

Guidelines for Written Paper

1. General

- Typical length of papers is 8-15 pages, although longer papers are acceptable.
- Papers must be presented in the English language.
- Papers must have a technical focus; marketing-based papers are not appropriate and will not be accepted.
- **Submit By 31 March 2024** (extension may be provided on request). Please check submissions carefully as edits will not be accepted until post-conference revisions are invited.
- Papers must be submitted in **Microsoft Word** to enable incorporation into the proceedings. It is helpful to also include a PDF copy.
- Email to Alan Taylor, Conference Chair, at alantaylor@altamet.com.au
- **Formatting**

Page Layout

Paper Size: A4 (297mm long x 210mm wide)

Margins: Top 1.8cm, Bottom 1.8cm, Left 2.7cm, Right 2.7cm

Layout: Header 0.5 cm, Footer 0.5 cm

Do not add page numbers. These will be added during the publishing process.

Title Page (Abstract)

The first page of the paper is the abstract, including title, author/s, affiliation/s and countries, plus name and email address of presenter and corresponding author.

Refer to the example paper for formatting.

Title: Arial 11 bold capitals (centred)

Abstract heading: Arial 11 bold capitals (centred)

Text: Arial 10

Name of presenter and corresponding author: Arial 10 bold

Table of Contents

Do not include

Headings

Do not use section numbering.

Main Headings: Arial 11 bold all capitals (centred)

Sub Headings: Arial 11 bold title case (aligned left)

Sub-Sub Headings: Arial 10 bold title case, italic

Sub-Sub-Sub Headings: Arial 10 title case, italic

Text

Arial 10 (black)

Alignment: justified (headings and titles excepted)

Spacing

Single line spacing

One line between paragraphs

Bullets

One line between bullets

Figures

Centre on page

Title: Arial 10 bold centred below figure (e.g. **Figure 1: xxxx**)

Tables

Centre on page

Title: Arial 10 bold centred above table (e.g. **Table 1: xxxx**)

Images

Use JPEG, PNG or GIF formats to minimize file size

File size can be reduced by cutting images then using the "Paste Special" function to replace them with more economical formats such as JPG, GIF or PNG formats.

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References	<p>Insert under main heading “References” as the final section of the paper</p> <p>Reference numbering format: 1. 2. 3.</p> <p>Include one line space between each reference.</p> <p>In the text, use superscripts after the word e.g. www⁽¹⁾. or xxx⁽¹⁾⁽²⁾ or yyy⁽¹⁻³⁾ or zzz⁽¹⁾⁽²⁾⁽³⁾</p> <p>Do not use end notes or links to references.</p>
Links	<p>Links to websites may be included.</p> <p>Do not include links to external documents or data.</p>
Submission	<p>By 31 March 2024 (extension may be provided on request). Please check submissions carefully as edits will not accepted until post-conference revisions are invited.</p> <p>Papers must be submitted in Microsoft Word to enable incorporation into the proceedings. It is helpful to also include a PDF version.</p> <p>Email to Alan Taylor, Conference Chair at alantaylor@altamet.com.au</p>

2. Post Conference Edits for the Proceedings

- The Paper will be available to delegates electronically on the Conference website during the conference.
- An edit will be **invited by ALTA** after the conference prior to production of the final proceedings.
- ALTA will send the **master version** of the paper to the presenter for edit and return. **Do not send an update your original paper.**
- Deadline for submission of the post-conference updated paper is **14 June 2024**. If an update is not received by this date, the existing master will be published in the proceedings.

3. Proceedings

- The Proceedings will be sent electronically to delegates via download link after the conference (by 31 July 2024).

4. Copyright

- ALTA's policy is to **share copyright with authors**, therefore copyright cannot be assigned to a third party.
- Authors are encouraged to publish the abstract on social media before and after the conference.
- Authors cannot publish the full papers on social media.
- Authors can publish full papers on their website, provided there is written acknowledgement that the paper was first presented at ALTA 2024.
- Authors may present the paper at another conference after ALTA 2024 provided the paper includes acknowledgement that the paper was first presented at ALTA 2024.
- Authors may publish their paper in third-party publications provided the paper includes acknowledgement it was first presented at ALTA 2024.

5. Promote Your Paper

- Send your abstract to your client/contact list and invite them to attend.
- Announce your participation via LinkedIn, and Twitter using **#ALTA2024**.
- Publish your abstract on LinkedIn and into LinkedIn groups using **#ALTA2024**.
- Publish your abstract on your organisation's website and in newsletters.