

FUTURE-FIT AOTEAROA

UNLOCKING
OUR AUCKLAND | 7-9.09.2021
POTENTIAL



Guidelines for Preparation of Papers – Due Tuesday 15 June 2021

Thank you for your proposal to prepare a paper for the joint IPWEA NZ | ACE New Zealand Conference, on Tuesday 7 – Thursday 9 September 2021 at the Cordis, Auckland, New Zealand.

Full papers are **OPTIONAL** and only required if you want to be considered for the Hynds Pipe Systems Best Paper (open to IPWEA NZ members only) or would like your paper uploaded to the IPWEA NZ library afterwards.

The winner of the 2021 Hynds Pipe Systems Award will present their paper at, and attend, the 2022 IPWEA Queensland Division annual conference all expenses paid including for their partner. The two runners up will each received a two-day Great Mystery Break for two, or equivalent air travel. This is subject to travel / Covid 19 restrictions.

Details of the requirements for preparation of manuscripts are set out below.

Introduction

The preparation of a paper for the Conference is a unique opportunity to share your knowledge and experience, and to contribute to the future of municipal engineering and the public works industry.

When drafting your paper, please ensure that the paper meets the needs of the delegates. The delegates will include members from a wide range of professions involved in public works, infrastructure and services – engineers, asset managers, operations managers, planners and accountants across local government, central government, contracting, consultants and suppliers.

You must address the conference: “***Future-fit Aotearoa – Unlocking our potential.***”

The Teaser, Abstract, Introduction and Conclusion are critical parts of the paper. Abstracts will be reproduced in the conference handbook, to help delegates plan which talks they will attend.

Be prepared to make bold statements and support your arguments. Clear arguments focus delegates’ thinking.

Paper authors are responsible for ensuring that the submitted text has been proof-read. It is extremely useful to have two other people to read the paper and give you an honest and critical evaluation. Ask them to:

- mark up any issues that they don't understand

- mark up aspects that may be grammatically incorrect
- identify spelling / punctuation errors, etc

Hyperlinks to e-mail addresses, websites and references should be used.

The suggested maximum total text is 3,000 words per paper to ensure that a concise message is conveyed (please include your bio in your paper for publication purposes).

The final paper should appear similar in format to these paper guidelines.

NB Papers are not to be a marketing or sales pitch but should demonstrate thought leadership.

The full papers will be published on the IPWEA NZ website (library) after conference. No hard copy papers will be available to delegates at the conference.

By submitting a paper, the Presenter (and co-presenter if applicable) agrees to register and pay to attend the conference.

Submission Deadline – 15 June

Full papers AND registration and payment for the conference is to be submitted by 15 June 2021. Early submissions are appreciated.

If you need any further information or wish to discuss any aspects of the drafting of the paper, please contact Marg Craig, Conference Organiser: e: marg@conferenceteam.co.nz, or ph 03 359 2614 or 027 435 9578.

Paper Selection

The author(s) of papers selected to present at the conference will be advised by **30 June 2021**.

If, for any reason, you are unable or do not wish to continue with the preparation and presentation of your paper, please advise immediately so that a substitute can be arranged.

If an accepted presenter's circumstances should change before conference (i.e. leaves existing employment, offers a substitute speaker), the conference committee reserves the right to withdraw that abstract on the basis that the original presenter will no longer be attending.

Hynds Award Selection

Only members of IPWEA NZ can be considered for entry to the Hynds Best Paper Competition. Please include your IPWEA Membership Number with your submission.

The winner of the Hynds Award will be announced at the conference.

Co-Authors

For papers with more than one author, it is strongly recommended that only one make the presentation. You may introduce/acknowledge any co-author(s) to your audience during your presentation.

Invariably where there is more than one presenter the presentation goes over time. This is an annoyance to delegates and severely detracts from your presentation.

Dual/multi presenters must be well rehearsed and managed within the time allowed.

Please also note comment above that co-presenters will need to register and pay to attend conference.

Presentation

Speakers are urged NOT to read their full papers at the session. An effective presentation should be a condensed version of the full paper's important points and

message. Frequent eye contact with the audience is essential.

The use of PowerPoint slides is strongly encouraged to assist with the presentation. Remember the 'T-shirt rule' for PowerPoint slides: no more than 5 lines/bullet points per slide or 5 words per line works best; you should be able to read the message as if it were printed on a T-shirt. And remember the old adage: a picture (or diagram, or graph) is worth a thousand words!

PowerPoint presentations are to be set out on the PPT template to be provided.

Day of the Presentation

Participants should meet in their session room at the start of the morning tea or lunch break immediately prior to their session. Presenters must adhere to the allocated time.

Copyright

The primary author/speaker submitting a paper is responsible for obtaining any copyright clearance needed for all materials supplied to the conference.

Submission of a Paper is taken as agreement to assign all right, title and interest, including copyright to the Institute of Public Works Engineering Australasia New Zealand Division Incorporated including all rights of reproduction and display. However, the author reserves all proprietary rights other than copyright such as patent rights, and the author reserves the right to use all or part of the Paper in future works of his or her own such as lectures, press releases, reviews, textbooks or reprint books.

Publication

Following the conference all papers and powerpoint presentations will be published on the IPWEA NZ online library in PDF format.

