

# **A Sample of the Required Format for the Joint Australasia-Japan Papers: Includes Specific Guidelines and Instructions to Authors - Please Read**

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## **ABSTRACT**

The aim of this paper is to establish a consistent format for the publication of the papers to be presented at the joint workshop. It provides a sample of the expected layout of papers for the proceedings – illustrating the styles required for title, author information, the abstract, headings, body, referencing – you name it! Guidelines, explicitly describing each of the styles used in this document, are included. This sample is produced as a WORD 97 document, the styles of which conform to the guidelines. Hence, you may use this as a template for your paper. It is hypothesised that empirical research will confirm that initiatives such as this are successful only if all authors (a) follow the guidelines with care and (b) contact the editor if they are unsure of any details or if the guidelines are ambiguous. Please note that the abstract is a single paragraph stating the aims and conclusions of the work. It should be no longer than 500 words.

**Keywords and phrases:** consistency, title, heading, stressed editor, deadline, formatting, document style

## **1.0 INTRODUCTION**

By way of introduction, please take note of the spacing between the document title, author names, affiliations etc above. A consistent layout to the title pages of papers in the final published conference proceedings is something we consider important. So, this is what we want *your* title page to look like. Note that the statement after the authors indicating that this paper is presented at the workshop should be included.

The "Introduction", should state the nature of the work, introduce any premises underlying the paper's content, cite relevant previous similar work (whether by the author(s) or others) and give the reader some idea of what to expect in the following sections of the paper.

Subsequent sections should be structured according to the nature of the material. A conclusion or summary section should be included. But, you know that already ...

### **1.1 Headings: This Heading is in 'Heading 2' Style**

Full details of heading styles are given in section 2.0. Note also, that headings should NOT be orphaned at the bottom of pages – it's better to leave a bigger bottom margin.

### 1.1.1 A level three heading

A level three heading is the smallest level of numbered heading.

#### *Minor headings*

You can use this style for minor sub-sections regardless of the level of the immediately preceding heading. Note that there is no 'space (gap)' after the minor heading. It is italicised 10pt Times New Roman font.

*Emphasised paragraph introduction:* if you wish to use a key word or phrase to emphasise the introduction to a particular paragraph, then use italics followed by a colon.

### 1.1.2 Summary of heading styles

The following types of headings have been defined:

- Level 1 headings (1.0)
- Level 2 headings (1.1)
- Level three headings (1.1.1 & 1.1.2)
- Minor headings (italics, first letter capitalised)
- Emphasised paragraph introductions:

This is an example of a bulleted list – indented but not numbered. As far as the editors are concerned, authors can determine their own styles for lists. The most important issue is to ensure that the same style is used throughout the document. Lists may be numbered and/or indented as you see fit. Note that this uses the indented list style, since it is a list of points following a colon. In Section 2.0 a bulleted list is given which uses the bullet style, since it does not hang off an introductory sentence.

## 2.0 DESCRIPTIONS OF STYLES, FONTS ETC

*Font:* Times [New] Roman font is to be used throughout.

*Document format:* Documents should be submitted in portrait A4 format using 2.5 cm for Top, Bottom, Left and Right margins, 0 cm for Gutter, and 1.25 cm for Header and Footer.

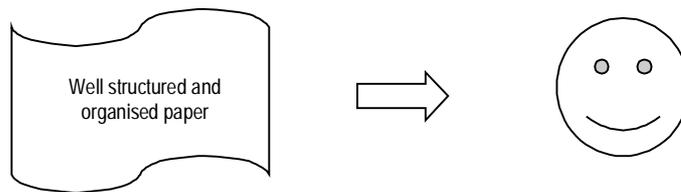
*Section styles:* The following styles should be used within the document - remember *all* in TIMES NEW ROMAN font with additional formatting as specified.

- Paragraph style: 10 point, left and right justified, single-spaced. Each paragraph is followed by a 10 point space.
- Keywords: 10 point, fully justified. The phrase "Keywords and phrases" is bold and italicised.
- Paper Title: Size:14pt, Style: Bold
- Author names: Size:12pt, Style: Bold Italics, Alignment: centred
- Affiliations/Contact Details: Size:10pt, Style: Regular, Alignment: centred
- Joint workshop acknowledgement (to appear under author affiliations and contact details) Size:10pt, style: bold, Alignment: centred
- Abstract heading "Abstract", 12pt Bold Centred;
- Abstract body: (500 words approx.) Size: 10pt, Style: Regular, Alignment: centred, left and right indented 2cm from margin.
- Section headings (Heading 1): Size:12pt, Style: Bold, Upper case, Left Justified, Space before & after: 6pt, Numbering (1.0, 2.0, 3.0 etc) is mandatory
- Heading 2: Size:12pt, Style: Bold, First Letter each main word capitalised, Left Justified, Space after: 6pt, Numbering (1.1, 1.2, 1.3 etc) is mandatory
- Heading 3: Size:10pt, Style: Italics, First word capitalised, Left Justified, Space after: 6pt, Numbering (1.1.1, 1.1.2, 1.1.3 etc) is mandatory
- Acknowledgements: Follow the same format as sections and paragraphs.

- Referencing and bibliography: The Harvard style of referencing is to be used as illustrated by the examples here. **References** should be ordered **alphabetically**, based on the first author surname or organisation. An example of a conference paper is included (System and Access, 1998). Examples of web and journal citations and references are also provided (AURISA 1998; Mine *et al.*). The author name may be included in the sentence or in the brackets along with the year of publication. For example: '*ACIS is used for modelling, while a class library for the data management (Flick, 1996) has been developed specifically. James (1995) describes another approach.*'

### 3.0 GRAPHIC OBJECTS

Graphic objects, figures, tables etc. should be inserted in the text. They should be centred and captioned with a number and title which is also centred. Use Times New Roman, 10 point, italics and centred style for the caption (see Figure 1). Use the JPEG, GIF, WMF or BMP format for your images.



*Figure 1: An organised paper produces pleasing results (from AURISA 98 Author guidelines)*

### 4.0 CONCLUSIONS

We hope that the information provided in this template will assist you in preparing your submission. If you have any questions or comments concerning the paper please send them to [pwhigham@infoscience.otago.ac.nz](mailto:pwhigham@infoscience.otago.ac.nz). For those using **LaTeX** please use a suitable single column style file. Unfortunately we cannot supply the appropriate style file at this stage, however so long as the basic fonts, margins and sectioning is followed the papers will be suitable for publication. Please send the final papers via e-mail, either as WORD documents, PDF or Postscript to the above e-mail, or to Kirsty Richards ([KirstyR@infoscience.otago.ac.nz](mailto:KirstyR@infoscience.otago.ac.nz)).

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### REFERENCES

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