Full Paper Title Goes Here

Author names go here. Use initials and surnames and separate authors names with “and”.

Final Year Projects, 2014

Dept. of Civil and Natural Resources Engineering

University of Canterbury

Project supervisor(s): Please list supervisors here (use initials and surnames). Include the text “Project supervisor(s):”.

Keywords: Start keywords 12 pts below ‘Project supervisor(s)’. Please provide 3 to 5 keywords separated by commas. The term ‘Keywords:’ should be bolded. The keywords should not be in bold. Keywords should be listed in Sentence case (first keyword with capital first letter and remaining keywords in lower case)

Abstract

The abstract provides a clear and concise summary of the information in a paper. The abstract should include a hypothesis or rationale for the work, a brief description of the methods, a summary of the results, and a conclusion. The topic sentence states the purpose of the research: What was studied? What hypothesis was tested? A brief description of the methods should give the reader an idea of the general approach used in the project. The abstract should contain only enough about methodology to provide a context for the results. A summary of the results should include the major trends and the most important results of the study. A concise statement of the conclusions that can be drawn from the study completes the abstract. The researcher may wish to place the work in perspective by stating whether the report confirms or extends the findings of previous researchers. The abstract should be less than 300 words. Do not include literature citations or references to tables, figures, or equations.

content (INtroduction, Materials and Methods, etc.)

The content of the paper should include an introduction, materials and methods, results and discussion, conclusions, and recommendations. Variations of actual content topic titles are permitted. For example, some authors may wish to label a content section “MATERIALS AND METHODS” while another may wish to label it “METHODOLOGY”. All main content topics should use the Section Heading Style. You should NOT have a section entitled 1. CONTENT with all subsequent sections labelled as sub-sections. Sample descriptions of what can be included under selected topic titles follows:

Introduction

The main purpose of an introduction is to enable the paper to be understood without undue reference to other sources. It should therefore have sufficient background material for this purpose.

Materials and Methods

A clear description of your experimental setup or methodology is important for the reader to understand your project and possible limitations.

Results and Discussion

There at two basic ways to organize your results and discussion: a) present all results and then give a discussion (maybe in a separate section), or b) you can present part of your results followed by a discussion and so forth. Either of these is acceptable as long as you portray your information and ideas as clearly as possible to the reader.

Conclusions and Recommendations

The real value of a paper is reflected in the nature, soundness and clarity of the conclusions, so particular care should be taken with this section.

Acknowledgments

Any particular assistance out of the ordinary may be acknowledged.

References

References should be done in ASCE style. They should include (in the following order): Author Name(s), Initials, Year. “Title of article with first letter uppercase,” Journal abbreviation (if there is one) in Italics, Volume (Number), page range. DOI. The page range must be hyphenated. Example references are provided below.

Berry, N. S. M. (1972). "The effect of metering on water consumption in Honiara-British Solomon Islands." *Journal of the Institute of Water Engineering*, 26(7), 375-380.

Bhatt, N., and Cole, C. A. (1985). "Impact of conservation on rates and operating costs." *Journal of Water Resources*, 11(2), 192-206.

Churchman, C. W., Ackoff, R. L., and Arnoff, E. L. (1957). *Introduction to Operations Research*, John Wiley, New York.

Hanke, S. H. (1970). "Demand for water under dynamic conditions." *Water Resources Research*, 6(5), 1253-1261.

Ibbitt, R. P., and Hutchinson, P. D. (1984). "Model parameter consistency and fitting criteria." *International Federation of Automatic Control (IFAC) 9th World congress*, IFAC, Budapest, Hungary.

Ogden, M. W. (1985). "Deactivation and preparation of fused silica open tubular columns for gas and supercritical fluid chromatography." Va. Polytechnic Institute and State University, Blacksburg.

In the reference list, the references must be listed in alphabetical order of author’s names and increasing dates of publication, with the addition of an ‘a’ or ‘b’ to the date, where necessary. In the text, references are cited by referring to the surname of the author, followed by the date of publication in brackets, e.g. “it was shown by Hanke (1970) that ...” or “it was shown that… (Hanke 1970)”.

Where more than two authors are involved, the reference in the text should be of the form: “it was shown by Jones et al. (1994)”.

Appendices

If more than one, appendices should be lettered A, B, etc., e.g. APPENDIX A. Use same style as for ABSTRACT (ie HEADING NO NUMBERING).

Styles and formatting

Using this document and the example paper will help ensure that paper styles comply with project requirements. The maximum length for the paper is 8 pages.

Page setup

Paper size is A4 with margins of left 20mm, right 20mm, top 25mm, and bottom 25mm, gutter position. While the top sections (title, authors, affiliations and keyword) span the page, the body of the paper is 2 columns, width 8.0cm, with between column spacing of 1 cm. There should be NO page numbers in the footer or header.

Text

All text is Times New Roman, 10 point, fully justified with 12 pts between paragraphs (built into Main Text style) and headings. Text must flow in two columns – there is a 1cm space between columns. Because the text is fully justified, only leave ONE space between sentences.

Headings

Only 3 levels of heading are permitted – Main section headings (Level 1); secondary headings (Level 2), and Level 3.

Main section headings (Style Section Headings) are uppercase, bold (10 pt), and numbered.

Secondary headings (Style Heading 2) are Upper and Lower Case, Bold (Title Case), and numbered.

Third level headings (Style Heading 3) are Upper and Lower Case, Bold (Title Case), not numbered.

Lists

Bulleted (unnumbered) lists are indented 0.63cm with 0 spacing above and below.

* Bulleted list – line 1
* Bulleted list – line 2

Numbered lists have similar formatting to bulleted lists.

1. Numbered list – line 1
2. Numbered list – line 2.

Equations

Equations should be numbered consecutively, and right justified, as they appear in the text with Arabic numerals and should be referred to by their numbers only, e.g. (3). Equations must be typed not hand printed. About 5 mm should be left clear above and below each equation.

Figures and Photographs

Figures must be of high quality and may be in colour. Figure numbers and captions appear at the foot of the figures. If necessary, figures and captions may straddle both columns. Figures should be numbered consecutively with Arabic numerals, in the order in which reference is made to them in the text, e.g. Figure 1, Figure 2, etc.

fig2

**Figure 1**. 10 pt Times New Roman, centred (Style Captions). The term ‘Figure #’ should be in bold and followed by a full stop.

Photographs can also be used in the body of the paper.

Tables

Tables must be of high quality and may be in colour. Table numbers and captions appear above the table. If necessary, tables and captions may straddle both columns. Tables should be numbered consecutively with Arabic numerals, in the order in which reference is made to them in the text, e.g. Table 1, Table 2, etc.

Notation and Units

If the paper makes extensive use of symbols or other special nomenclature they should be listed and defined under a Section Heading (NOTATION AND UNITS) at the end of the paper before any Appendices. Otherwise, all symbols are to be defined when first used. All units are to be SI (metric).