



## Guidelines for Preparation of Papers

Thank you for your proposal to prepare a paper for the IPWEA NZ Conference to be held Thu 22 – Sat 24 June at the Dunedin Centre. Papers are required for all presentations – except the 7 min – open to under 35's only.

Details of the requirements for preparation of manuscripts are set out in the following pages.

### **Introduction**

The preparation of a paper for the Conference is a unique opportunity to share your knowledge and experience, and to contribute to the future of municipal engineering and the public works industry.

When drafting your paper, please give appropriate consideration to ensuring that the paper meets the needs of the delegates. The delegates will include membership from a wide range of professions involved in public works and services – engineers, asset managers, operations managers, planners and accountants across local government, central government, contracting, consultants and suppliers.

It is also desirable to address the theme of the Congress, which is “Blurring the lines; Integrating our efforts.”

The Abstract, Introduction and Conclusion are critical parts of the paper. Abstracts will be reproduced in the Conference Handbook, which will enable delegates to plan the presentations they will attend. If a delegate's interest is not maintained through the introduction, the message will not be received. Similarly there needs to be a conclusion to the paper that summarises the paper clearly and concisely.

Be prepared to make bold statements and support your arguments. Clear arguments focus delegates' thinking.

Paper authors are responsible for ensuring that the submitted text has been proof-read. It is also extremely useful to have two other people who will read the paper and give you an honest and critical evaluation. Ask them to: mark up

any issues that they don't understand, and:

- > mark up aspects that may be grammatically incorrect;
- > identify spelling / punctuation errors, etc.

Hyperlinks to e-mail addresses, web sites and references, where available, can also be embedded within the Word file – we will refer to these later.

**The suggested maximum total text is 3000 words per paper to ensure that a concise message is conveyed** (whilst we have your bio – please include again with your paper for publication purposes).

The final paper will not look dissimilar in format to these Paper Guidelines. It is suggested that a hard copy of these Guidelines be printed and used as a reference.

Please note that papers are not to be a marketing pitch.

**By submitting a paper, the Presenter (and co-presenter if applicable) agrees to register and pay to attend conference.**

### **Hynds Award**

If you are a member of IPWEA NZ and your paper is accepted for presentation at conference, you will automatically be entered for the Hynds Best Paper Competition. Successful nominees will be advised by 7 April, 2017

If an accepted presenter's circumstances should change before conference (i.e. leaves existing employment, offers a substitute speaker), the conference committee reserves

the right to pull that abstract on the basis that the original presenter will no longer be attending.

### ***Your Deadline!!!***

**Full papers AND registration and payment for conference is to be submitted by Thursday 16 March 2017.** Earlier submission would be appreciated. Earlybird closes 31 March – register early and save!

If, for any reason, you are unable or do not wish to continue with the preparation and presentation of your paper, please advise immediately so that a substitute can be arranged.

If you need any further information or wish to discuss any aspects of the drafting of the paper, please contact Marg Craig, Conference Organiser by e-mail at [marg@conferenceteam.co.nz](mailto:marg@conferenceteam.co.nz), or telephone +64 3 359 2614.

### ***Co-Authors***

For papers with more than one author, it is **strongly** recommended that only one make the presentation. You may introduce any co-author(s) to your audience during your presentation.

Invariably where there is more than one presenter the presentation goes over time. This is an annoyance to delegates and severely detracts from your presentation.

Please also note comment above that co-presenters will need to register and pay to attend conference.

### ***Day of the Presentation***

Participants should meet in their session room at **the start of the morning tea or lunch break immediately prior to their session.** The presentation sessions are either 20 + 5 for Q & A or 10 + 2 for Q & A. **SPEAKERS MUST ADHERE TO THE TIME LIMIT SPECIFIED.**

Speakers are urged NOT to read their full papers at the session. An effective presentation should be a condensed version of the full paper's important points and message. Frequent eye contact with the audience is essential.

The use of PowerPoint slides is strongly encouraged to assist with the presentation. Remember the 'T-shirt rule' for PowerPoint slides: no more than 5 lines/bullet points per

slide or 5 words per line works best; you should be able to read the message as if it were printed on a T-shirt. And remember the old adage: a picture (or diagram, or graph) is worth a thousand words! PowerPoint presentations are to be set out on the PPT template to be provided by the conference organiser.

### ***Manuscript Submission***

Documents are to be uploaded directly – in .doc or .docx. Upload via E organiser (same as your abstract). If you need to have your password reset- please let us know

<https://ipweanz2017-c22959.eorganiser.com.au>

Maximum file size for uploading - 8MB.

Please read all parts of these Guidelines carefully noting in particular:

- paper format to reflect Guidelines
- your proof-reading responsibilities
- submit document .doc or .docx file only
- importance of the 100-200 word Abstract
- submission of author(s) biography (100-150 words) to be incorporated at the end
- e-mail addresses, web sites and references hyperlinked within document, if available
- keep a copy of material and files

Note your deadline for submission of all material, and payment with registration – **Fri 31 Mar 2017.**

### ***Manuscript Layout***

**The suggested total text is typically up to 3000 words per paper** (plus 100-150 word author biography).

### ***Headings***

Use the following headings where possible:

- (Title of paper)
- (Author details)
- Abstract
- Key Words
- Introduction
- (Other Headings as required)
- Conclusion
- Acknowledgments (if needed)
- References
- Author Biography

### **Title and Author(s)**

Type title of paper in capitals. Author details to include first name and surname,, position title and organisation, and city

### **Abstract**

Use the same abstract as already provided that clearly describes the paper and will be included in the conference handbook. Should you wish to change your abstract, no problem – however this needs to be bought to the organisers attention. Delegates will only have the abstract descriptions to decide which presentations to attend. The full papers on the IPWEA website (library) will only be available after the conference. No hard copy papers will be available to delegates at the conference.

