**TRANSPORTATION 2024 CONFERENCE**

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**FORMAT**

You can use this file as a template.

Papers must be submitted on A4.

Text and figures must be placed in an area allowing a 20mm margin to all four sides of the text.

**HEADER & FOOTER**

In the Format > as shown here

**TYPEFACE**

This should be 11-point Arial or similar font, single spaced, with double spacing between paragraphs, subsections and major sections.

Suggested >> major headings 14-point Bold in caps, minor headings in 12-point Bold in sentence case.

**LENGTH**

Conference Papers are expected to be about 8 to 12 pages, with a maximum limit of 12 pages including all figures, references and appendices. If you can communicate your research in fewer than 8 pages that is fine but papers over the maximum limit will be returned to authors to be shortened. The number of pages excludes the cover page which is Page 0.

**FIGURES & TABLES**

These are to be incorporated in the text. If necessary, figures should be reduced in size to suit the page format outlined above.

Captions for figures and tables should be placed below the figures and tables.

**PHOTOGRAPHS & GRAPHS**

These should be essential to the presentation of the paper. They should be contained in a border and should be compressed in size (using Word, the commands are right click on inserted picture >>format picture >> the compress tab - this will limit the size of the resulting document.)

The figure number for photographs or graphs with their caption should be placed below the photograph or graph.

Graphs should not include an embedded spreadsheet.

**ABSTRACT**

This should summarise the main content and conclusions of the paper and be less than 300 words.

**SEQUENCE**

Cover Page Paper title (no more than 8 words)

(Page 0) Authors > MUST include qualifications, professional affiliations, employment position and brief contact details (email),

also identify the presenter.

Paper Format Introduction

(Commences on Page 1) Sections and subsections

Conclusions and recommendations

References

Acknowledgments

Tables / Figures /Photographs are to be included in the appropriate part of the text in the paper.

**UNITS**

Use SI units throughout. The most commonly used SI units in transportation are m for metres; km for kilometres; km/h for speed; s for seconds. Vehicles can be shortened to veh when describing a measure such as veh-km or veh/hr.

**AUTHOR CONTRIBUTION STATEMENT**

This outlines the contribution made to the paper by each co-author. Example of contribution are; data collection and compilation, data analysis, lead literature review, development of ideas/thoughts, interpretation of results, principal author of the technical report/guidelines/policy documents, prepared the paper and reviewed the paper.  As a minimum, this statement should acknowledge the authors involved in preparing all or part of each paper.  To be eligible for the young authors awards older authors cannot be involved in preparing or presenting the paper

**REFERENCES**

These must be referred to in the text. It is recommended they be listed in alphabetical order using the ***Harvard*** referencing system, summarised here:<http://libguides.scu.edu.au/content.php?pid=269507&sid=2223205>

Some examples of the ***Harvard*** system are below:

*Book*

HOYLE, B.S. and KNOWLES, R.D. (eds.) (2002). *Modern Transport Geography*, Belhaven Press, London.

*Journal*

NILSSON, G.K. (2001). Speeds increasing again, *Nordic Road and Transport Research*, 3, p.25.

*Conference Paper*

O’BRIEN, A. (1992). Safety audit for rural intersections, *Workshop on Road Safety Audit, 14-16 April 1993*, paper 6, Monash Transport Group, Clayton , Victoria.

*Internet (example has no specific date)*

Safer Journeys (n.d.). *Safe Speeds*, viewed 15 October 2015, <http://saferjourneys.govt.nz/areas-of-concern/safe-speeds/>

Reference in the text should be referred thus*:*

Nilsson (2001) stated . . . . .

O’Brien (1992, 1995) has shown. . . . .

. . . . . . speed contributed to over 30% of fatal crashes in New Zealand in 2008 (Safer Journeys, n.d.).

. . . . .according to several authors (Nilsson 2001; Smyth & Brown 2007; Walsh 2009).

**Please note:**

Up to three authors, shown as: BROWN A., SMITH, K. and GREEN, J. (2008)

More than three authors, shown as: BROWN A., et al*.* (2008)

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**CRITERIA FOR ACCEPTANCE**

In addition to the **Template for Publication** (issued above), your paper must satisfy ALL of the following to a ‘satisfactory’ level (in the opinion of the Peer Reviewers/Programme Committee):

**Awareness:**  reference to existing relevant knowledge on the topic *(reference to other viewpoints is strongly encouraged in these papers)*

**Contribution:** offers new thinking on a topic (*this can include application of overseas experience to the New Zealand context*)

**Structure:** is appropriately structured

**English expression:** clearly written in unambiguous English

**Advertising:** avoids any form of advertising

**General:** Addresses the general theme of the conference and will be of interest to the New Zealand transportation industry