Manuscript Submission

Documents are to be uploaded – in .doc or .docx via E organiser (same as your abstract) <https://ipweanz2021-c22959.eorganiser.com.au>. If you need to have your password reset – please let us know.

Maximum file size for uploading: 8MB.

The manuscript must:

- reflect these guidelines in format
- be typo error-free and grammatically correct
- be submitted as a .doc or .docx file only
- include a 100-200 word abstract
- include an author(s) biography (100-150 words to be incorporated at the end)
- include e-mail addresses, web sites and references hyperlinked within the document, if available
- be submitted, along with your registration payment, by the submission deadline **Tuesday 15 June 2021.**

Manuscript Structure

The suggested total text is up to 3,000 words per paper (plus 100-150 word author(s) biography).

Headings

Use the following headings where possible:

- Title of paper
- Author details
- Abstract
- Key Words
- Introduction
- Other Headings as required
- Conclusion
- Acknowledgments (if needed)
- References
- Author(s) Biography

Title and Author(s)

Author details to include first name and surname, position title and organisation, and city.

Abstract

Include in the paper, the same Teaser and Abstract as already provided that clearly describes the paper and will be included in the conference handbook. Should you wish to change your abstract, please advise the organiser. Delegates will only have the abstract descriptions to decide which presentations to attend.

Introduction

Use the introduction to place your paper in context with other work, local and national issues, indicate the scope of work, why the work was undertaken, and mention new approaches, limitations or assumptions upon which your work was based.

Other Headings

Using headings at appropriate locations through the paper helps the reader comprehend the contents. Refer to the Manuscript Format (later) for details of Heading Levels.

Conclusion

Write concise, clear and sound conclusions that bring together the key themes canvassed in your paper.

Acknowledgments, References

Only acknowledge assistance out of the ordinary. It is not necessary to record the permission of your organisation to publish the paper.

Place references at the end.

Author Biography

Please include a brief author biography (100-150 words), written in a narrative style. This should be typed immediately after all other material. Include author(s) postal and e-mail addresses for delegates to make contact for further information.

Manuscript Format

The manuscript format is to be as follows:

- **paper:** A4 paper; no page numbers
- **margins:** left/right 2cm, top/bottom 2.5cm
- **headers & footers:** no headers / footers
- **type style & size:** only apply the following style & sizes in Arial font:
 - **Title** 16pt, bold
 - **Paper Headings** 12pt, bold
 - **Paper Subheadings** 11pt, bold italics
 - **Body Text** 11pt, regular, full justification
- **headings:** do not underline; do not number; allow one clear line below primary paper headings; second level subheadings without a blank line below headings; avoid the use of third level headings.
- **line spacing:** single
- **paragraphs:** leave one line between paragraphs; do not indent; begin at left margin
- **columns:** title, author details, abstract and key words are single column; body of paper including references use two columns. Biography is one column
- **equations & formulae:** avoid use of special characters, except those in the Arial character set; do not use Word equation editor; centre equation on page
- **figures, tables:** integrate figures & tables into the main body of the report; minimum

font size in tables is 10pt, preferably use 11pt; use colour where appropriate; identify figures and tables using Arabic numerals: Figure 1, Table 1; follow with a caption to describe; leave one blank line between figure/table and caption; include figures/tables in Appendix at end of paper if double column section too narrow; maximum width of figures/tables to be 12cm; avoid turning tables on their side in landscape mode

- **units of measurement:** use the International System of Units (SI) with volumes in terms of litres or m³
- **photographs, graphics:** maximum of 12 cm in width (when printed); should be integrated into the Word document at the appropriate location; do not use frames.

References

Use the *Harvard* system of referencing, in which the author's name(s) and year are quoted in the text, and the full listing is given alphabetically by first author's name in the reference list at the end of the main text.

In the text

References may be active:

Levenspies (1923) describes reactor flow pattern in terms of dispersion number...

or passive:

Dispersion number can be used to describe reactor flow pattern (Levenspiel, 1923)...

If there are two or three authors, all authors are given: either

Hartley and Vowells (1979) showed that flow variations affect filtered water quality...(note no ampersand) or:

Flow variations affect filtered water quality (Hartley & Vowells, 1979) (note ampersand).

But if there are more than three authors, abbreviation is used:

Setting behaviours depends on the type and concentration of particles present (Barnes et al., 1981) (*note the period only after "al"*).

In the reference list

List references at the end of the paper alphabetically by author, and then chronologically by date if an author has written more than one reference. Use the following format:

- Author's surname and initials
- Joint author(s) and initials
- Year of publication (*brackets*)
- Title of article (*single quotes*)
- Journal/book title (*italics*)
- Volume number (*underlined*)
- Edition, if applicable
- Issue number
- Book publisher
- Page(s)

Use standard journal abbreviations.

If several papers by the same author(s) share the same date: place a, b, c, etc., after the year of publication. Second and subsequent lines of reference are to be indented.

Example of journal reference:

Hartley, K.J. and Vowells, J.B. (1979). "Effects of Filtration Rate Changes on Filtered Water Quality", *Water*, 6,2, 10-13.

Example of book references:

Levenspiel, O. (1972). *Chemical Reaction Engineering*, 2nd ed., John Wiley & Sons, New York, 17-25.

Barnes, D., Bliss, P.J., Gould, B.W. & Vallentine, H.R. (1981). *Water and Wastewater Engineering Systems*, Pitman, London, 159-169