



7th South Pacific Stormwater Conference 2011

GUIDELINES FOR AUTHORS

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.**

The Conference Paper Template has been provided which sets out the paper layout in detail. This is to be used when typing your paper and a one-page sample of the template has also been provided to assist you with font sizes, etc.

Important: Conference Papers will be published on CD-ROM and it is **important** that the criteria in these Guidelines are adhered to 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
- 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. Provide name of institution or company and basic address details.

2.1.2 ABSTRACT

Write an abstract of no longer than 200 words (15 lines) below the title and author. The Call for Papers requested a 200 word abstract. This was required in order to assess the suitability of the paper for inclusion in the Conference Papers. Please adhere to the requirement of 200 words for the published paper. The abstract should be based on the abstract submitted to Water New Zealand for determining acceptance of your paper. If your abstract/paper changes significantly you must advise Water New Zealand as your paper was accepted on the basis of your abstract. If the revised abstract differs/paper differs to that submitted it may be rejected by the technical committee.

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 PAGES

MAXIMUM 20 PAGES, including all drawings, graphs, figures, appendices, tables and references. If this proves to be a problem, please contact waternz@avenues.co.nz.

2.2.2 PAGE NUMBERS, HEADERS, FOOTERS

DO NOT insert headers, footers or numbers on pages of your manuscript, but please number them in pencil on the back of printed copies.

2.2.3 SUBMITTING YOUR COMPLETED PAPER

You are required to submit your final paper online via our secure site. We will send you instructions, along with a web link and access code to enable you to do this. Please check when you are uploading your paper that all your personal details are entered and correct on the website.

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 (if possible) 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 and white photographs are acceptable.
- Identify photos using Arabic numerals, Photograph 1 or Figure 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) in 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 SUPERScript NUMBERS 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 & Vowells, 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*, 2, 6, 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 BY EMAIL

Please note: Final manuscripts (not the draft) for ALL papers must be submitted by email (as explained in section 2.2.4) in the format specified by these Guidelines by Friday 4 March 2011. Only IBM format will be accepted.

Proof reading - Please proof read your material carefully before submitting it.

4. PEER REVIEW

The Stormwater Conference Committee requires that two independent referees review the submitted paper. Please ensure that the reviewers' comments are incorporated into the final text. The Conference Committee will review each paper before inclusion in the published papers. The Committee reserves the right to request further changes as they see fit.

5. ORAL PRESENTATIONS

You will have 20 minutes to present your paper and 10 minutes of question time. The session chair will be required to ensure that your presentation is no longer than 20 minutes.

Please provide a short profile of the presenter(s) (no more than 50 words) and email to Avenues Event Management (waternz@avenues.co.nz).

5.1 POWER POINT PRESENTATIONS

Power Point presentations must be forwarded to Avenues Event Management for preloading onto laptops prior to the conference by Friday 15 April 2011. If changes are required to your presentations while at conference, an experienced technical team will be available at all times to assist you. Avenues' server can accept emails with attachments up to 5MB in size, but if this is not adequate please ensure you leave time to mail your presentation to us on a CD.

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. We reserve the right to remove logos from presentations prior to the conference.

5.2 SLIDES AND TRANSPARENCIES

Visual aids must be legible from all parts of the lecture room. Do not copy detailed tables. We suggest a maximum of 8 lines and 5 bullet points per slide. Text must be large, a 24 font is recommended.

We DO NOT encourage presenters to use overheads.

5.3 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.

6. COMMERCIALISM

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. Basic affiliation information is accepted however, the Conference Technical Committee reserves the right to remove logos from technical papers etc., prior to publication. Technically sound and objective presentations are expected.

7. ENQUIRIES AND CORRESPONDENCE

All enquiries concerning papers should be addressed to:

Avenues Event Management

Level 1, 56 Victoria Street, PO Box 16-612, Wellington 6143

Tel: +64 4 473 8044

Fax: +64 4 473 8042

E-mail: waternz@avenues.co.nz