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• The deadline for initial submission of full papers is **July 4, 2005**. Deadline for final
  refereed papers and poster papers is **August 29, 2005**, in the correct electronic form.

Logistics
• All papers submitted must adhere to this format.
• Papers to be included in the proceedings will undergo minor editing and formatting
  changes.
• Full papers MUST not exceed 6 pages using this formatting, including references,
  acknowledgements and copyright notices.
• We ask that you DO NOT use *EndNote* for referencing as we may not be able to format
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Your page size should be set to A4 and the margins set at the following:
  Top: 2 cm
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paragraphs.

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Bulleted lists should be left justified and should use small filled circles for bullets.
Accepted File Formats
The accepted file format for preparation of the proceedings is Microsoft Word generated using Microsoft Office. Please ensure that you do not fast save your document before submitting it.

Title Details

Title of Paper
The title for your paper should be in Times New Roman, 18pt and bold, centred with only the first letter of the title capitalised. Place one blank line (12pt not bold) before and after the title. There should be no separate title page.

Author Information
After the title give the name and affiliation of each author including department, institution, country and email address. Use Times New Roman 12 point, centred. Each author name should be in bold. Authors with the same department or centre affiliations should be listed on the same line and separated by commas with the final two authors separated by the word ‘and’.

Please do not put any acknowledgements here. If you need to recognise other contributions, place them in the optional Acknowledgements section at the end of the document.

Main Text Details

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Please use no more than 3 levels of heading and ensure they are applied consistently. The 1st level heading should be left justified, Times New Roman 14pt bold followed by one blank line (12 pt not bold). The 2nd level heading should be left justified, Times New Roman 12pt bold. The 3rd level heading should be left justified, Times New Roman 12pt bold italic.

Body
The main text should be Times New Roman 12pt with left and right alignment. Each paragraph should be followed by one blank line. The first paragraph after a heading should have no indent, but subsequent paragraphs should have the first line indented by 0.5 cm.

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Left and right alignment, no indent and hanging paragraph set to 0.5 cm.

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All diagrams, tables and figures included in the paper should be clearly labeled and centred between the margins. Please leave one blank line (12pt not bold) before the diagram, table or figure. Insert the label below each item, in Times New Roman 10pt and centred. Leave one blank line (12pt not bold) after the label. If the figure has no label, insert one blank line (12pt not bold) after the figure.

All diagrams and figures created in programs other than Microsoft Word should be gif, tiff or jpeg images.
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**Examples**

... this special form (Black and Lines 1998b) is very ...
... as described by Black and Lines (1998a) ...
... and this argument (Keystone et al. 2000c) is used ...
... across time and space (Jones 1999a; White and Beckett 1997).

**Quotation marks**

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**Software**

All reference to software should be given in italics. For example, ‘WebCT’.

**Abbreviations**

Please use ‘laboratory’ IN PLACE of ‘lab’.

e.g.,
i.e.,
etc.
et al. (no italics)

**Acknowledgements**

This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article before the References.

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Start the literature references with the heading “References” using the same formatting for a 2nd level heading. Please use the referencing styles exactly as shown at the end of these guidelines to ensure consistency throughout the proceedings.

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