

State of Australian Cities Conference 2017

Final Paper Template Explanation of Specifications

To ensure uniformity of appearance, all SOAC 2017 final papers must conform to the following specifications which have been kept as straightforward as possible.

A4 Paper

Papers will be prepared on A4 paper in portrait format.

Margins

- The text including abstract shall be justified with a 2.5 cm margin on the left and right hand side of each page.
- Top and bottom page margins shall be 2.0 cm

Required Font and Point Sizes

Font is Arial. Font size for body text and references is 10 point.

Line Spacing

Single line spacing.

Title

The title should be in bold and centred across the top of the first page in 14 point Arial. Capitalise only the first letter of each main word.

Authors' Names and Addresses

DO NOT include authors' names and institution/affiliation when paper is submitted first for refereeing

When resubmitting your paper after refereeing, the authors' name(s) and institution/affiliation should be centred below the title. These lines should be in 10 point type in bold. If you cannot fit all authors' names across the page, please continue listing the remaining authors' names on a second row, underneath the first.

Abstract

The abstract should commence with the word '**Abstract**' followed by a colon. The text of the abstract of 250 words maximum single-spaced should then follow. It should contain a summary of the purpose of the paper and the conclusions.

Key words

Up to 5 key words separated by semicolons.

Headings

Major headings are to be left justified in a bold font without an underline. They may be numbered, if so desired. Font size: 11 point.

Subheadings

Subheadings should be in a bold font and in italics. They should start at the left-hand margin on a separate line. Font size: 11 point.

Sub-subheadings

Sub-subheadings are to be in a bold font and in 10 point font size.

References

The Harvard System should be adopted for references. The conventions employed by the journal *Urban Policy and Research* should be followed. References in the text should give the surname(s) of the author(s) and the year of publication in brackets, e.g., Smith (1995) or (Smith, 1995). Quotations should be referenced with the page number, for example, (Smith, 1995, pp. 135-136). Where multiple works published by the same author in one year are referred to, they should be distinguished by letters (e.g. Smith, 1995a, b, c). Full reference details should be listed in alphabetical order at the end of the paper in the following standard form:

Badcock, B. (1984) *Unfairly Structured Cities* (Oxford, Blackwell).

Davis, M. (1992) Fortress Los Angeles: the militarisation of urban space, in M. Sorking (Ed.) *Variations on a Theme Park: The New American City and the End of Public Space* (New York, Hill and Wang).

Troy, P. (1992) The new feudalism, *Urban Futures*, 2(2), pp. 36-44.

Watson, S. and Gibbs, K. (Eds) (1995) *Postmodern Cities and Spaces* (Oxford, Blackwell).

Figures

Figures (maps, plans, diagrams, photographs) should be included in your paper. Make sure that you number and include a caption for each figure used. Only include figures absolutely essential to the clarity of the paper (and to keep the file size manageable).

Tables

Tables should be placed within the paper as close as possible to the location where they are first mentioned in the text. Ensure that all tables are complete on one page. Large tables may be appended to the paper or may be typed in the long direction of the page to take up the entire page. In the latter case the top of the table and heading should be against the left hand side, i.e. as viewed from the normal bottom of the page. The font size used in the table should be large enough to be clear and readable.

Figure and Table captions

All tables and figures should have headings and be numbered. The number and heading should be typed in bold 10pt font. Type headings with only the first letter of main word in capitals and with the heading centred above the table/figure, with a blank line under. Sources can be given in unbolded 10pt font immediately under the caption.

Word Limit

There is a maximum word limit on each paper of **5,000 words** (plus references).

Page Limit

No paper should be more than 15 pages long.

These guidelines must be adhered to as the overall quality of the Proceedings publication depends on you. Thank you for your cooperation and contribution.

