Guide to Authors – Extended Abstracts

The Conference Proceedings will be provided to full conference delegates as a USB for 2013. As all papers are reviewed prior to publishing, we cannot guarantee that papers received after **Monday 6th April 2015** 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.

**DATES FOR YOUR DIARY**

- **Abstracts Close**
  - Friday 30th January 2015
- **Abstracts Accepted**
  - Friday 30th January 2015
- **Draft Papers Due**
  - **Friday 27th February 2015**
- **First Review Complete**
  - Tuesday 31st March 2015
- **Final Papers Due**
  - **Monday 6th April 2015**
- **Review Close**
  - Thursday 30th April 2015
GENERAL INFORMATION

We are pleased you have offered to present a paper at AMPEAK Asset Management Conference, Sydney 2015. This guide will help you in the preparation of the Extended Abstract.

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 EXTENDED ABSTRACT

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

Step 1 Prepare a draft extended Abstract which should be submitted online by Friday 27th February 2015 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 the Asset Management Conference Melbourne 2013 must not have been published elsewhere unless agreed by the Conference 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, by Monday 6th April 2015. If you cannot meet this deadline, you should contact us ahead time.

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 80 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 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 Asset Management Council website. Your draft paper should be uploaded to the Asset Management Council website as per the instructions on page 8 of this guide by Friday 27th February 2015. 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 submitting an original paper manuscript that does NOT exceed 2 pages in length. Any paper longer than this will be returned to the author to be shortened. The author is also responsible for completing the copyright form and biographical details form and returning it with the manuscript.

3. PAGE FORMAT & LAYOUT

<table>
<thead>
<tr>
<th>Paper set up &amp; Page Size</th>
<th>A4 Portrait</th>
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<td>Margins (mirrored)</td>
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<td>Footer</td>
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| Title of paper            | 22 pt, bold, centered, 2 line spaces following, all capitals, Arial |
| Author name & Company details | 14 pt, centered, Bold, Arial |
| Summary                   | 12 pt, bold, justified, 12 pt spacing (2 line spaces) before and after paragraph, Arial |
| Keywords                  | 12 pt, justified, bold, Arial, Bold |
| Layout                    | 1 column |
| Text                      | 10 pt, 6 pt spacing (1 line space) after paragraph, Arial, 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.


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 **Friday 27th February 2015** 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 **Monday 6th April 2015**. Please upload a copy on the Asset Management Council website (please see instructions on page 8 on how to do this).

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

Eva Wispereit
training@amcouncil.com.au
fax: +61 (3) 9819 2615

10. CONTENT PREPARATION

In 2009, the Asset Management Council 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

Secretariat: Eva Wisperieit, Ph: 03 9819 2515, Fx: 03 9819 2615
Email: training@amcouncil.com.au
How to upload your Abstract to the Asset Management Council website

   a) Using your AM Council user name and password. If you have forgotten your username or password, please check here: [http://www.amcouncil.com.au/-faqs/114-forgot-password-.html](http://www.amcouncil.com.au/-faqs/114-forgot-password-.html)
   Or
   b) If you are a new user of the site, ‘Register New User’.

   **NB. Your Abstract will be accessible under this log-in only and therefore the person submitting is the only person who can make changes should they be requested**

2. Click on "Abstract and Paper". Scroll to the end of the page and click on “Add New Abstract”

3. Enter the Title of your Abstract/Paper and submit the contents as. Write into the text box (200 words maximum). You can click “Save” at any time before submitting and make changes to the text, but once “Submitted” no more changes can be made unless changes are requested by the AM Council.*

4. Once your abstract has been reviewed, you will be notified of the status by email. However, once logged-in as above, you can click "View Detail" to check the status or comments made by the reviewers: Accepted / Change Requested / Rejected

   * If “Change Requested”, click on “Make Changes”.

   ![Main Menu](Image)
How to upload your Paper to the Asset Management Council website


If you have forgotten your username or password, please check here: [http://www.amcouncil.com.au/-faqs/114-forgot-password-.html](http://www.amcouncil.com.au/-faqs/114-forgot-password-.html)

**NB. Only once your abstract(s) has been accepted, will you be able to “Submit Paper”**.

Papers can only be uploaded as a word document in .doc, .docx only, and less than 5M.

2. From Main Menu, click on “Abstract and Paper”.

3. Go to “Submit Paper” click “View Detail”

4. Your Bio is required before you can upload your paper.

Enter your Bio in the “Experience” text box (between 50 & 100 words). Click “Next” to save and move to the next stage.

5. Select which AMBoK topics (subjects) your paper relates to.
   
   a. Click on “Select AMBoK Link” and you will be
b. Tick the topic/s that relate to your paper and click “Select”.

c. Click “Back To Paper Detail” to go back to your paper detail page.

If you’ve select the AMBoK Links successfully, they should be listed on the page.

6. Select the “Paper Level” by selecting from the dropdown list.

7. At least one of the Copyright agreements needs to be ticked and please select/deselect the “Member Zone Option”.

8. Click on “Browse” to select your paper. (In word document format, .doc, .docx only, and less than 5M).

9. Click on “Upload”. You will get a message on top of the page if the paper is successfully uploaded.

You can download your uploaded paper at the “File” section of the page.
11. Once your paper has been uploaded you will receive an email confirming so and the review process will begin.

12. When your paper has been reviewed, you will be notified of the status by email. However, once logged-in as above, you can click "View Detail" to check the status or comments made by the reviewers: Accepted / Changed Requested / Rejected

If changes are requested, you do not need to add a new submission. Click "View Detail" and you will be able to upload your new word document as stages 9 & 10.
NAME of Presenter: ________________________________

BRIEF BIOGRAPHICAL DETAILS (80 words or less):

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
PERMISSION TO PUBLISH PRESENTATION

Please sign this form at the conference or in advance so that we can upload your presentation to the member only zone of the Asset Management Council website.

Permission to upload (in a secure PDF format) the presentation entitled:


by: 

In granting this permission. I confirm that:

(a) I own copyright in the above text;

(b) I am empowered by my fellow author(s) to make this agreement.

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

THIS STATEMENT MUST BE RECEIVED BY THE ASSET MANAGEMENT COUNCIL BEFORE UPLOADING PRESENTATION TO THE MEMBER ZONE OF THE WEBSITE

Return to:

Asset Management Council
PO Box 2249, Hawthorn Vic 3122, Australia
Fax: +61-3 9819 2615