

IAMU AGA9 Notes to Authors

Please submit your completed paper according to the following guidelines:

1. Manuscript Submission
 - 1.1 Please submit your completed manuscript, including all figures, tables and pictures in MS Word as an e-mail attachment to: papers.iamuaga9@csu.edu.
2. Manuscript Format
 - 2.1 Paper size: Letter 8.5 x 11 inches (A4), please make the settings using the File / Page Setup / Paper Size / function of the MS Word (word-processing program).
 - 2.2 Manuscript: paper should be word processed with single line spacing (except before or after each major heading), 8 to 12 pages long including figures, tables, bibliography and any other additional material. The Peer Review Committee may request that some text and figures be removed where a paper is deemed to be too long.
 - 2.3 The title should be as succinct as possible.
 - 2.4 Author's details should include the initial(s), surname(s) and address(s) of the author(s). Include the present address of any author if it differs from that where the paper was prepared.
 - 2.5 Capitals should be used only for the start of sentences, proper nouns and acronyms. Do not use full capitals titles or headings. Ensure that O (oh), 0 (zero), 1 (one) and l (ell) are correctly used, especially in chemical formulae.
 - 2.6 The abstract is to be no longer than 400 words. The Abstract should summarise the essence of the paper and should not simply describe the paper's contents. The relevance and original content of the paper should be highlighted in the abstract. It should be comprehensible in itself without reference to the paper and therefore references should be omitted.
 - 2.7 The manuscript should be organized with regards to the following generalised structure:

- a. Title
 - b. Author(s)
 - c. Affiliation(s), address(es), and e-mail address(es)
 - d. Abstract
 - e. Main Text
 - f. References
- 2.8 Title, Author/s name/s, Affiliations/s and Abstract caption should be centre justified. The text of the body of the manuscript should be fully justified.
- 2.9 Contributors to the research or preparation of the paper should be acknowledged briefly in an Acknowledgment section.
3. Heading Numbers
- 3.1 A generic example of the heading numbering system is shown below:
1. Introduction
 2. Literature Review
 - 2.1 Target Area
 - 2.1.1 Target
 - 2.1.2 Area
 - 2.2 Database
 3. Results
 - 3.1 Results for cargo handling data
 - 3.1.1 Interpretation of results for cargo handling data
 4. Analyses and Discussion
 5. Conclusion
4. Font and Page Layout
- 4.1 Font: Times New Roman
- 4.2 Point: Titles: 14 point, Others: 12 point
- 4.3 All headings are in bold letters
- 4.4 Top and bottom margins: 1 inch (25 mm)
- 4.5 Left and right margins: 1 inch (25 mm)
5. Submission of the Paper
- 5.1 Submission of an abstract or paper to this conference will be taken to imply that it represents an original work and that it has not been previously published or

- considered elsewhere for publication, and that, if accepted for publication, it will not be published elsewhere in the same form.
- 5.2 The IAMU will be the sole owner of all copyright and reproduction privileges that are not otherwise held by author/s, as described in the Copyright Act, 1968 (Amended 2000).
 - 5.3 Figures, Tables: Only good quality figures and tables of sharp photo prints will be accepted. Figures and tables should be numbered, have full descriptive caption and be mentioned in the text.
 - 5.4 The figures, tables and plates should be submitted as either embedded objects or as screen captures in Microsoft PowerPoint (Not Word) and should be of sufficient quality to allow review.
 - 5.5 All illustrations, tables and figures, whether colour or black and white should be produced in digital format using drafting packages suitable for use in, or conversion to, commercial desktop publishing packages. But for review do not send separate original files. If photographs or positives are to be utilised in technical papers, please scan at sufficient resolution for review and include as a plate in the PowerPoint file. Please embed objects or screen capture them into PowerPoint and only provide the one file for review. Endeavour to keep your PowerPoint file to less than 5 megs while maintaining enough resolution in diagrams to enable review.
 - 5.6 Mathematical Equations and Formulas: Mathematical equations should be typewritten. Subscripts and superscripts should be clearly shown. A glossary of meanings should be provided for any symbols used in a formulae, which are not otherwise defined in the text of the manuscript.
 - 5.7 System Internationale (SI) units should be used at all times
6. Spelling
 - 6.1 Authors may use either American or English spelling, but not a combination of both. Please be consistent with the spelling style that you choose.
7. Page Numbers
 - 7.1 Please do not paginate, page numbers will be assigned while compiling the *Proceedings*.
8. References
 - 8.1 References should be indicated in the text by the Harvard (name and date) system. The full list of references should be collected at the end of the paper in

alphabetical order. Listed references should include article titles, journal titles and reports. The initials of the authors should be placed after their family names followed by the year of publication. Footnotes should be avoided, except in tables.

- 8.2 Please check that all references in the reference list appear in the text and vice versa. Any discrepancies will be queried.
- 8.3 Use the author's name and the year of publication (e.g. Bloggs 1991). Do not use 'op. cit.' etc. For two authors use Bloggs & Smethers (1991) and for three or more use Bloggs et al. (1991). Note that no commas are used between name and date.
- 8.4 Lists of references in the text should be as follows: (Bloggs 1988, 1991; Smethers & Bloggs 1989; Bloggs et al. 1990, 1992a, b), i.e. in chronological order (except that all references by the same author(s) appear together), separated by a semi-colon. Specific pages or illustrations should be referred to like this: (Bloggs 1990, p. 69, fig. 4).
- 8.5 For personal communications, whether verbal or written, use 'pers. comm.' (upright type), with the year where appropriate (e.g. Bloggs pers comm. 1999).
9. Notes
 - 9.1 It is recommended that you proofread your paper with respect to English language, grammar and spelling and that you seek the services of an English language specialist if you feel that this will provide the review panel with a better understanding of your paper.
 - 9.2 The principal author may be eligible for reimbursement of travel costs to the 9th IAMU AGA in San Francisco, dependent upon the conditions described in the Reimbursement Policy.