

Instructions for Preparing your Paper for Submission.

These are the specifications for the document format:

Type: Microsoft Word Document

Paper Size: A4

Orientation: Portrait

Length: 3 pages maximum

Page Setup:

Top Margin	3.0 cm
Bottom Margin	2.0 cm
Left Margin	2.5 cm
Right Margin	1.0 cm
Gutter	0.0 cm
Header and Footer	0.5 cm

Title (Times New Roman, 14pt, bold, center justified), author information and summary as a single column followed by a section break.

Body of the text: Times New Roman, 10 pt, justified in two column format.

Column 1: Width = 8.11cm and Spacing = 1.27 cm

Column 2: Width = 8.11cm).

However, if you feel that an important graphic such as a map, photo or data plot is illegible when placed in one column, feel free to insert a new section for the graphic in single column format, then revert to two column format for remaining text.

NB: All graphics must be grayscale, we cannot reproduce in colour.

An example paper, "Abstract Example Format Document", is included as both a guide and template for your own use. This document can be downloaded from our website:

<http://www.ge.adfa.edu.au/workshop.html>