**TRANSPORTATION 2024 CONFERENCE**

**TEMPLATE for PUBLICATION: PRACTICE PAPER**

**(PLEASE INSERT HERE IN BRACKETS RELEVANT INFORMATION. EITHER: This paper has not been peer reviewed**

**Or**

**This paper has been peer reviewed)**

The completed practice paper should be uploaded in MICROSOFT WORD to the presentation portal no later than **Friday 12 April 2024** for the peer review process to start. **Friday 31 May 2024** is the final date for the revised papers after the peer review if required. If you don’t have your log in details, then please contact glenda@hardingconferences.co.nz, +64 3 352 5598.

**NOTE**: If your practice paper does not conform to this template OR is not received by this date, it is most likely it will be excluded from the conference programme. Please do not remove or amend the footer of this template.

**FORMAT**

You must use this document 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**

Practice Papers are expected to be 4 to 12 pages in length, with a maximum limit of 12 pages including all figures, any references and appendices.

The above numbers of pages exclude 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**

If photographs and/or graphs are included in 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.)

Captions for photographs and graphs should be placed below the photographs and graphs.

Graphs should not include an embedded spreadsheet.

**ABSTRACT**

This should summarise the main content and conclusions of the paper and be no more 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 (i.e. email address),

also identify the presenter.

Paper Format Introduction

(Commences on Page 1) Sections and subsections

Conclusions and recommendations

References

Acknowledgment~~s~~

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**

It is not essential that you include references for a practice paper but if you do these must be incorporated in the text using good academic style. 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)

**Any editorial inquiries > Transportation 2022 Convenor**

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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 to meet minimum standards for publication. If the minimum standard reviewer does not feel that your paper meets these standards it will be returned to you for correction, or if quality issues are considered insurmountable, rejected from the conference:

**Objectives of the Project/Study/Guidelines/Policy**: clearly stated and appropriate

**Contribution:** offers new content to best practice/state-of-the-art.

**Overview of Project/Study/Guidelines/Policy**: outline the key aspects of the work

**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