

Proceedings

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Guide to Authors – Full Papers

The Conference Proceedings will be provided to delegates as a USB Device. As all papers are reviewed prior to publishing, we cannot guarantee that papers received after **31st March 2010** will be included in the proceedings. Presentations will not be permitted unless a written text has been received.

Contents

GENERAL INFORMATION	3
GUIDE FOR WRITTEN PAPER PREPARATION	4
1. GENERAL INFORMATION	5
2. INTRODUCTION	5
3. PAGE FORMAT & LAYOUT	6
4. HEADINGS AND NUMBERING	6
5. FIGURES, TABLES & PHOTOGRAPHS	7
6. UNITS	7
7. REFERENCES	7
8. PROCEEDING INDEXING	7
9. DELIVERY	7
10. CONTENT PREPARATION GUIDELINES	7
10.1 Common Guidelines	8
10.2 Theoretical/Research Papers (Including models)	9
10.3 Theory Plus Case Study Papers (Applied R&D).....	9
10.4 Case Studies	9
10.5 Review Papers.....	9
11. CONFERENCE STAFF WHO CAN HELP YOU.....	10
BRIEF BIOGRAPHICAL DETAILS:	11
AUDIO VISUAL REQUIREMENTS	11
COPYRIGHT TRANSFER FORM	11

GENERAL INFORMATION

We are pleased you have offered to present a paper at ICOMS Asset Management Conference, Adelaide 2010. This guide will help you in the preparation and presentation of the paper. A separate (but very similar guide) is available for short papers.

Please return your paper to:

Asset Management Council

Postal Address	PO Box 245 Surrey Hills Vic 3127 Australia	Street Address	96 Union Road Surrey Hills Vic 3127 Australia
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Tel:	61 3 9830 4899
Fax:	61-3 9880 7511
Email:	icoms@amcouncil.com.au

YOUR PAPER

Now that your synopsis has been accepted the preparation of your paper will be done in two steps.

Step 1. Prepare a **draft paper** which should be sent to the Conference Secretariat **by 31st March 2010**. One paper copy is required, together with an electronic form. If you are not able to meet this deadline, please apply to icoms@icoms.org.au, for an extension.

Please check your paper for correct spelling and grammar prior to submission of the draft paper. If too many such errors are found, the paper will be returned to the authors for revision, prior to the paper being reviewed.

The paper will be sent to referees (without authors' names to ensure objectivity) whose comments will assist the Technical Committee decide whether to accept or reject the paper. Once this decision is made, the referees' comments will be sent to you to enable you to make any revision required.

Papers submitted for presentation at ICOMS Asset Management Conference Adelaide 2010 must not have been published elsewhere unless agreed by the ICOMS Organising Committee **prior to submission**.

Step 2 If your draft paper is accepted for presentation, you will be given opportunity to make necessary changes before sending the completed paper to the Conference Secretariat by **15th May 2010**. If you cannot meet this deadline, you should contact us.

Remember we will prepare the proceedings directly from your material so you will need to make sure your final manuscript is accurate and clear. We cannot accept responsibility for errors or omissions in the published paper - it is your responsibility to proofread the final paper before submission.

The final paper must be no longer than 12 pages including figures and tables etc. Any paper longer than this will be returned to the author to be shortened.

Our instructions for the format of the paper are contained in this guide. (Please use the attached Paper template for preparation of your paper).

A brief biography of each author (no more than 100 words) should be sent with the final paper together with a head and shoulders photograph of each author. The photograph can be black and white, or colour, and any size as we will process before printing.

CONFERENCE PROCEEDINGS

Conference papers will be produced on Compact Disk, and will be distributed to delegates at the conference.

CONFERENCE INFORMATION

Information on the conference will automatically be forwarded to submitting authors as it becomes available. The final program containing details of papers and sessions and all information necessary for registration will be sent to the submitting author for on-forwarding to co-authors where necessary.

REGISTRATION

It is our policy that the author must present the paper in person. If this is not possible, a substitute should be nominated and we must be notified. Papers which do not have a recognised presenter will not be included in a session.

We regret that we are unable to waive registration fees for authors. Authors should follow normal registration procedures and forward their registration form and fee to the conference organiser who will confirm arrangements. There is however, a substantial discount available to presenting authors.

