

FORMATTING INSTRUCTIONS FOR ALTA WRITTEN PAPERS

- Paper Size: Australian A4 (297mm deep x 210 mm wide)
- Page numbers at bottom centre of page, starting at 1, show on title page (Arial 10 font). Use format 1 2 3 4 etc., not in bold.
- Title Page: Include title, author(s) and affiliations and countries, plus name and email address of Presenter/Corresponding Author (even if there is only one author).
- Do not include table of contents.
- Page Set-Up - Margins: Top 1.8cm, Bottom 1.8cm, Left 2.7cm, Right 2.7cm, Layout: Header 0.5 cm, Footer 0.5 cm.
- Fonts for Title Page:
 - TITLE of paper Arial 11 bold capitals (centred)
 - ABSTRACT" heading Arial 11 bold capitals (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 bold Lower Case, italic. Do not number.
- Line spacing: Main text 1, use Arial 10 for all spacings
- One point space between sentences
- Bullet points used as required
- 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.
- Format for photo and diagrams: JPEG or GIF where possible (to minimize file size).
- References: Locate at end of paper using 1. 2. 3. etc. Include one line space between between each reference. DO NOT LINK USING END NOTES
In body of text use superscripts next to appropriate word eg:
wwwww⁽¹⁾. or xxxxx⁽¹⁾⁽²⁾ or yyyy⁽¹⁻³⁾ or zzzzz⁽¹⁾⁽³⁾⁽⁶⁾⁽¹⁰⁾
- Proceedings will be printed out in black and white. Therefore please check that diagrams, tables, figures, flowsheets etc are clear and legible when printed.