

# "Capitalize the First Word of the Title, the Last Word of the Title, and All Nouns, Pronouns, Verbs, Adverbs, Adjectives, Subordinating Conjunctions, and a Few Conjunctions."

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The abstract must convey the main results and conclusions of the article. Abstracts should be no longer than 300 words. (Abstract section not required if only an extended abstract is submitted). This paper is written in the required format to provide a model. Authors are encouraged to download the document and use it as a template. Use Arial size 11 font, and single line spacing. The **Title** is to be centred at the top of the page in **Bold** Arial size 12. Leave a 2.5mm (7 pt) space between the title and authors.. The list of authors should be centred in Arial, size 11. First name, middle initial and surname should be given for each author. The names of authors should be separated by a comma. A numerical superscript following each author name should be used to reference the affiliation of each author. The presenting author should be indicated with an asterisk (\*). Affiliations should be in Arial size 9 font, and include postal address and email address of each author. The abstract should follow in Arial size 11. Conference proceedings will be published on paper (abstract only) and electronically and should be submitted as **pdf** documents.

*Keywords:* Include up to two lines of keywords, leaving 3 mm (9 pt) space above and 7 mm (20 pt) space below.

## 1. Page Format

### 1.1 Length of manuscript

Extended abstracts should not exceed four pages. Full papers should preferably not exceed ten pages, including appendices. In all cases, extended abstracts or papers should be uploaded in the pdf format and should not exceed 5Mb in this format.

### 1.2 Paper Layout

A4 (297 × 210mm). The printed copy should be printed on one side only.

Margins should be as follows: top 25mm; bottom 30mm; sides 20mm; space between columns 8mm. The abstract is indented an additional 10mm from the left and right paper edges.

Use a single column down to the end of the Abstract, then leave 7mm (20pt) space below and use two columns for the rest of the paper (except for any unavoidably wide tables or illustrations).

Do not number the pages.

## 2. Type Specifications

### 2.1 Headings

Heading specifications are as follows:

- Paper title: 12 pt Arial font, bold, centred.
- Authors' names: 11 pt Arial, sentence case, spaced 2.5mm (or 7 pt) beneath the title.
- Authors' affiliations and addresses: 9 pt Arial.
- Main section headings: 11 pt Arial bold, numbered, sentence case, left justified. 14 pt space above and 3 pt space below.
- First-level subheadings: 11 pt Arial, numbered (with hanging indent), sentence case, left justified. 10 pt space above and 3 pt space below.
- Second-level subheadings: 10 pt Arial italic, numbered (with hanging indent), sentence case, left justified. 7 pt space above and 2 pt space below.

#### 2.1.1 *Here is an example second-level subheading*

Some text below the subheading.

## 2.2 Body Text

- 10 pt Arial, justified, first line indented 4mm.
- Fully justify each line, hyphenating if necessary.
- Insert only a single space after a sentence.
- Avoid hyphens at the ends of two or more consecutive lines.
- Use bullets similarly to here, with the minimum spacing between them to provide clear separation.
- Avoid widows and orphans.

## 3. Content

### 3.1 Title

The title should be as concise as possible - generally no more than two lines.

### 3.2 Abstract

Do not exceed 300 words. Include the main purpose of the paper and the principal conclusions.

End the abstract with a list of keywords, as shown in the example above.

### 3.3 Notation

If necessary for clarity, you may include a glossary of mathematical symbols *etc.* under an unnumbered heading 'Notation' before the main text.

### 3.4 Body of the Manuscript

#### 3.4.1 Units

Use SI units wherever appropriate.

#### 3.4.2 Equations

Number all equations at the right edge of their column.

Equations should fit in a single column, even if they span two lines.

#### 3.4.3 Illustrations

Because the papers will appear electronically, illustrations must be inserted into the MS Word document.

Illustrations should mostly fit in a single column, as below. All illustrations should be referred to in the text, as in the case of this reference to Figure 1.

A numbered caption in 10 pt Times New Roman type should be placed below each illustration, as in the example above. Captions should be concise, leaving full explanation to the text. The width of text should be at least 10mm narrower than the full column. Captions with more than two lines usually look better as justified text rather than centred.

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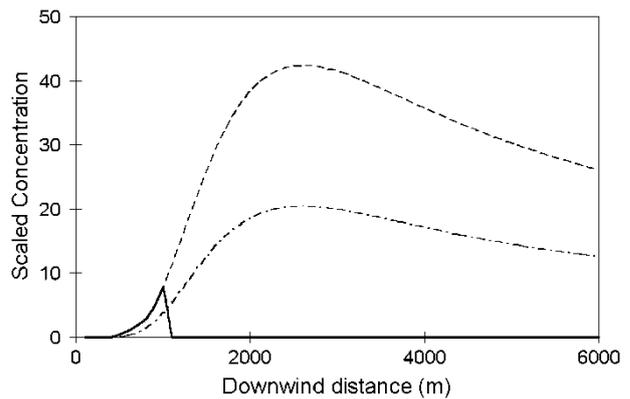


Figure 1. Example illustration.

#### 3.4.4 Tables

Tables may span one or two columns. If necessary, a large table may be presented in 'landscape' orientation, i.e. rotated with the top of the table on the left-hand side of the page.

Table captions should be at the top of each table, but otherwise conform to the specifications for illustrations.

#### 3.4.5 Citations and List of References

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Generally, a textual citation requires only the name of the author (or authors) and the year of publication (with no comma between the two). Page numbers may be included where appropriate, as in 'Milligan (1955, pp. 245-7)'.

Citations may be made by referring to the authors in mid-sentence, as in Sellers and Secombe (1957, 1958a, 1958b) or Milligan *et al.* (in press), but should preferably appear at the end of the sentence as here (Secombe and Sellers 1956, Milligan 1961).

The term 'pers. comm.' should not be used. Contributions of this kind should appear in an Acknowledgment at the end of the paper.

All references cited should be listed at the end of the paper (or prior to any Appendix, if included). See the 'References' section of this paper for examples of listing references. More detail is provided by AGPS (1994) or may be found at [http://en.wikipedia.org/wiki/Harvard\\_referencing](http://en.wikipedia.org/wiki/Harvard_referencing).

#### 3.4.6 Commercial Products and Services

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should only be used where they are important to the understanding of the paper.

Any claims about the performance or quality of a product or service should not use superlatives but be demonstrated by data.

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#### 7. References

See Section 3.4.5 for rules of citing and listing references. Note the use of hanging indents below. Double quotation marks should only be used within single quotation marks.

AGPS (Australian Govt Publishing Service) 1994, *Style Manual for Authors, Editors and Printers*, AGPS, Canberra.

Baker R. 1995, 'Risk management and risk assessment in air quality standards setting', *Clean Air (Aust.)* **25**:62-7.

Dahl R. 1986, *Two Fables*, ill. G. Dean, Viking (Penguin), Harmondsworth.

Kuschel G. and Foster E. 1996, 'The Christchurch emissions inventory as an air quality management tool', *Proceedings of the 13th International Clean Air and Environment Conference, Adelaide, 1996*, Clean Air Society of Australia & New Zealand, Eastwood, NSW, Australia, pp. 180-185.

Milligan T.C., Secombe H. & Sellers P. 1986, 'Particle Pollution in Woy Woy, NSW', *Clean Air (Aust.)* **145**:233-8.

#### Appendix

This is where you would insert any appendix. Multiple appendixes should be labelled A, B, C, ....