

# 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 final papers received after **Tuesday 10<sup>th</sup> April 2012** will be included in the proceedings. Presentations will not be permitted unless a written text has been received.

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# GENERAL INFORMATION

We are pleased you have offered to present a paper at ICOMS Asset Management Conference, Hobart 2012. 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 submit your paper online as per the instructions on page 10 of this guide.

If you are having trouble submitting your paper online, please email it to [training@amcouncil.com.au](mailto:training@amcouncil.com.au)

## YOUR PAPER

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

Step 1. Prepare a **draft paper** which should be submitted via the Asset Management Council website by **Tuesday 31<sup>st</sup> January 2012** as per the instructions on page 10 of this guide. If you are having difficulties submitting your paper in this manner please email your paper to the Conference Secretariat. If you are unable to meet this deadline, please apply to [training@amcouncil.com.au](mailto:training@amcouncil.com.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 whose comments will assist the Technical Committee to decide whether to accept or reject the paper. Once this decision is made, the referees' comments will be available for you to review online to enable you to make any revision required.

Papers submitted for presentation at ICOMS Asset Management Conference Hobart 2012 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 uploading the completed paper online, and emailing a copy to the Conference Secretariat by **Tuesday 10<sup>th</sup> April 2012**. 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 Paper template available on the call for papers page of the Asset Management Council website when preparing your paper).

A brief biography of each presenting author (no more than 100 words) should be sent with the final paper.

## CONFERENCE PROCEEDINGS

Conference papers will be produced on a USB which 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. There is however, a substantial discount available to presenting authors. Authors should follow normal registration procedures and forward their registration form and fee to the conference organiser who will confirm arrangements.

## **YOUR PRESENTATION AND AUTHOR BREAKFAST**

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. Should you wish for a lapel microphone rather than a lectern, please inform the secretariat and the audio visual team when giving them your presentation on the morning before your presenting session.

Remember that 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 to try your presentation out on your fellow workers (more than once if necessary). 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.

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 should be emailed to the conference secretariat at [training@amcouncil.com.au](mailto:training@amcouncil.com.au), and given to the audio visual team as early as possible once the conference has begun and no later than the start of the morning session on the day of your presentation. Computer workstations 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 uploaded to the Asset Management Council website, and emailed to the Conference Secretariat, by **Tuesday 31<sup>st</sup> January 2012**. 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 **Tuesday 10<sup>th</sup> April 2012**. 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

<b>Paper set up &amp; Page Size</b>	A4 Portrait				
<b>Margins (mirrored)</b>	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			
<b>Mirror Margins</b>	YES				
<b>Footer</b>	1.5 cm, page number in centre (9cm)				
<b>Header</b>	1.25cm				
<b>Title of paper</b>	22 pt, bold, centered, 2 line spaces following, all capitals, Times New Roman				
<b>Author name &amp; Company details</b>	14 pt, centered, Bold, Times New Roman				
<b>Summary</b>	12 pt, bold, justified, 12 pt spacing (2 line spaces) before and after paragraph, Times New Roman				
<b>Keywords</b>	after summary	12 pt, justified, bold, Times New Roman, Bold			
<b>Layout</b>	1 column				
<b>Text</b>	10 pt, 6 pt spacing (1 line space) after paragraph, Times New Roman, Normal.				
<b>Caption labels</b>	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://www.lib.murdoch.edu.au/find/citation/ieee.html>

## 8. PROCEEDING INDEXING

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

## 9. DELIVERY

To be included in the Conference Proceedings, the first draft of your paper must be received by **Tuesday 31<sup>st</sup> January 2012** to allow sufficient time for reviewers to prepare comments and for you to complete the final draft. The final paper must be received by the Secretariat no later than **10<sup>th</sup> April 2012**. Please email an electronic version to [training@amcouncil.com.au](mailto:training@amcouncil.com.au), and upload a copy on the Asset Management Council website (please see page 10 for instructions on how to do this).

