

## Guidelines for the PREPARATION OF TECHNICAL PAPERS

### INSTRUCTIONS TO AUTHORS FOR WRITTEN PAPERS

The following guidelines for written papers for the Railway Technical Society of Australasia (RTSA) CORE Conference series. It is ESSENTIAL that all of the requirements of the guidelines are adopted by the authors of technical papers to ensure consistency in the publication of the papers and maintaining the professional and high quality reputation CORE has established over the years.

A failure to conform to the requirements of the guidelines could result in the particular paper being rejected.

Papers accepted for the Conference will be produced on a USB and made available electronically via the usb, web site and conference app, there is no printed proceedings.

#### ARRANGEMENT OF MATERIAL

The Paper shall be written under headings arranged in the following order and **laid out in the full paper template provided alongside this document**. Except where noted otherwise please use Arial 10pt font.

- **TITLE** (Arial 14pt, upper case, bold)
- Name (s) of Author (s) First Name Middle Initial Family Name  
Following the authors Family Name a numbered superscript of the relevant organisation/affiliation  
**For example** Joseph P Bloggs<sup>1</sup>
- Recognition in italic font 10 point *Department, Organisation/Affiliation, COUNTRY* with corresponding numbered superscript
- **For example** <sup>1</sup>*Department of Mechanical Engineering, University of Australia, AUSTRALIA*
- **SUMMARY**
- **INTRODUCTION**
- **NOTATION** (a list of symbols & abbreviations used if relevant)
- Main Text divided into suitable headings
- **CONCLUSIONS & / OR RECOMMENDATIONS**
- **ACKNOWLEDGEMENTS**
- **REFERENCES**

#### HEADER AND FOOTER LOGOS

The formatting of the header and footer of the paper will be undertaken by the graphic designer in preparation of the proceedings. There is no requirement to insert the CORE, RTSA and IPENZ logos as has been done in previous years.

## TITLE

The Title shall be brief (no more than 15 words) but it shall describe the subject sufficiently to distinguish the Paper from others.

Note: Some abstracting services rely on the title of a Paper for their retrieval systems.

The title of the paper shall be centred across the full width of the first page and include the author(s) names, affiliation and qualifications.

## LENGTH OF PAPER

The Paper should **not exceed** 10 pages in length, including all appendices and illustrations in the required format. Any papers longer than this will not be reviewed.

## SUMMARY

The summary for the Paper shall be self-contained and explicit, setting out the ground covered and the principal conclusions reached. The suggested length is 100 to 200 words.

The change to two-column format shall occur after the summary of the paper.

## INTRODUCTION

The main purpose of an introduction is to enable the paper to be understood without undue reference to other sources. It shall therefore have sufficient background material for this purpose. Generally highly specialized Papers will not need extensive introduction as interested readers may be expected to be familiar with current literature on the subject. However, when a Paper is likely to interest Engineers working in fields outside the immediate area of the Paper, the introduction shall contain background material, which could otherwise be scattered throughout the literature.

## NOTATION

If the Paper makes use of symbols or other special nomenclature, they shall be listed and defined under this heading. Symbols and abbreviations shall be those recommended by relevant International Standards of those generally adopted in the relevant field of Engineering.

All units are to comply with the International System of Units (SI)

## MAIN TEXT

### Style

- It is most important to maintain a logical sequence.
- Lengthy mathematical derivations should be transferred to an appendix.
- Use clear precise English.

## HEADINGS

Begin each heading at the left-hand margin of the column. First order headings shall be typed in capitals and identified in Arabic numerals (1. 2. 3.). Second order headings shall be typed with the first letter of each word in capitals and identified numerically 1.1, 1.2, 1.3 etc. Third order headings should be typed with the first letter of the first word only in capitals and numbered 1.1.1, 1.1.2, 1.1.3 etc. Word processing programs provide automatic generation of headings and numbering in this format.

## EQUATIONS

Equations shall be numbered consecutively as they appear in the Text with Arabic numerals and shall be referred to by their number only. Eg. (3).

## ILLUSTRATIONS

Diagrams, graphs and photographs shall be numbered consecutively with Arabic numerals in the order in which reference is made to them in the text and without distinction between the three, graphs and diagrams shall be as simple as possible. (***Arial 10pt Italic Bold***)

It is preferable that all diagrams and graphs be embedded within the document. Where photographs are to be included in the document it is preferable that these be scanned and embedded in the

document. If photographs are not scanned, the photographs pasted into the text of the master copy shall be black and white with clear contrast.

## **FORMAT**

The text of the Paper shall be typed in double column format and it is requested that 10-point fonts are used for normal text. Arial font is required.

## **REFERENCES**

The Vancouver System of Referencing shall be adopted by authors. Using this system, a number shall be allocated to each source as it is referred to for the first time, thus [1] The number then shall become the unique identifier of that source and if the particular source is referred to again then the identifying number shall be repeated. More than one identifier shall be used at a single reference point to indicate multiple sources, thus [3,5,8] Reference authors' initials shall follow surnames and shall be set without full stops or space, thus: Smith AB The titles of books and articles shall be in lower case except for the first letter of the first word which shall be upper case, Thus: Rail freight efficiency and competitiveness. Journal articles shall not be placed within quotation marks. Neither book titles nor journal titles shall be in italics.

*Reference to a journal publication:*

1. Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2010. The art of writing a scientific article. J. Sci. Commun. 163, 51–59.

*Reference to a book:*

2. Strunk Jr., W., White, E.B., 2000. The Elements of Style, fourth ed. Longman, New York.

*Reference to a chapter in an edited book:*

3. Mettam, G.R., Adams, L.B., 2009. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), Introduction to the Electronic Age. E-Publishing Inc., New York, pp. 281–304

## **TABLES**

Tables shall be generated using the word processing software and embedded in the text.

Each table shall be numbered below the table and the table number referenced in the body of the text.

## **LAST PAGE**

Equalise the text to fill the same amount of space in each column.

## **TEMPLATE**

A template for the preparation of technical papers illustrating the required format accompanies these Guidelines.

## **PRESENTATION SOFTWARE**

The use of Presentation Software Packages such as PowerPoint and Prezi is highly recommended.

## **TIMETABLE**

The final date for the submission of completed papers is **Monday 21 December 2015**. Once received, papers will be the subject of a peer review process. Authors may receive feedback and requests for alterations to papers during the period of review. Papers will not be accepted finally for publication and presentation until such time as the peer review and alteration process has been completed to the satisfaction of the Technical Review Sub-committee.