



# 27<sup>th</sup> ANNUAL NSW COASTAL CONFERENCE

*time for action* 7-9 NOVEMBER 2018 MERIMBULA, NSW

## Full Papers

Full papers are a requirement for the Conference for 20 minute oral presenters, and optional for 10 minute oral presenters and poster presenters. Full papers will be published on the Conference Website after the Conference. Please email your full paper to the Conference Managers at [amy@eastcoastconferences.com.au](mailto:amy@eastcoastconferences.com.au) no later than by **Friday 26<sup>th</sup> October 2018**.

*Please note that your presentation will only be included in the final program if your full paper has been submitted by the deadline.*

## GUIDELINES FOR FULL PAPERS

### 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.
- No other headers or footers to be included.

### 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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