

Instructions to Authors

(Start title 4.5 cm down from top of the page, Margins: left 30mm, right 25mm, top:25 mm, bottom 30 mm, and space between columns 10mm)

Title: 18 pt Times New Roman Bold, Upper and Lower Case

Authors Names and Affiliations: Two spaces below the title, 10 pt Times Roman, Upper and Lower Case, underline author presenting paper and provide his/her email address

Start abstract two spaces down from authors names and affiliations

Abstract: The abstract should be self-contained and explicit, setting out the ground covered and the principal conclusions reached and should be **one paragraph** only. The suggested length is 300 words. The abstract must start 2 cm below Authors Affiliations and span the full width of the page. The format is 10 pt Times Roman, fully justified.

Keywords: Start keywords one space below the abstract and provide 3 to 5 keywords separated by semicolons.

1. BODY OF PAPER

Main headings are Caps, Bold. Text must flow in two columns. All text is 10 pt Times Roman, fully justified. Leave 2 spaces above and one space below headings and sub-headings

1.1 Introduction

Secondary headings are Upper and Lower Case, Bold.

The main purpose of an introduction is to enable the paper to be understood without undue reference to other sources. It should therefore have sufficient background material for this purpose. Generally, highly specialised papers will not need an extensive introduction as interested readers may be expected to be familiar with current literature on the subject. On the other hand, when a paper is likely to interest people working in fields outside the immediate area of the paper, the introduction should contain background material which could otherwise be scattered throughout the literature.

1.2 Equations

Equations should be numbered consecutively as they appear in the text with Arabic numerals and should be referred to by their numbers only, e.g. (3). Equations must be typed not hand printed.

About 5 mm should be left clear above and below each equation.

1.3 Figures and Photographs

Figures must be of high quality and in black and white. Figure numbers and captions appear at the foot of the figures. If necessary, figures and captions may straddle both columns. Figures should be numbered consecutively with Arabic numerals, in the order in which reference is made to them in the text, e.g. Figure 1, Figure 2, etc.

Figure Captions. 10 pt Times Roman, centred.

Photographs should only be used if essential to the clarity of the paper. If used they must be black and white with clear contrast and highly glossed.

1.4 Conclusions and Recommendations

The real value of a paper is reflected in the nature, soundness and clarity of the conclusions, so particular care should be taken with this section.

1.5 Acknowledgments

Any particular assistance out of the ordinary may be acknowledged. It is not necessary from the organisers' point of view to record the permission of the author's organisation to publish the paper or the information contained therein.

1.6 References

1.6.1 Style

(Note the form of second level sub-headings.) References should include (in the following order): Author Name(s), Initials, Title of article with first letter uppercase, full Journal name in Italics, Volume (Number), page range, date. The page range must be hyphenated. An example of a reference in a conference paper is given below.

Berry, N.S.M., The effect of metering on water consumption in Honiara-British Solomon Islands, *Journal of the Institute of Water Engineering*, 26(7), 375–380, 1972.

Bhatt, N., and C.A. Cole, Impact of conservation on rates and operating costs, *Journal of Water Resources, American Society of Civil Engineering*, 11(2), 192–206, 1985.

Churchman, C.W., R.L. Ackoff, and E.L. Arnoff, *Introduction to Operations Research*, John Wiley, 645 pp., New York, 1957.

Hanke, S.H., Demand for water under dynamic conditions, *Water Resources Research*, 6(5), 1253–1261, 1970a.

Ibbitt, R.P., and P.D. Hutchinson, Model parameter consistency and fitting criteria, paper presented at International Federation of Automatic Control (IFAC) 9th World congress, IFAC, Budapest, Hungary, July 2–6, 1984.

Ogden, M.W., Deactivation and preparation of fused silica open tubular columns for gas and supercritical fluid chromatography, Ph.D. thesis, Va. Polytechnic Institute and State University, Blacksburg, 1985.

1.6.2 Order

The references must be listed in alphabetical order of author's names and increasing dates of publication, with the addition of an 'a' or 'b' to the date, where necessary. In the text reference is made to writing the surname of the author, followed by the date of publication in square brackets, e.g. "it was shown by Hanke [1970a] that ...".

Where more than two authors are involved, the reference in the text should be of the form: "it was shown by Jones et al. [1994]".

1.7 Appendices

If more than one, appendices should be lettered A, B, etc., e.g. Appendix A.

2. NOTATION AND UNITS

If the paper makes extensive use of symbols or other special nomenclature they should be listed and defined under this heading. Otherwise, all symbols are to be defined when first used. All units are to be SI (metric).

3. CRITERIA FOR ACCEPTANCE

3.1 Length and Other Details

Full papers must not exceed **six A4 camera-ready pages**. This includes all diagrams and figures. All papers will be independently refereed.

3.2 Permission to Publish

Unless informed by the author to the contrary, the Society will assume that a paper submitted has not been published or offered elsewhere and is not the property of any other person or body.

It is the author's responsibility to obtain any necessary permission from his/her organisation or from any other person or body for the publication of a paper or any material in it; such permission need not be mentioned in the acknowledgments.

4. PRESENTATION OF PAPER AT THE CONGRESS

4.1 Slides and Transparencies

Projected diagrams are intended to assist the oral presentation of a paper and should be prepared specifically for this purpose. They should allow only essential information but this should be technically correct.

Line thickness should show clear contrasts. As a general rule, the original drawing should be clearly legible when viewed from a distance of six times its longest side.

Graphs and curves are projected primarily to show tendencies and relationships rather than to determine numerical values. Grid lines should therefore be minimised or replaced by simple scales running along the axes. The curves themselves should be the prominent feature.

4.2 Sizes and Mounting of Slides

Only standard 35 mm slides will be projected.

4.3 Transparencies

Transparencies for overhead projection should be no larger than 200 mm x 250 mm.

4.4 Powerpoint Presentation

Audiovisual equipment for electronic projection will be available. Authors who intend to use this option for their presentations are requested to inform the Session Organisers at least 6 weeks before the congress.

5. REGISTRATION

At least one of the authors should be registered for final acceptance of the paper and its inclusion in the Congress Proceedings.