YOUR PRESENTATION

Immediately prior to the conference, you will be given details of your presentation time and location. A pre-presentation breakfast with the session chairman and other presenters will be arranged. It is important you attend this as you will be told how the session will be structured, and how to handle discussion and questions. It will also give you the opportunity to meet your fellow authors.

You should arrive at your session ahead of time to become familiar with the layout of the room, use of microphones and slide projectors etc. Test the microphone before the session to determine the best distance to stand from it for clear pickup of your voice.

Remember you should not read out the complete paper but summarise the highlights. Prepare in advance brief notes or summary headings in large printing which will be easy to see as brief reminders. Some people prefer to have these on separate cards rather than on one piece of paper. Speak slowly and distinctly in a normal voice level. Keep your head up and look at the audience as much as possible.

The best advice we can offer on presentation is to have your visual aids and talk prepared well in advance and try your presentation out on your fellow workers (more than once if necessary), and ask for their advice to improve your total presentation.

POWERPOINT PRESENTATION

It will help your presentation to have good quality PowerPoint slides. These should be brief and clear. Notes for the preparation of your visual aids will be provided in a separate guide that will be available for download from the conference website.

A data projector and computer will be available in each room. If you wish for other facilities, you must advise the conference secretariat well in advance.

Your PowerPoint presentation disk, whether on CD, floppy or zip must be clearly marked. It should be sent to the conference either in advance, or on the Tuesday prior to the conference. A computer workstation will be available at the conference for presenters to make changes to the presentation.

GUIDE FOR WRITTEN PAPER PREPARATION

These guidelines for authors participating in the ICOMS Asset Management Conference should be read carefully. They include the layout and manner for submitting full written papers, and also some tips for

presenters when preparing and delivering the oral presentation of the paper. Guidelines for submitting short papers, where this style of paper has been accepted, are described in a similar, but separate authors guide.

1. GENERAL INFORMATION

A Microsoft Word 2003 template with the appropriate styles is available from the ICOMS website.

Your draft paper should be sent to the Conference Secretariat by **31st March 2010**. If you cannot meet this deadline, you should contact us immediately. Copies of the paper will be sent to referees whose comments will assist our decision to confirm acceptance of the paper. Once this decision is made, the referee's comments will be sent to you to enable you to make any revision required. Remember we will print the proceedings directly from your material so you will need to make sure your final manuscript is accurate and clear. We cannot accept responsibility for errors or omissions in the published paper - it is your responsibility to proof-read the final paper before submission. The final submission of papers should be sent to the Conference Secretariat by **15th May 2010**. Our instructions for the format of the paper are detailed below.

2. INTRODUCTION

The author is responsible for forwarding an original manuscript, using Times Roman typeface, with a minimum print quality of 300 dpi. It shall be presented on A4 paper, printed in one side only, and shall NOT exceed 12 pages in length. Any paper longer than this will be returned to the author to be shortened. All work, text, tables and figures shall comprise sharp black lines on a white background. The author is also responsible for completing the copyright form and biographical details form and returning it with the manuscript.

3. PAGE FORMAT & LAYOUT

Paper set up & Page Size	A4 Portrait				
Margins (mirrored)	Left	1 cm	<i>or</i>	<i>Outside</i>	1 cm
	Right	1 cm		<i>Inside</i>	1 cm
				<i>Gutter</i>	1 cm
	Top	2 cm			
	Bottom	2 cm			
Mirror Margins	YES				
Footer	1.5 cm, page number in centre (9cm)				
Header	1.25cm				
Title of paper	22 pt, bold, centered, 2 line spaces following, all capitals, Times New Roman				
Author name & Company details	14 pt, centered, Bold, Times New Roman				
Summary	12 pt, bold, justified, 12 pt spacing (2 line spaces) before and after paragraph, Times New Roman				
Keywords	after summary	12 pt, justified, bold, Times New Roman, Bold			
Layout	1 column				
Text	10 pt, 6 pt spacing (1 line space) after paragraph, Times New Roman, Normal.				
Caption labels	10 pt, bold, include label in caption, Roman lowercase numbering, Normal				

4. HEADINGS AND NUMBERING

1 MAJOR HEADINGS IN UPPERCASE LEFT JUSTIFIED, 10 PT AND BOLD

1.1 Intermediate Heading in lower case left justified and bold.

1.1.1 Minor heading in plain lower case left justified

Headings shall not be underlined. A blank line shall be left after each heading and two blank lines before each heading.

