

WATER NEW ZEALAND GUIDELINES FOR AUTHORS

*Annual Conference & Expo 2011
Conference Technical Committee*

1. INTRODUCTION

Please read these guidelines carefully. It is important that all papers are published in the same format to provide continuity and conformity in the published papers. **These guidelines have been laid out in the same format as required for the written paper.**

You have been provided a Conference Paper Template with these guidelines, this sets out the paper layout in detail. This is to be used when typing your paper. In addition, a one-page sample of the template which conforms to these guidelines is provided to assist you with font sizes, etc. If you are unsure of any aspect of the layout, then examine the sample paper closely.

Important: Conference Papers will be published on CD-ROM and it is important that the criteria in these Guidelines are adhered too especially in relation to graphics. Water New Zealand will not be held responsible for poor reproduction of papers if the author does not meet these criteria.

2. BODY OF PAPER

2.1 LAYOUT OF PAPER

Please use the following headings wherever possible:

- Title (no longer than 10 words) and author(s)
- Abstract (no longer than 200 words)
- Keywords (up to 8)
- Introduction
- Discussion (the main body of the paper)
- Conclusions/Recommendations
- Acknowledgments
- References
- Nomenclature (if required)
- Appendices

2.1.1 TITLE AND AUTHOR

Write a brief title, which adequately describes the subject. In general, titles should be no longer than 10 words. Beneath the title, type the initials and surname of the authors with the senior author first. Author affiliations are allowed but **DO NOT** include company contact details.

2.1.2 ABSTRACT

The call for papers required an initial abstract of **no more than 500 words** in order to assess the suitability of the paper for inclusion in the conference. Now that your paper has been accepted, an abstract of **no longer than 200 words (15 lines)** below the title and author is required as a synopsis of the published paper. This final abstract will be published in the conference handbook.

2.1.3 KEYWORDS

List up to 8 keywords to ensure efficient and adequate retrieval of information.

2.1.4 NOMENCLATURE

If the paper makes extensive use of symbols or other special nomenclature, list and define them under this heading.

2.1.5 APPENDICES

If more than one, appendices should be lettered A, B etc, that is, Appendix A.

2.2 MANUSCRIPT FORMAT

2.2.1 TEMPLATE

You have been provided with a Conference Paper Template, which sets out the paper layout in detail. This is to be used when typing your paper. In addition, a one-page sample of the template which conforms to these guidelines is provided to assist you with font sizes, etc. If you are unsure of any aspect of the layout, then examine this sample paper closely.

2.2.2 PAGES

MAXIMUM 20 PAGES, including all drawings, graphs, figures, appendices, tables and references.

2.2.3 PAGE NUMBERS, HEADERS, FOOTERS

DO NOT insert headers, footers or numbers on pages of your manuscript.

2.3 FIGURES, TABLES, GRAPHICS, EQUATIONS AND SPECIALISED SYMBOLS

All graphics (figures, tables, equations, etc) need to be high resolution (300 dpi or better) GIF or JPG (not jpeg) format. They also need to be the size that the author intends for it to be viewed on the screen. Graphics embedded into documents are suitable. **Do not use MS Draw.**

2.3.1 FIGURES

- If possible, integrate figures into the main text ensuring that they remain clearly legible and are in accordance with the above criteria.
- Identify figures using Arabic numerals: Figure 1, Figure 2 etc followed by the caption above the Figure

2.3.2 TABLES

- Type tables in the appropriate position in the text.
- Identify tables using Arabic numerals: Table 1, Table 2, etc followed by the caption above the Table.

2.3.3 PHOTOGRAPHS

- If possible, incorporate photographs into the text.
- Colour and black & white photographs are acceptable.
- Identify photos using Arabic numerals, Photograph 1, etc followed by the caption above the Photograph.

2.4 EQUATIONS AND FORMULAE

2.4.1 EQUATIONS AND FORMULAE

Left align equations on the page. Number them consecutively throughout the paper, using Arabic numerals in parentheses to the right of the equation. For example:

$$A = K \cosh^3(a-b) + \ln(\sin c) \quad (1)$$

Important: Authors requiring special symbols from specialised fonts, should **embed the font** in the document. This will ensure that any recipient of an electronic copy should have no difficulty reading the intended symbol.

If using an equation editing package for equations or formulae, it is best to **paste the completed equation/formula into a graphics package, and then insert that graphic** (at the desired size) into the paper, to ensure that the equation remains as intended.

Please also refer to section 2.3 above for further information.

