

# **AUTHOR'S GUIDE TO FULL PAPER SUBMISSIONS**

- PLEASE ADHERE TO THESE GUIDELINES AS IT WILL ENSURE THAT YOUR PAPER IS PRODUCED TO IT'S BEST POTENTIAL IN THE PACIFIC 2008 INTERNATIONAL MARITIME CONFERENCE PROCEEDINGS
- Your paper must reach the Conference Secretariat by the following specified date as appropriate:

**Refereed Papers: 27 September 2007**

**Non-refereed papers: 31 October 2007**

If it is not received by this date it will not be included in the Conference Proceedings.

- Authors MUST present their paper in person at the Conference
- Authors are requested to advise via email if they can not adhere to these guidelines [pacific2008imc@tourhosts.com.au](mailto:pacific2008imc@tourhosts.com.au)

## **Author's Biography**

A short separate biography is required; it will be provided to the Chairman of your Session. Please upload your biography when making your full paper submission via the electronic form.

## **Proceedings**

Proceedings will be produced containing author's full papers. A CD-ROM will be produced allowing for authors to include images and/or graphs in full colour.

An Abstract Book will be produced in hard copy and combined with the Conference program and general information.

## **Submission Requirements**

- All papers must be submitted in Microsoft Word format. Please do not use Macintosh formats.
- Papers should be a maximum length of 10 pages.
- Please e-mail a copy of your paper to the Program Chair at: [sbimare@msn.com.au](mailto:sbimare@msn.com.au)
- All papers are to be submitted in the English language.

## **Paper Size and Margins**

A4 size with 2.5 cm margins on all four sides. All text justified.

## **Fonts**

All body text should be in Times New Roman, 12 point font, one column.

## **Title**

The title should be in 18 point Times New Roman, bold and centred across the top of the page, it should be concise but descriptive with a maximum length of 20 words.

### **Author's Name, Organisation and Country**

This should be centred below the title using 12-point font size, underline the name of the **presenting** author. E.g.:

Phillip Wilson  
University of Southampton, UK

### **Headings**

- Major headings are to be left justified in a 12 point, bold font using capital letters.
- Numbering is optional.

### **Sub-Headings**

- Sub-Headings should be left justified in a 12 point, bold font using Title Case on a separate line.

### **Equations**

- Equations should be centred with the equation number right justified.

### **Tables and Figures**

- Tables and figures should be produced in JPEG, GIF, Bitmap or TIFF formats, either within the text or at the end of it.
- Colour pictures and graphs are preferred as these can be reproduced in full colour on the CD-ROM.

### **References**

- List and number all references at the end of the paper. Authors' last names should be listed before their initials, followed by the year of publication, article title, journal name, volume number and page number(s).  
Example: 1. Authors, (year), "article title", journal, volume, page(s)

### **Page Numbers, Headers and Footers**

- Please do not include page numbers, headers or footers in Pacific 2008 International Maritime Conference full papers.

### **Liability**

Authors are responsible for obtaining security approval for publication in the Conference Proceedings, from employers or authorities where necessary. If they so wish, authors should include a disclaimer at the end of the paper stating that the opinions expressed are those of the author and not those of the company or organisation that they are representing.

### **Paper Review**

Reviewers are appointed from to give an impartial assessment of the submission and have the responsibility for final acceptance or rejection of the paper acting on behalf of the program committee.