

INGENIUM ANNUAL CONFERENCE

Wellington, New Zealand
16-18 June, 2010



Guidelines for Preparation of Papers

Thank you for your proposal to prepare a paper for the INGENIUM Annual Conference to be held from 16-18 June 2009 in Wellington, New Zealand.

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 local government 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 local government & public works engineers, consultants, contractors, and elected representatives.

It is also desirable to address the theme of the Congress, which is "*Smart Planning, Smart Performance, Smart Outcomes.*"

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 if there is no real conclusion to the paper the delegates' will be left wondering why the paper was presented.

Be prepared to make bold statements and support your arguments. A line that is vague or does not indicate what you attempting to show gives little confidence. 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 give you an honest and critical evaluation, read the paper. Ask them to:

- > mark up any issues that they don't understand,
- > mark up aspects that may be grammatically incorrect,
- > identify spelling faults, punctuation errors, etc.

Hyperlinks to e-mail addresses, web sites and references, where available, can also be embedded within the Word file. Refer later in these Guidelines for details.

The suggested maximum total text is 3000 words per paper to ensure that a concise message is conveyed (plus 100-150 word biography, and any appendices).

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 agrees to register for, pay for, and attend the conference, and make the presentation.

Your Deadline!!!

The final paper is to be submitted by Friday 13 May 2011. Earlier submission will be appreciated.

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 Linda McNichol, Conference Organiser by e-mail at linda@conferenceteam.co.nz, or telephone +64 3 359 2615.

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.

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 30 minutes each. This provides for a 5 minute introduction and changeover, a 20 minute presentation, and a 5 minute question and answer period for each paper. **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 papers 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 provided by the conference organiser.

Manuscript Submission

Only Adobe Acrobat PDF (preferred) or Microsoft Word documents can be accepted (not Macintosh).

Manuscripts of papers should preferably be submitted by e-mail (as an attached file) to The Conference Team at:

linda@conferenceteam.co.nz

Please avoid e-mailing files larger than 5MB. Please send large files by post on CD-ROM to:

2011 INGENIUM Conference
The Conference team
P O Box 20051
Christchurch 8543
New Zealand

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

- paper format to reflect Guidelines
- your proof reading responsibilities
- submit document as a PDF or Word file only
- importance of the 100-200 word Abstract
- **submission of author(s) biography (100-150 words) and (if available) photograph) to be incorporated at the end of the document**
- e-mail addresses, web sites and references hyperlinked within document, where available

- covering e-mail message, disk and/or hard copy submission to clearly identify the paper title, author, contact details, and file name
- keep a copy of material and files - just in case something goes astray
- **note your deadline of Friday 13 May 2011 for submission of all material!**

Manuscript Layout

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

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
- Appendices
- Author Biography & Photograph

Title and Author(s)

Type title of paper in capitals centred at the top of page one. Author details to include first name and surname (line 1), position title, organisation, state and country (line 2).

Abstract

Write a 100-200 word abstract that clearly describes the paper to delegates. Abstracts will be reproduced in the conference handbook. Delegates will only have the Abstract descriptions to decide which presentations to attend. The full papers on

the INGENIUM website 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, state 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 of the paper. See later for required format.

Appendices

Appendices, if any, should be lettered A, B, C, etc., e.g., **Appendix A**. They should be in the same format as the body of the paper and follow after any References. Appendices are not included in the suggested total word count for the paper.

Author Biography

Please include a photograph and 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 if further information is sought.

Manuscript Format

The file name for the paper manuscript is to be "surname_initials.doc" or "surname_initials.pdf".

If submitting two papers add numbers to the initials.

The manuscript format is to be as follows:

- **paper:** A4 paper; no page numbers
- **margins:** left/right 2cm, top/bottom 2.5cm
- **headers & footers:** do not use headers and footers
- **type face:** Arial only
- **type style & size:** only use the following font style & sizes:
 - **PAPER TITLE** 16pt, bold, centred, upper case
 - Author/Organisation 11pt, regular, centred
 - **Paper Headings** 12pt, bold, left justified
 - **Paper Subheadings** 11pt, bold italics, left justified
 - 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; Appendix and 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.
- **bullet points:** use sparingly
- **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 m³.
- **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 Association of Local Government Engineering NZ Inc (t/a INGENIUM) 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*, 2nd 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 will be published on the INGENIUM website in PDF format.