### **Key Words**

Provide 7-10 key words to assist in retrieving the paper by internet search.

### **Introduction**

Use the introduction to place your paper in context with other work, local and national issues, indicate scope of work, why the work was undertaken, and mention new approaches, limitations or assumptions upon which your work was based.

### **Other Headings**

Using headings at appropriate locations through the paper helps the reader comprehend the contents. Refer to the Manuscript Format (later) for details of Heading Levels.

### **Conclusion**

Write concise, clear and sound conclusions. They can determine the real value of your paper.

### **Acknowledgments, References**

Only acknowledge assistance out of the ordinary. It is not necessary to record the permission of your organisation to publish the paper. Place references at the end.

### **Author Biography**

Please include a brief author biography (100-150 words), written in a narrative style. This should be typed immediately after all other material. Include author(s) postal and e-mail addresses for delegates to make contact for further information.

### **Manuscript Format**

The manuscript format is to be as follows:

- **paper:** A4 paper; no page numbers
- **margins:** left/right 2cm, top/bottom 2.5cm
- **headers & footers:** no headers / footers
- **type face:** Arial preferred
- **type style & size:** only use the following font style & sizes:
  - **PAPER TITLE** 16pt, bold
  - Author/Organisation 11pt, centred
  - **Paper Headings** 12pt, bold
  - **Paper Subheadings** 11pt, bold italics
  - Body Text 11pt, regular, full justification
- **headings:** do not underline; do not number; allow one clear line below primary paper headings; second level subheadings without a blank line below headings; avoid the use of third level headings.
- **line spacing:** single
- **paragraphs:** leave one line between paragraphs; do not indent; begin at left margin
- **columns:** title, author details, abstract and key words are single column; body of paper including references use two columns. Biography is back to one column
- **equations & formulae:** avoid use of special characters, except those in the Arial character set; do not use Word equation editor; centre equation on page.
- **figures, tables:** integrate figures & tables into the main body of the report; minimum font size in tables is 10pt, preferably use 11pt; use colour where appropriate; identify figures and tables using Arabic numerals: **Figure 1, Table 1**; follow with a caption to describe; leave one blank line between figure/table and caption; include figures/tables in Appendix at end of paper if double column section too narrow; maximum width of figures/tables to be 12cm; avoid turning tables on their side in landscape mode

- **units of measurement:** use the International System of Units (SI) with volumes in terms of litres or m<sup>3</sup>.
- **photographs, graphics:** again maximum of 12 cm in width (when printed); should be integrated into the Word document at the appropriate location; do not use frames.

### **Copyright**

The primary author/speaker submitting a paper is responsible for obtaining any copyright clearance needed for all materials supplied to the conference.

Submission of a Paper is taken as agreement to assign all right, title and interest, including copyright to the Institute of Public Works Engineering Australasia including all rights of reproduction and display. However the author reserves all propriety rights other than copyright such as patent rights, and the author reserves right to use all or part of the Paper in future works of his or her own such as lectures, press releases, reviews, textbooks or reprint books.

### **References**

Use the *Harvard* system of referencing, in which the author's name(s) and year are quoted in the text, and the full listing is given alphabetically by first author's name in the reference list at the end of the main text.

#### **In the text**

*References may be active:*

Levenspies (1923) describes reactor flow pattern in terms of dispersion number...

*or passive:*

Dispersion number can be used to describe reactor flow pattern (Levenspiel, 1923)...

*and if there are two or three authors, all authors are given:*

Hartley and Vowells (1979) showed that flow variations affect filtered water quality... (*note no ampersand*)

*or:*

Flow variations affect filtered water quality (Hartley & Vowells, 1979) (*note ampersand*) *but if there are more than three authors, abbreviation is used:* Setting behaviours depends on the type and concentration of particles present (Barnes et al., 1981)... (*note the period only after "al"*).

#### **In the reference list**

List references at the end of the paper alphabetically by author, and then chronologically by date if an author has written more than one reference. Use the following format:

- Author's surname and initials
- Joint author(s) and initials
- Year of publication (*brackets*)
- Title of article (*single quotes*)
- Journal/book title (*italics*)
- Volume number (*underlined*)
- Edition, if applicable
- Issue number
- Book publisher
- Page(s)

Use standard journal abbreviations.

If several papers by the same author(s) share the same date: place a, b, c, etc., after the year of publication. Second and subsequent lines of reference are to be indented.

*Example of journal reference:*

Hartley, K.J. and Vowells, J.B. (1979). "Effects of Filtration Rate Changes on Filtered Water Quality", *Water*, 6,2, 10-13.

*Example of book references:*

Levenspiel, O. (1972). *Chemical Reaction Engineering*, 2<sup>nd</sup> ed., John Wiley & Sons, New York, 17-25.

Barnes, D., Bliss, P.J., Gould, B.W. & Vallentine, H.R. (1981). *Water and Wastewater Engineering Systems*, Pitman, London, 159-169.

#### **Publication**

Following the conference all papers and Powerpoint presentations will be published on the IPWEA website (library) in PDF format.