Please also email or fax your registration, biographical form and copyright form to:

Jessica Berends  
training@amcouncil.com.au  
fax: +61 (3) 9819 2615

## 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

Secretariat: Jessica Berends, Ph: 03 9819 2515, Fx: 03 9819 2615  
Email: training@amcouncil.com.au

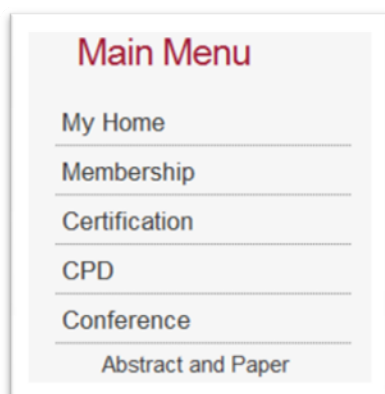
## How to upload your paper to the Asset Management Council website

1. Login here: [http://www.amcouncil.com.au/user\\_login.aspx](http://www.amcouncil.com.au/user_login.aspx)

If you have forgotten your username or password, please check here:

<http://www.amcouncil.com.au/-faqs/114-forgot-password-.html>

2. Click on "Abstract and Paper"



3. The status of your abstract will be listed. If your abstract(s) has been accepted, or if you have been invited to give a paper, please go to the "Submit Paper" section, and click on "View Detail".

**Submit an Abstract**

You have the following abstract.

<b>Title</b>	<input type="text"/>
<b>Topic</b>	<input type="text"/>
<b>Authors</b>	<input type="text"/>
<b>Status</b>	Accepted
	<a href="#">View Detail</a>

**Submit Paper**

<b>Title</b>	<input type="text"/>
<b>Authors</b>	<input type="text"/>
<b>Status</b>	<input type="text"/>
	<a href="#">View Detail</a>

4. You can upload your paper here ( in word document format, .doc, .docx or .pdf only, and size < 5M ).

5. If your paper has been reviewed, reviewers' comments will show on this page, along with whether or not your paper has been accepted, or if changes are required.

# ICOMS Asset Management Conference Hobart 2012

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ASSET MANAGEMENT COUNCIL

**NAME of Presenter:** \_\_\_\_\_

**BRIEF BIOGRAPHICAL DETAILS:**

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**Qualifications**

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**Current Position**

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**Experience & Interests**

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## AUDIO VISUAL REQUIREMENTS

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Standard equipment in each room includes a

- Data projector and computer,
- Lapel microphone and
- Laser pointer.

Please detail additional requirements:

- [ ] \_\_\_\_\_
- [ ] \_\_\_\_\_
- [ ] \_\_\_\_\_

Please type details as requested above and email to [training@amcouncil.com.au](mailto:training@amcouncil.com.au)



ASSET MANAGEMENT COUNCIL

# PERMISSION TO PUBLISH FORM

This form must be signed and returned with your paper, along with the presenting author's biographical details.

**Permission to publish the text and illustrations of the article entitled:**

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**by:** \_\_\_\_\_

accepted for publication in **ICOMS Asset Management Conference Proceedings, ISSN 1329-7198**, is hereby granted to the publishers, Asset Management Council.

In granting this permission. I confirm that:

- (a) I own copyright in the above text;
- (b) The text is original material and has not previously been published in the English Language;
- (c) It is not under consideration by any other publication;
- (d) I am empowered by my fellow author(s) to make this agreement.

Signed ..... Date: .....

# COPYRIGHT TRANSFER FORM

This form should be signed if you wish your paper to be published in the mentioned.

I agree to **TRANSFER COPYRIGHT** of the above article to the publishers, Asset Management Council.

In so transferring copyright It is agreed that:

- (1) the author(s) retain(s) the right to use the substance of this article in future works, including lectures, press releases, reviews, provided that acknowledgment is made to the publishers, the Asset Management Council.
- (2) the Asset Management Council has permission to publish the article on the members only section of the AMC website and in The Asset Journal.
- (3) the article may be submitted to Engineers Media for potential publication in a special edition of The Australian Journal of Multi-Disciplinary Engineering
- (4) the copyright reverts to the author if the article is not published.

Signed ..... Date: .....

THIS STATEMENT MUST BE RECEIVED BY THE ASSET MANAGEMENT COUNCIL BEFORE PUBLICATION

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