

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.

Important: Conference Papers will be published, 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 the name of institution or company and basic address details.

2.1.2 ABSTRACT

Write an abstract of no longer than 500 words below the title and author. The Call for Papers requested a 500-word abstract. Please adhere to the requirement of 500 words for the published paper. The abstract should be based on the abstract submitted to Avenues Event Management for determining acceptance of your paper. If your abstract/paper changes significantly you must advise Avenues Event Management as your paper was accepted on the basis of your abstract.

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 paper.

2.2.3 SUBMITTING YOUR COMPLETED PAPER

You are required to submit your final paper online via our secure site. Using the same login details as when your abstract was submitted.

Please check when you are uploading your paper that all your personal details are entered and correct on the website. If you require assistance with uploading please email waternz@avenues.co.nz.

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
- 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 are 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 PAPER UPLOAD

Please note: Final papers for ALL presentations must be submitted using the online submission system in the format specified by these Guidelines by **5pm Wednesday 4 March 2020**. Please ensure you meet this deadline.

Proofreading

Please proofread your material carefully before submitting it.

4. PEER REVIEW

The Stormwater Conference Committee strongly recommends that papers be independently peer-reviewed. The Conference Committee will review each paper before inclusion in the published papers. The Committee reserves the right to require changes, or to decline publication, of any paper that it considers does not meet the required standard or criteria.

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.

5.1 POWERPOINT PRESENTATIONS

PowerPoint presentations must be forwarded to Avenues Event Management for preloading onto laptops prior to the Conference. If changes are required to your presentations while at the Conference, an experienced technical team will be available to assist you. Details will be given on how to submit your PowerPoint Presentation. If you wish to submit via Dropbox, please contact Avenues Event Management at waternz@avenues.co.nz for the Dropbox details.

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 CONFERENCE REGISTRATION

All speakers presenting a paper MUST REGISTER AND PAY THE APPROPRIATE SPEAKER 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 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 final papers should be addressed to:

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