5. FIGURES, TABLES & PHOTOGRAPHS

Figures and tables shall be numbered and titled. Roman numerals shall be used for numbering. Each table and figure shall be located in the document, as close as practicable after the first reference to it. Black and white or colour photographs may be included if essential. A good clear high contrast glossy print shall be submitted with the document. This is essential because of the different scanning resolution required for photographs.

6. UNITS

Only SI units shall be used.

7. REFERENCES

From 2010, references to literature shall be cited using the Institute of Electrical and Electronics Engineers (IEEE) style, which is the primary style for engineering publications.

A description of the IEEE style is available at: <http://wwwlib.murdoch.edu.au/find/citation/ieee.html>.

Please note that this is a change from previous years.

8. PROCEEDING INDEXING

All papers will be indexed on their title, authors and keywords in the conference USB.

9. DELIVERY

Package the document flat and support it with cardboard to prevent creasing. To be included in the Conference Proceedings it must be received by the Secretariat no later than **31st March 2010**. Please also enclose one additional photocopy of the manuscript plus a copy of the paper in IBM compatible text or word processing format. ie. Word/Word for Windows (any version), Wordperfect or ASCII text.

Forward your registration fee, manuscript, one copy, disc, biographical form and copyright form to:

Asset Management Council
PO Box 245
Surrey Hills Victoria 3127 Australia

10. CONTENT PREPARATION GUIDELINES

The organizers do not presume to tell experienced contributors to refereed journals and conferences how to write a paper. However, not all contributors are equally experienced, nor do all conferences require the authors to undergo the same rigour when developing their papers. These notes have therefore been developed for the guidance of newcomers, a reminder to the experienced and to ensure all papers are of the same high standards.

Adherence to these guidelines will facilitate the inclusion of ICOMS proceedings in international referencing databases (such as Engineering Village or Inspec). This facilitates much wider dissemination of the material and thereby further promotes the excellent work undertaken by the authors, as well as the general Australian Asset Management community.

Four general types of (full) papers, commonly presented at ICOMS, have been identified:

- a) Theoretical/Research Papers (including models)
- b) Case Studies
- c) Theory plus Case Study (Applied R&D)
- d) Review Papers

Some guidelines apply to all types of papers, whilst others are specific to one or more types of paper.

10.1 Common Guidelines

10.1.1 The sequence of sections in any paper is important to readers trying to follow the logic and description of another's work. Matters which the authors assume to be well known may not be familiar to, or agreed by all, readers and so must be clearly stated as background/assumptions to the study.

10.1.2 Please remember that a proposition becomes a hypothesis only when a logical and plausible explanation has been devised for its support. A hypothesis becomes a theory when supported by the evidence of at least one Case Study. A theory can be undone by just one contrary Case Study, so should never be regarded as the last word on the subject. Only confirmed data can be regarded as facts.

10.1.3 The following Section heads should be considered for all papers. Those marked with an asterisk are considered particularly important and should not be omitted without good reason. Those with two asterisks are compulsory for ICOMS. The exact wording of headings may be varied.

Abstract or Summary**

Keywords** (up to 6)

Introduction* (Explain the purpose and outline how and what was achieved)

Literature Review* (include authors' own previous relevant work)

Description of Work Done**

Theory (This can come later if theory formation followed from analysis of data)

Data*

Analysis of Results*

Conclusions**

Acknowledgements

References**

Bibliography

10.1.4 Papers must be written in plain, correctly spelt and grammatically correct English. Jargon should be avoided and acronyms must be defined the first time they are used. If a draft makes reasonable sense, conference technical staff will help those authors whose first language is not English to improve readability, but authors must make the first effort. If reviewers do not understand what is being said, it cannot be adequately reviewed.

10.1.5 Blatant advertising is strictly forbidden and papers in which a company, product or service are specifically promoted (rather than the underlying concepts) are likely to be rejected during the review process. Authors are however, encouraged to very briefly state their affiliation and describe their business as it relates to the subject matter to ensure the work can be appropriately contextualised. Consultants may need permission of their customers, which is the responsibility of authors.

