

# INSTRUCTIONS FOR AUTHORS

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## ABSTRACT

*The abstract should provide a summary of the key findings of the paper. Preferably, it should be brief enough for an abstracting journal to use unchanged, and it should fit wholly on the first page of the paper. The word ABSTRACT should be in 12 pt bold face type, 3 lines (12 pt) below the author's address, and centred. There should be 1 line (12 pt) between the word ABSTRACT and the abstract itself. The body of the abstract should be fully justified, in 10 pt italicised type.*

*Note also that the paper title should be in 14 pt bold face type, 3 lines (14 pt) down, and centered. The author names should be in 12 pt bold face type, centred, and 3 lines (12 pt) below the paper title. The author's affiliation should provide a complete mailing address, and be in 10 pt normal type, 1 lines (12 pt) below the author name, and centred.*

## 1. INTRODUCTION

Effectively, we are asking each author to provide a camera-ready pre-print that will look pretty much like the final proceedings. This way, authors can make sure that the final product will be what they want, and we will not have to re-format material. The instructions herein are therefore rather complete.

Please provide:

- A camera-ready hard copy, like this.
- An electronic copy on diskette or as e-mail attachment, in PDF format.

## 2. TEXT

### 2.1 Text

The text should be Times New Roman or a close equivalent, throughout (including figure captions, tables, etc). The body of the text should be in 12 pt type, single-spaced. A single column will be used throughout.

The first line of each paragraph should be indented by 10 mm, like this one. English, as opposed to American, spelling is requested (e.g. centred rather than centered, etc.). Also, please use a good dictionary to ensure that you use correct conventions for abbreviations. Only the abbreviation *et al.* is italicised. Use a single space between sentences.

## **2.2 Footer**

Please include a footer as shown below, in 10 pt bold face type. Odd-numbered pages should have the workshop title, and even-numbered pages the paper title, abbreviated if necessary.

## **3. HEADINGS**

First order headings like the one above are in 12 pt bold face, 2 lines (12 pt) below the preceding paragraph, and 1 line (12 pt) above the succeeding text.

Please do not use the automatic outline heading facility in your word processor, because the numbers frequently do not transfer correctly. In other words, type the heading number in, rather than allow the word processor to generate it automatically.

### **3.1 Second order headings**

Second order headings like the one above are in 12 pt bold face, one line (12 pt) below the preceding paragraph and one line (12 pt) above the succeeding text.

#### **3.1.1 *Third order headings***

These should not really be needed, but if they are, please use the format above. That is, 12 pt bold face, with the heading italicised. The heading should be one line (12 pt) below the preceding text, and immediately above the succeeding text.

## **4. PAGE SIZE AND LAYOUT**

The proceedings volume will be on A4 paper, with 2.54 cm margins all round. Please set your margins accordingly, or you could use this document as a template, into which you cut and paste.

When a heading comes at the bottom of a page please try to adjust the length of preceding paragraphs, by slight rewriting, so that the title appears at the top of the next page – it is often possible to shorten a paragraph with only one word on the final line. You might also be able to resize a figure. Otherwise, add extra line spacings above headings.

## **5. ILLUSTRATIONS**

When preparing illustrations, please bear in mind the page size, the space (6 pages maximum) available, and the need to ensure legibility. Please provide all illustrations at the intended final size; if this is not possible, ensure that they will be legible when reduced in size.

### **5.1 Specific details**

Illustrations should have sharp black lines and text. Avoid grey tones, which often do not reproduce well, and instead use line or dot shading. If you use photographs, it would be desirable for them to be screened. Maps should have a bar scale and north point on them. All

lettering should be at least 8 pt (2 mm high), and Arial font is preferred, for clarity.

## 5.2 Layout of illustrations

You are requested to import illustrations into your paper as scanned objects, graphs imported from Excel, or whatever (Figure 1). It tends to be a lot easier if you locate illustrations at the top of a page, or following a paragraph. The illustration should follow the first reference to it in the text.

## 5.3 Figure captions

Figure captions should be in 12 pt, bold face, and centered below the illustration. If the caption is more than one line, indent the second and following lines below the first word of the text.



**Figure 1. Text box used to locate an illustration.**

## 6. TABLES

Please place tables in their intended location in the text (Table 1).

**Table 1. Some comments on tables.**

<b>Topic</b>	<b>Comment</b>
Style	Like this. (List 3, for MS-Word users)
Font	12 pt Times New Roman
Heading	Above the table, in bold face
Spacing	One line (12 pt) above and below

## 7. UNITS AND SYMBOLS

Please use metric units. Please define terms and symbols the first time that they are used in the text. Specify the dimensions of variables in tables and on graph axes (e.g. Water depth (cm)).

## 7.1 Equations

Please centre equations, with 1 line (12 pt) above and below, as follows (equation 1):

$$y = a + bx \quad (1)$$

Each equation should be numbered, right-justified. (It's easiest to right-justify a line with a simple equation on it, and use tabs to space the equation across to the centre. For a complex equation, use a text-box).

## 8. REFERENCES

References in the text should follow the standard format (Brown, 1997). As Brown (1997) suggested, they should be in the format shown immediately below. References are in 11 pt type.

Journal titles should be in full. Journal and book titles should be italicised. Multiple authors should all be listed.

Brown, A., 1997. *How to format references*. Unpublished report, NIWA, Christchurch, New Zealand.

Davoren, A., and Mosley, M. P., 1986. Observations of bedload movement, bar development and sediment supply in the braided Ohau River. *Earth Surface Processes & Landforms* 11, 643-652.

Mosley, M. P., 1979. Sediment sources in the Harper-Avoca Catchment. *Forest Research Technical Paper* 68, New Zealand Forest Service, Wellington.

Mosley, M. P., 1997. Motu River. In Jayawardena, A. W., Takeuchi, K., and Machbub, B. (editors), *Catalogue of Rivers for Southeast Asia and the Pacific*, Vol 2, UNESCO-IHP Regional Steering Committee, Jakarta, 226-235.

Schumm, S. A., Mosley, M. P., and Weaver, W. E., 1987. *Experimental geomorphology: the study of small landforms*. John Wiley, New York.