2.4.2 UNITS OF MEASUREMENTS

Use the SI International System of Unit

2.5 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 the first author's name in the reference list at the end of the main text. **DO NOT USE SUPERSCRIT NUMBER IN THE TEXT TO IDENTIFY THE REFERENCES.**

In the text

References may be:

- **For two authors both 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 & Vowels, 1979). (Note ampersand).
- **For more than three authors, abbreviations are used:** Settling behaviour depends on the type and concentration of particles present (Barnes et al., 1981) (NB period only after al. and also et al not italicised).

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) surname 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 to be indented.

Example of journal reference

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

Examples 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. and Vallentine, H.R. (1981) *Water and Wastewater Engineering Systems*, Pitman, London, 159-169.

Full details of the conventions are given in the book: *Style Guide for Authors Editors and Printers 1994*, Australian Government Publishing Service, Canberra.

3. FINAL MANUSCRIPT UPLOAD

Please note: Final papers for **ALL** presentations must be submitted using the online submission system in the format specified by these Guidelines by **Wednesday 18 May 2011**. Please ensure you meet this deadline as NO extensions will be given.

Proof reading

Please proof read your material carefully before submitting it.

4. TECHNICAL CONTENT & STRUCTURE

It is critical that the professional standing of the Conference in the industry is maintained and enhanced. To ensure that this is achieved the following guidance is provided to authors:

Subject / Significance

Is this something that is topical and relevant to the industry?

Technical Content

Is the technical content of the paper sound? Does it have sufficient substance? Has sufficient work been done to support the findings? Is this work / research complete? Is the available knowledge pool on this subject enhanced? Is there sufficient information, direct or referenced, to substantiate the work? Is there enough detail to be a useful reference source for future projects? Are statements backed up and evidenced by facts?

Innovation and Originality

Is there something new and innovative in the process, application or technology?

Practical Content

Can the findings be practically applied? How can they further the industry?

Future Use

What is the potential future use of this? Can this be used many times? Is this something that can be applied to many situations?

Structure

Is this paper clear and logical? Does the title accurately and succinctly describe the content of the paper? Does the paper maintain the focus indicated in the executive summary? Is the continuity of the text a logical development from initial statement to conclusion?

5. PAPER REVIEW

The Conference Technical Committee will review each paper before inclusion in the published papers. The Committee reserves the right to request changes as they see fit. It is recommended that authors arrange to have their manuscript independently reviewed prior to submission.

6. ORAL PRESENTATIONS

You will have a total of **25 minutes to deliver your presentation**, comprising **20 minutes to present your paper** and **5 minutes of question time**. A session chair will be present to ensure that your presentation is no longer than 20 minutes. It is important you make every effort to ensure your presentation offers clarity, logic and is interesting for the audience.

6.1 POWER POINT PRESENTATIONS

All presentations **MUST** be in Microsoft PowerPoint format and **MUST** be forwarded to Avenues Communications by **Wednesday 19 October 2011** for preloading onto laptops prior to the conference. Please note no extensions will be given on this deadline. If changes are required to your presentations while at the conference, an experienced technical team will be available to assist you.

The Avenues Communications server can accept emails with attachments up to 5MB in size. Any presentations larger than this must be couriered or mailed so please allow delivery time if this is the case as your presentation will not be accepted after Wednesday 19 October.

Please remember that Water New Zealand is a professional, scientific and technical association and company logos **MUST only appear on the title page of your presentation** and we reserve the right to remove logos from presentations prior to the conference. Avenues Communications staff will check this aspect and take the appropriate action if this directive is not adhered to (note Section 6 below).

6.2 PAPER OF THE YEAR AWARD

Your paper will be eligible for the Hynds Paper of the Year Award, presented annually. All presentations will be eligible, and will be judged on:

- Technical content of the written paper
- Verbal presentation
- Visual aids

Water New Zealand encourages all presenters to be present at the Conference Dinner on Thursday 10 November where the Hynds Paper of the Year award presentations will be made.

6.3 CONFERENCE REGISTRATION

All persons presenting a paper **MUST REGISTER AND PAY THE APPROPRIATE REGISTRATION FEE** for the Conference. Please note that presenters cannot register as Additional Stand Personnel on an exhibitor's stand.

7. COMMERCIALISM

NB: Water New Zealand is a professional scientific and technical association. Commercial sales presentations, the extensive use of specific brand names, company names and logos in manuscripts, illustrations and PowerPoint presentations will not be accepted. The Conference Technical Committee reserves the right to remove logos from technical papers prior to publication. Technically sound and objective presentations are expected.

8. ENQUIRIES AND CORRESPONDENCE

All enquiries concerning your final paper and other aspects of presenting at the conference should be addressed to:

Bronwyn Carson

Water New Zealand's Annual Conference and Expo 2011

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