

**This is the place for the title of your contribution in bold 14 point  
Times New Roman font in sentence case**

Black K<sup>a</sup> and White BE<sup>b</sup>

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This Authors' Kit illustrates how to lay out your paper for the proceedings. An abstract of your contribution should be placed here with a 1cm indentation from the rest of the text at both left and right margins. The first line of the abstract should not be indented. The entire paper is to be printed in Times New Roman 10 point or pitch (except for the title). The layout should be justified, i.e. aligned at both the left and right margins. This template has been developed for use in Australia where the paper size of A4 (210 x 297 mm) is most common. The objective of this layout is to minimise the space required for each paper (thereby reducing printing costs and saving paper) at the same time presenting a clear, well-defined paper that is easy to read. A separate sample typing sheet template has been included with these instructions.

Length: **The total length is to be no more than 250 words**

# Guidelines for Preparation of Papers

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## General Comments

Authors will be required to submit their papers in the following format.

1. The electronic copy will be used to complete the CD ROM of the proceedings. This copy will comprise a file containing the text and each figure or table. The captions for figures and tables remain with the figures and tables.

## Detailed Instructions for Preparing Electronic Copy

### Format of the paper

File Name: Unique speaker's name/initials (up to 8 characters)  
Type Style: Helvetica or Times Roman 10 point size  
Line Spacing: Single spacing  
Indents: Use tabs or indents (not hard spaces)  
Page Length: **The total length is to be no more than 5,000 words**

### Page Layout

Manuscripts should be prepared on A4 paper with margins as follows

|        |      |
|--------|------|
| Top    | 30mm |
| Bottom | 25mm |
| Left   | 25mm |
| Right  | 25mm |

All text, tables, figures or footnotes are to be within these margins.

### Other specifications

- Single sided
- Single column
- All graphs, tables, illustrations to be produced in black ink. The Proceedings will be printed in black and white, therefore please check that your graphs, tables and illustrations are clear when presented in black and white.

### Arrangement of Material

The paper should be written under headings arranged in the following order:

- Title
- Name(s) of author(s)
- Name of university, organisation or company of affiliation when the work was conducted.
- Abstract/Summary
- Notation (if any)
- Body of paper, subdivided under suitable headings, ie Introduction, Methods, Results, Conclusions and/or Recommendations
- Acknowledgments
- References
- Appendices

### Title

The title should be brief but should describe the subject sufficiently to distinguish the paper from others.

### Name(s) of Author(s)

These should be in the format:

Jones S. L., Valley University, Smith C., Electricity Trust.

### **Abstract/Summary**

The summary to be published with the paper should be self-contained and explicit, setting out the ground covered and the principal conclusions reached. The suggested length is 100 to 150 words.

### **Notation**

If the paper makes use of extensive symbols they should be listed and defined under this heading. Otherwise, all symbols are to be defined when first used.

### **Keywords**

At least three and not more than six keywords (ie Bicycle, Motorcycle, Older Driver).

### **Body of Paper**

#### **Introduction**

#### **Methods**

#### **Results**

- **Equations**

Equations should be numbered consecutively as they appear in the text with Arabic numerals, and should be referred to by their numbers only, eg (3). Equations must be typed, not hand printed. About 5 mm should be left clear above and below each equation.

- **Figures**

Diagrams, graphs and photographs should be numbered consecutively with Arabic numerals, in the order in which reference is made to them in the text and without distinction between the three, eg Figure 1, Figure 2, etc.

Photographs should only be used if essential to the clarity of the paper. If used they should be black and white with clear contrast and highly glossed.

- **Tables**

Tables should be numbered consecutively with Arabic numerals, eg Table 1, Table 2 etc.

- **Conclusions and Recommendations**

Particular attention should be given to this section.

- **Acknowledgments**

Any out of the ordinary assistance may be acknowledged.

### **References**

- **Harvard Style**

### **Appendices**

If more than one, appendices should be lettered A, B, etc, e.g. Appendix A.

## **Submission of Electronic Copies.**

Upload your paper on the internet site

Simply follow the instructions set out on the web page. A browse button will enable you to search your directories to submit the text file with figures or tables.

## Harvard Style Referencing

The Harvard system is used to acknowledge direct and indirect quotations, provide readers with additional references in relation to a particular point or to validate an argument made by the author.

The Harvard system has gained in popularity in recent years because of its simplicity and ease of use. This form of referencing involves placing an abbreviated reference in the text. It includes:

- the author's surname (author's initials are not included)
- year of publication
- relevant page number(s) which are enclosed in brackets.

Any of the following examples of format are acceptable:

Clanchy and Ballard (1989, p. 1) state that 'As you will soon find out for yourself, essay writing is hard work - and it doesn't get very much easier as you advance in your studies'.

*or*

Essay writing may be considered as a task involving very little time and effort however, '... essay writing is hard work - and it doesn't get very much easier as you advance in your studies' (Clanchy and Ballard, 1989, p. 1).

*or*

Essay writing may be considered as a task involving very little time and effort however, Clanchy and Ballard (1989, p. 1) state that '... essay writing is hard work...'.

There are a number of variations of this form of citation which are set out in the Australian Government Publishing Service's Style Manual and these are as follows:

### *Rule 1*

Use a comma between the year and page (Clanchy and Ballard, 1991, p. 122)

### *Rule 2*

Use a semi-colon between multiple citations (Clanchy and Ballard, 1991, p.122; Anderson & Poole, 1994, pp. 101-108)

### *Rule 3*

When authors' names are incorporated in the text, parentheses are placed around the year Anderson and Poole (1994) suggest that lengthy paragraphs should be avoided in most academic works.

### *Rule 4*

In the case of a work that McLean et al. (1997) have found.....

has more than three authors, use the surname of the first-listed author

*Rule 5*

When reference is made to more than one work by the same author, arrange in chronological order Anderson and Poole (1978, 1986, 1994) were unable to explain

*Rule 6*

Reference to a number of works published by the same author in the same year should be distinguished by using lower case letters attached to the date Ballard (1981a, p. 327; 1981b, p.72) suggested...

*Source: Faculty of Business & Economics, Monash University, Q Manual*

More information on Harvard style referencing is available at

<http://www.buseco.monash.edu.au/publications/qmanual/q-referencing.html#Introduction>