

ICOMS Asset Management Conference

Hobart 2012

Proceedings

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Guide to Authors – Short Papers

The Conference Proceedings will be provided to full conference delegates as a USB for 2012. As all papers are reviewed prior to publishing, we cannot guarantee that papers received after **Tuesday 10th April 2012** will be included in the proceedings. Presentations will not be permitted unless a written text has been received and presenters/authors have registered for the conference.

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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 of the short paper.

Please submit your paper online as per the instructions on page 8 of this guide.

Please also email a copy of your paper to the conference secretariat at training@amcouncil.com.au

YOUR SHORT PAPER

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

Step 1 Prepare a **draft short paper** which should be submitted online **by Tuesday 31st January 2012** as per the instructions on page 8 of this guide. If you are having trouble submitting online, you can email your draft to the Conference Secretariat. If you are not able to meet this deadline, please apply to 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.

Although short papers will not be formally reviewed, submissions will be checked for relevance and adherence to these guidelines. Once this has been done, any comments will be sent to the corresponding author for required changes to be enacted.

Material 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 sending the completed short paper to the Conference Secretariat. by **Tuesday 10th April 2012**. If you cannot meet this deadline, you should contact us.

The final short paper must be no longer than **two (2)** pages including figures, tables and references. Any submission longer than this will be returned to the author to be shortened or will be considered a full paper and subject to the relevant review process.

Instructions for the format of short papers are contained herein. A Word 2003 template is also available from the Asset Management Council website and we encourage you to use this document as the basis for your submission.

A brief biography of each presenting author (no more than 100 words) should be emailed to the conference secretariat at the time that you submit your final draft.

CONFERENCE PROCEEDINGS

Conference papers will be produced on a USB which will be distributed to full conference 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, 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 short papers, and also some tips for presenters when preparing and delivering the oral presentation of the paper.

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 **Tuesday 31st January 2012**. If you cannot meet this deadline, you should contact us immediately. Copies of the paper will be sent to the Technical Committee to confirm adherence with these guidelines prior to 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 abstracts 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 document before submission. 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 2 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>

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 31st 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 **Tuesday 10th April 2012**. Please email an electronic version to training@amcouncil.com.au, and upload a copy on the Asset Management Council website (please see proceeding 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

In 2009, ICOMS introduced a new format for information delivery at the conference called a Short Paper.

Short papers should be used to:

- highlight efforts that might be in an early stage but are important for the asset management community to be made aware of,
- present novel theories for discussion, or
- illustrate systems or case studies that can be described sufficiently in a limited space.

Short papers are restricted to 2 pages, inclusive of all text, illustrations, graphs and references. These will also be checked for relevance, novelty and importance of the underlying work, as well as adherence to the conference guidelines. Accepted short papers will be published in separate conference booklet, but this will not be registered with referencing databases.

Accompanying presentation slides will also need to be supplied for publication via the AMC website following the conference. Pages size, Fonts, Page Header and footer requirements etc as per section 3 above.

10.1 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 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.

10.1.4 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.

10.1.5 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.

10.1.6 The short papers shall contain the following headings/sections:

Introduction and Aims: This paragraph must clearly and succinctly describe what it is being assessed / described in the paper.

Methods/Processes/Work Done: Describes the approach used or the proposal, what has been done, what methods were selected and why. Theory / methodology must be explained in terms intelligible to a graduate engineer.

Results: Provides a short description of the outcomes of the case study / proposals / experiment / investigations.

Conclusions: Describes any conclusions can be drawn from the results and what areas remain open for ongoing investigation/research. Lessons learned should also be included.

References: List any references as per the requirements of Section 7.

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

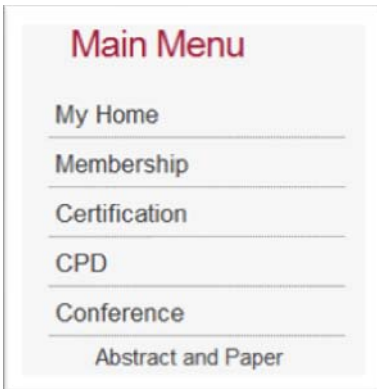
How to upload your paper to the Asset Management Council website

1. Login here: http://www.amcouncil.com.au/user_login.aspx

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".



The image shows two sections of a web form. The top section is titled 'Submit an Abstract' and contains the text 'You have the following abstract.' Below this is a table with the following data:

Title	<input type="text"/>
Topic	<input type="text"/>
Authors	<input type="text"/>
Status	Accepted
	View Detail

The bottom section is titled 'Submit Paper' and contains a table with the following data:

Title	<input type="text"/>
Authors	<input type="text"/>
Status	<input type="text"/>
	View Detail

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



ASSET MANAGEMENT COUNCIL

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:

- [] _____
- [] _____
- [] _____

Please type details as requested above and email to 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:

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

Return to:

Asset Management Council

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