10.1.6 References are work that is directly cited in the paper whilst a bibliography consists of other written work the authors found useful when preparing the paper.

10.2 Theoretical/Research Papers (Including models)

10.2.1 Authors must show by means of a thorough literature survey that the theory really is new and what it owes to previous work by the authors and others.

10.2.2 Theory must be explained in terms intelligible to a graduate engineer.

10.2.3 Proposals for testing the new theory must be included.

10.2.4 Examples to illustrate the operation of the logic or mathematics shall be given. It is acceptable to rework old data or to use fabricated data for these examples, but sources must be clearly stated.

10.2.5 If any example is real and new, then the paper is re-classified as Theory plus Case Study.

10.2.6 A paper is no less theoretical if it is expressed in words rather than algebra, or both; it must be logically developed and not just an opinion.

10.2.7 Experimental methods and analysis techniques must describe what was done and what happened in sufficient detail for the experiments and/or analysis to be repeated by another person or team. Data used and the testing environment must be fully described.

10.3 9.3 Theory Plus Case Study Papers (Applied R&D)

10.3.1 All the rules for **Theoretical/Research Papers** (see above) and **Case Studies** (see below) still apply.

10.3.2 State clearly whether the case study was conducted to test the theory or the theory arose from the analysis of the data.

10.4 Case Studies

10.4.1 Case studies are essential to formulate, improve and increase confidence in theories. The fact that a case study “merely confirms an established theory” does not detract from its value. If it seems to **disprove** current theory then there is all the more reason to publish it.

10.4.2 It is vital that case studies describe what was done and what happened in sufficient detail for the study to be repeated by another person or team. Methodology, data and environment must be fully described. For example, data on failures must include preventive renewals and overhauls. Good data-sets in this field are unfortunately rare, and so precious.

10.4.3 Data should be analysed using current methodology. The author(s) may then comment on how well the results accord with current theories, speculate on the reasons for discrepancies and propose further work to settle outstanding matters.

10.5 Review Papers

10.5.1 A review paper is a detailed examination of the state of play in a defined subject area. It should be more than a literature survey. It should draw attention to historical development of theory and practice, inconsistencies and disagreements, case studies, analyses and re-analyses of published data-sets where appropriate, etc. They usually come from academia but sometimes from consultancies.

10.5.2 The References and Bibliography sections will inevitably be large, and will become too large if no limit is placed on referencing less meritorious work from long ago. The great gurus of the past should be acknowledged though. Reference to previous review papers is a good way to keep such papers within bounds.

10.5.3 Such papers often arise from deep and extensive literature surveys by doctoral students who have reached the stage of forming their own opinions and sketching out their substantive research to come, or professors seeking consolidation of years of work by themselves and colleagues, again in order to see what now needs doing. The art is to condense to a reasonable size without losing either the thread of development or any work vital to further progress.

10.5.4 Simple accumulation is not enough to get such work published. Review papers must proceed to critical re-examination and reasoned judgements about the continued usefulness in several contexts of the work reviewed.

11. CONFERENCE STAFF WHO CAN HELP YOU

Technical Chair: Joanna Sikorska, jo@caswa.com

South Australia Chapter Chair: Byron Martin, byron.martin@amcouncil.com.au

Paper Presentation & Printing: Secretariat staff, Ph: 03 9830 4899, Fx: 03 9880 7511

Email: icoms@amcouncil.com.au

ICOMS Asset Management Council Adelaide 2010



NAME of Presenter: _____

BRIEF BIOGRAPHICAL DETAILS:

Qualifications

Current Position

Experience & Interests

AUDIO VISUAL REQUIREMENTS

Standard equipment in each room includes a

Data projector and computer,

Lapel microphone and

Laser pointer.

Please detail additional requirements:

[] _____

[] _____

[] _____

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by: _____

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- (c) It is not under consideration by any other publication:
- (d) I have obtained all necessary permissions (in writing) from the acceptance authorities for the reproduction of text or illustrations; and that
- (e) I am empowered by my fellow author(s) to make this agreement.

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 - (2) the copyright reverts to the author if the article is not published.
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Publication with Engineers Media

I, the undersigned, agree to the submission of this paper to Engineers Media for potential publication in a special edition of The Australian Journal of Multi-Disciplinary Engineering

Signed Date:

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