit this to papers within its area of professional interest. Member

associations that want to further limit the scope of topics considered in its internal selection process (for example through the introduction of a theme) are asked to inform the ICEC Secretariat of their decision before close of business eight months prior to the next Congress.

9. The winning papers will be published on the ICEC web page.
10. ICEC will also present a plaque to each of the winners. Where feasible, these will be presented at the ICEC Congress or the next ICEC Regional meeting. If this is not possible, the relevant member associations will be asked to present the plaque at a suitable event.
11. Member associations may offer prizes during the selection process for its entry and may also choose to supplement the prize offered by ICEC.
12. Eligible members include student and young members of member associations. A "young member" is defined as a member who is 35 years old or younger as at 31 December of the submittal year.
13. The eligible member must be the sole author of the paper.
14. Papers are to be submitted in English.
15. The body of the paper (excluding graphs, illustrations, tables and appendices) must be at least 2500 words and no more than 4000 words.
16. The Paper Formatting Guidelines at Appendix 1 are to be taken into account when preparing papers.
17. The title page must indicate which of the major interest areas of ICEC the paper primarily applies, that is, Cost Engineering, Project Management or Quantity Surveying.
18. Whilst the entrant will retain copyright of the paper, ICEC reserves the right for ICEC and its member associations to publish the paper with due acknowledgment.
19. Papers are to be submitted, preferably as a pdf document, to the ICEC Secretariat on or before 31 December of the odd numbered years. Microsoft Word documents and rich text format (rtf) documents will also be accepted.
20. A cover sheet signed by the eligible member and endorsed by an approved delegate of the member association is to be submitted with the paper. A legible scanned copy is acceptable. Otherwise, the cover sheet can be faxed (61 2 6285 2427) or posted (PO Box 301, Deakin West ACT 2600, Australia) to the ICEC Secretariat.
21. Two qualified referees in each of the three professional areas will evaluate the papers and make recommendations to the ICEC Chair.
22. While the ICEC Secretary-Treasurer will attempt to resolve any concerns / grievances about the Award program in the first instance, the ICEC Chair is the final arbiter for all matters associated with the program and will formally confirm the decisions of the referees.
23. Questions about the Award program are to be addressed to the ICEC Secretariat (secretariat@icoste.org) in the first instance.

Appendix 1 - Paper Formatting Guidelines

1. Depending on the presentation styles, professional environment, and nature of the material, a paper may be composed and organized in many different ways. The following guidelines are to be used as a first approximation and a general guideline in compiling and editing the paper.

Title page

2. Include: title (about 7 to 12 words), author's name and address and email, and date of authorship. The title page must also indicate to which of the major interest areas of ICEC it primarily applies, i.e., Cost Engineering, Project Management, or Quantity Surveying.

Table of contents

3. Include: contents title, page number, section title, page number, subsection title, page number

List of tables

4. Include: table title, page number

List of graphs & illustrations

5. Include: graph or illustration title, page number

Abstract

6. The abstract should be 200 to 300 words and highlight three important facets of the paper in three separate paragraphs.
7. **Paragraph one:** summarize introduction; highlight any previous papers and future possible applications of the paper; the areas of implementation of the ideas presented and possible benefits of such implementation.
8. **Paragraph two:** summarize the body of the report; specific objectives of the paper, procedural details, topics of discussion, methods of development, and highlights of the results.
9. **Paragraph three:** summarize major conclusions of this paper and recommendations for future work in subject area.

Introduction

10. The introduction should be approximately 200-300 words. Considering a broad point of view, what are the relevance and advantages of similar considerations to the national and/or international economy, economy/ technology, regional and local industries, etc? What prompted you to choose this specific topic? What are the possible applications of the results Further, it may be helpful to the reader to understand the background of the writer and how the report evolved. Statements such as, "The author was a member of a team assigned to study cost information flows and reporting procedures for the ABCD Power Company or XYZ University. This report is a condensed version of the study results," will always make a good impression. "The author has drawn fully and freely on his personal knowledge of the subject of this dissertation obtained while performing the duties of cost engineer for ACME Construction Ltd," weakens the presentation and should be avoided.

Body of the paper

11. Describe the procedures for data collection, idea development, observations, survey or whatever forms the basis of your paper.
12. In your own words, present and discuss the more interesting data pertaining to the area of your paper. Divide all the relevant material into logical topics and subtopics. In your own words, discuss each topic and subtopic clearly. A good succinct review of key literature that is properly referenced is important. All statements of fact should have a reference number from the list of references showing where they can be found in detail. Do not use telegraphic language or shoptalk. Demerits will be applied to incorrect facts, improper causes and effects, emotional statements, and philosophical observations. If there are any illustrations in the paper, be sure to refer to them at the appropriate place in the text and indicate clearly what the illustration is meant to show.
13. An important facet of the paper is to highlight your own contribution to the organization, arrangement, and analysis of the data. Include techniques, flow charts, computer programs, organizational charts, and other material that you may have developed or modified, as part of this independent paper.
14. Describe all processes, procedures, equipment and theories very clearly. Pay attention to spelling and syntax.
15. Generally, short and concise sentences and paragraphs contribute to clarity. Using the logical structure of your paper as a guide, develop and label each section of the paper. The label should describe the contents of that segment of the paper. Further, sections should be grouped into chapters and labelled accordingly. For some papers it may be appropriate to have several subsections for each section.

Illustrations (Table and graphs)

16. Include graphic or tabular presentation of data, ideas, and equipment to clarify the topic of each section of the paper. Copies of illustrations from books and magazines should be used only on rare occasions and then only with the written permission of the copyright owner. As a rule, graphs should be neatly presented for viewing from the right on A4 or 8.5 x 11 inch paper. Use drafting guides for straight or curved lines. The page number, illustration number, and a descriptive title of the illustration should be placed clearly on the page. All the necessary information to interpret the illustration should be included on the illustration sheet.

Conclusions

17. From the results of the paper, what general comments can you make regarding suitability of a technique, equipment, procedure, etc.? You may cite numbers and percentages if they have already been fully presented in the earlier sections of the report. Where can these results be possibly used? Based on your introduction and data, what should one expect when implementing your recommendations? On which general area should follow-up work be concentrated? Why? All conclusions should be based on groundwork already established in the body of the report. Do not introduce any new material here.

Specific references

18. List articles, books, or reports that you have read for this paper and that you believe are specifically relevant to this paper. A recognised method of referencing is to be used.

Acknowledgements

19. List all individuals, companies, and agencies that have provided useful advice, service, materials, or information for preparation of your paper.

Appendices

20. On rare occasions, an appendix may be justified. This section includes data and information important to your conclusions but which could detract from the free flow of explanation of the main body of the paper. Attach to your paper any material that you feel supports or expands your paper.

(These guidelines are based on the AACE International criteria for writing technical papers.)