



GUIDELINES FOR FULL PAPERS

A Full Paper or an Extended Abstract must be provided for all authors presenting in a 25 minute oral timeslot, and it is due by Friday 24th April 2020 (not being peer reviewed). If the paper is not provided the presentation opportunity may be re-allocated.

Presenters agree to the paper and presentation material being published on the FMA Website, Members' Section, for 12 months following the Conference, after which they will be publicly available.

PEER REVIEW:

If you have opted in the abstract submission process to have your paper peer reviewed, the deadline for submitting your full paper is Friday 6th March 2020. If changes to your paper are required, you will be notified by Friday 10th April 2020 and you will need to resubmit by Friday 24th April 2020.

FULL PAPER FORMATTING:

Page set-up

The paper must be formatted for A4 paper.

- Use Microsoft Word (.doc file).
- Top and bottom margins should be set to 2 cm. Left and right margins should be set to 3 cm.
- Please insert page numbers at the bottom of the page, right aligned. Numbers should be Arial 10pt, and appear on the first page of text.
- Please include 2017 Floodplain Management Australia National Conference in the footer

Word count

The paper must not exceed 5000 words, excluding references but including appendices.

Heading styles

TITLE OF THE PAPER

(all capitals, centred, bold and in Arial 14 point)

First level subheading: Arial 12pt, bold, left justified, sentence case

Leave two lines before and after first level subheadings. Do not number first level subheadings.

Second level subheading: Arial 11pt, bold, italics

Leave two lines before and after second level subheadings. Do not number second level subheadings.

Third level headings: Arial 11pt, italics

Leave two lines before and after subsequent level subheadings. Do not number subsequent level subheadings.

Fourth level headings (as above but underline the heading as well) indented (Please try to avoid)

Normal text

- Normal text should be Arial 11pt, full justified (unless otherwise specified).
- Text should be single-spaced.
- Leave one line between paragraphs. Do not indent the first line of paragraphs.
- Long quotes (approximately thirty words or more) should be Arial 10pt, indented 1cm both left and right.

Tables and figures

Feature: Left align, 11pt bold

Description: Centred, 11 pt bold

Text in table Arial 10pt

Table position Centred on page

Table/figure caption: Arial 11pt, bold, centred, sentence case

Diagrams

Diagrams, illustrations, graphs etc. must be in .jpg or .gif format for web publication.

Footnotes

Please avoid the use of footnotes. If unavoidable, make endnotes at the end of the article. Endnote text should be Arial 10pt.

Appendices

Appendices should follow the same format as normal text. Please minimise use of appendices as far as possible. Tables and diagrams, for instance, should be placed in the main text as far as possible.

Referencing

References should be quoted in the text following style: Edgeman (2000) or (Edgeman, 2000).

References should be cited following either the APA or Harvard reference style format, listed at the end of the paper, under the first level heading 'References'.

The references should immediately follow the last section in the text. Do not start a new page.

CONTACT US

For any further assistance please contact the Conference Managers:



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