

## **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must be provided for all authors presenting in a 25 minute oral timeslot, and it is due by Friday 30th April 2021 (not peer reviewed).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.

### **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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