

FORMATTING INSTRUCTIONS FOR ALTA WRITTEN PAPERS

- Paper Size: Australian A4 (297mm wide x 210 mm deep)
- Page numbers at bottom centre of page, starting at 1, show on title page (Arial 10 font).
- Title Page: Include title, author(s) and affiliations, name and email address of Presenter/Corresponding Author.
- Do not include table of contents.
- Fonts for Title Page:
 - TITLE of paper Arial 11 bold capitals for (centred) and
 - ABSTRACT” heading Arial 11 bold capitals for (centred)
 - Arial 10 for other text.
 - Name of Presenter/Corresponding Author in Arial 10 bold.
- Fonts for Headings and main text:
 - MAIN SECTIONS HEADINGS - Arial 11 bold CAPITALS (centred). Do not number.
 - Sub Headings – Arial 11 bold Lower Case (aligned left). Do not number.
 - Sub-Sub Headings – Arial 10 point bold *Lower Case, italic*. Do not number.
- Bullet points used as required
- Page Set-Up Margins: Top 1.8cm, Bottom 1.8cm, Left 2.7cm, Right 2.7cm
- Figures:
 - Centred where feasible
 - Title - Arial 10 bold below Figure in centre of page (eg Figure 1: xxxxxxxx)
- Tables:
 - Centred where feasible
 - Title - Arial 10 bold above Table in centre of page (eg Table 1: xxxxxxxx)
- Figures and Tables in portrait layout wherever feasible.
- Proceedings will be printed out in black and white. Therefore please check that diagrams, tables, figures, flowsheets etc are clear and legible when printed.
- Format for photo and diagrams: JPEG or GIF where possible.