

GeoCart'2008 and SIRC'2008 Guidelines for Authors

Introduction

The Scientific and Technical Programme Committee (the Committee) invites authors to submit abstracts, papers or posters to the GeoCart'2008 Conference and SIRC'2008 Colloquium (the Conference) with a view to oral or poster presentation. Invitations to present at the Conference will be dependant on the result of a review of the submitted material by the Committee. The abstracts, papers and posters will be evaluated on the basis of:

- a. The submitted material describes a substantive issue relating to the conference themes
- b. It establishes its context within the relevant literature
- c. It conforms to the required formatting and quality of presentation

In the case of the Committee accepting an abstract for oral presentation, the author(s) is/are required to submit a **digital presentation file** (in Microsoft PowerPoint) at a later date (see **Procedure** section below).

Delivery of accepted papers and abstracts will be within a 20 minute time slot in one of two (or three) concurrent sessions. Poster presentations will be delivered within the designated poster sessions, where Conference participants will have the opportunity to discuss topics directly with the authors.

All papers and suitable posters received by the deadlines listed below and accepted by the Committee will be reviewed by at least two recognized specialists and published in the hard copy and CD-Rom based Conference Proceedings.

Principal **authors** of the accepted papers, posters and presentations are eligible for a **10% discount** on the Conference Registration fees.

Procedure

Full papers of maximum length of 5,000 words should be submitted by email on or before **Monday, 14 July 2008**.

A **readable poster** file or a **poster** abstract should be submitted by email on or before **Monday, 14 July 2008**.

An **abstract** should be submitted by email on or before **Monday, 14 July 2008**.

A digital **presentation** file should be submitted by email or posted to reach us on or before **Monday, 18 August 2008**.

Submissions should be made to the Scientific and Technical Programme Chair – Dr Antoni Moore, email geocart@business.otago.ac.nz.

Microsoft Word is the conference file format for paper and abstract submissions and **Microsoft PowerPoint for digital presentations files**. Files must be readable by machines using the Windows operating system. Any alternative formats should be firstly cleared with the Programme Chair.

Full Paper

Authors should use the following guidelines in preparing their papers.

Format

1. Paginated to A4 paper format
2. Upper, lower and right margins of 2.5 cm
3. Left margin of 3 cm
4. Times New Roman font set at 12 point size
5. Single spacing
6. Maximum length of 5,000 words and/or 14 pages including figures, tables, appendices and references
7. No indentations for paragraphs, but a blank line between paragraphs
8. Page numbers should be set central to the bottom of each page

Structure

There should be two blank lines to start with. The title should be written in capitals and centred, starting from the 3rd line from the top. The author name(s), affiliation(s) and email(s) should be separated by two lines gap from the title (full addresses and phone/fax numbers should be provided after the end of the full paper, with a 3 line gap intervening). The title and name(s) of the author(s) should be in bold typeface. Author details should be followed by the Abstract body and keywords, using the format for Abstracts.

After the Abstract, two blank lines should separate the main body of the paper from the Abstract. The body of the paper can have sections and subsections, which can be numbered using a maximum of two digits (for example, **1. INTRODUCTION**, **2.1 Model Validation**, etc). The section and sub-section headings must be bold typeface. All text must start at the left hand margin (that is, new paragraphs are not to be indented) with exception of listings, which may be indented. The second and subsequent pages should start text from the first line of the page.

Order

The general order of the materials in the paper should be as follows:

- Title and author(s) with affiliation(s)
- Abstract
- The sections of the main body of the text, tables and figures (the tables and figures should appear close to their citation in the text)
- Acknowledgements, if any
- References
- Appendices, if required

Equations, Tables and Figures

Equations should be typed, preferably using the same word processor used for the rest of the text. Equations must be numbered sequentially with their numbers in parenthesis and right justified.

Tables must be numbered sequentially and have a reasonably explanatory title centred above the table; the measurement units employed in the table must be indicated.

Figures should be provided embedded in the paper, or as separate files. Preferred formats include most standard bit map formats. Any other or specialised formats, including animations, should be firstly cleared with the Programme Chair

Please provide information on any formulae setting software used, and avoid the overly-creative use of format-dependent Word drawing tools.

References

The Harvard System of referencing must be used (see for example, *Transportation Research*). In the body of the text papers or documents are referred by author's surname with the year of publication in parenthesis; if the quotation is itself in parenthesis, the year of publication is separated by a comma. If the reference has more than two authors, only the surname of the first author followed by et al in italics will appear in the body of the text.

At the end of the paper complete references must be given alphabetically by author's surname including: surname(s) and initials of author(s), separated by a comma, year of publication in parentheses, title of the

paper, title of the journal in italic typeface, and first and last pages. In case of books the title of the book must be in italics typeface, with first letter capitals; the publisher and the city of publication must also be indicated.

The following examples present some of the most typical cases of referencing that might appear at the end of the paper. Please follow them as closely as possible.

a) Books and book chapters

Buttenfield BP and RB McMaster (eds), 1991, *Map Generalization: Making Rules for Knowledge Representation*, Longman, London.

Kuhn W and AU Frank, 1991, A formalization of metaphors and image-schemas in user interfaces, in: DM Mark and AU Frank (eds), *Cognitive and Linguistic Aspects of Geographic Space*, Kluwer, Dordrecht, 419-434.

b) Journal papers

Goodchild MG and BR Rizzo, 1987, Performance evaluation and workload estimation for geographic information systems, *International Journal of Geographical Information System*, 1(1), 67-76.

c) Papers presented in conferences

Evans J, J Ferreira and P Thompson, 1992, A visual interface to heterogeneous spatial databases based on spatial metadata, *Proceedings 5th International Spatial Data Handling*, 3-7 August 1992, Charleston, South Carolina, 282-293.

d) Web based documents

NASA, 2000, *Digital Earth Workbench*, Web site: holodeck.gsfc.nasa.gov/digitalearth/ (accessed 28 July 2000).

Northern Territory Bird Atlas, 2000, Web site: birds.rhyme.com.au/ (accessed 10 November 2000).

e) Other documents

Econometric Software, 1994, *LIMDEP*, *Econometric Software Inc.*, New York and Sydney.

Kokur G, T Adlet, W Hyman and B Aunet, 1982, *Guide to Forecast Travel Demand with Direct Utility Assessment*, Report No. UMTA-NH-11-1-82, US Department of Transport, Washington, DC.

Poster

Authors should use the following guidelines in preparing their posters.

Format

Please use **A0** (1189mm x 841mm) or **A1** (841mm x 594mm) paper format.

Orientation

Both, portrait and landscape orientation of the poster is acceptable.

Structure

The poster should include:

- Title
- Author(s) with affiliation(s)
- The main body of the poster including text, tables and figures
- Acknowledgements, if any
- References

References

Please follow the instructions as given in the Full Paper guidelines.

Abstract

Authors should use the following guidelines in preparing their abstracts.

Format

1. Paginated to A4 paper format
2. Upper, lower and right margins of 2.5 cm
3. Left margin of 3 cm
4. Times New Roman font set at 12 point size
5. Single spacing
6. Required length of 300 words

Structure

The title should be written in capitals and left justified, starting from the 3rd line from the top. The title and name(s) of the author(s) should be in bold typeface. Author name(s) and affiliation(s) should be separated by one line gap from the title. The abstract should follow, allowing a two line gap, and after a 1 line gap up to 5 keyword items. These should be preceded by "Keywords: ", and each keyword item should be separated by a hyphen.

Submission

Full papers, posters, abstracts and presentations by Monday, 14 July 2008

Dr Antoni Moore

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