Paper title in sentence case

Presenting author

Degrees

Job title, employer

Contact details

Second author

Degrees

Job title, employer

Third author

Degrees

Job title, employer

# Abstract

Abstract of 350 words max and should summarise the main content and conclusions of the paper.

# FORMAT

## Fonts and layout

Text and figures must be placed in an area allowing a 20mm margin to all four sides of the text.

This should be 11point Arial or similar font, single spaced, with double spacing between paragraphs, subsections and major sections.

Suggested >> major headings 14 point Bold in caps, minor headings in 12-point Bold in sentence case.

## Length

Conference Papers are expected to be about 8 to 12 pages, with a maximum limit of 15 pages including all figures, references and appendices. If you can communicate your work/research in fewer than 8 pages that is fine but papers over the maximum limit will be returned to authors to be shortened. The number of pages excludes the cover page which is Page 0.

## Figures & tables

These are to be incorporated in the text. If necessary, figures should be reduced in size to suit the page format outlined above.

Captions for figures and tables should be placed below the figures and tables.

## Photographs & graphs

These should be essential to the presentation of the paper. They should be contained in a border and should be compressed in size (using Word, the commands are right click on inserted picture >>format picture >> the compress tab - this will limit the size of the resulting document.)

The figure number for photographs or graphs with their caption should be placed below the photograph or graph.

Graphs should not include an embedded spreadsheet.

## Units

Use SI units throughout. The most commonly used SI units in transportation are m for metres; km for kilometres; km/h for speed; s for seconds. Vehicles can be shortened to veh when describing a measure such as veh-km or veh/hr.

# Introduction

If you use figures, refer to them in the prose of your text (see Figure 1).

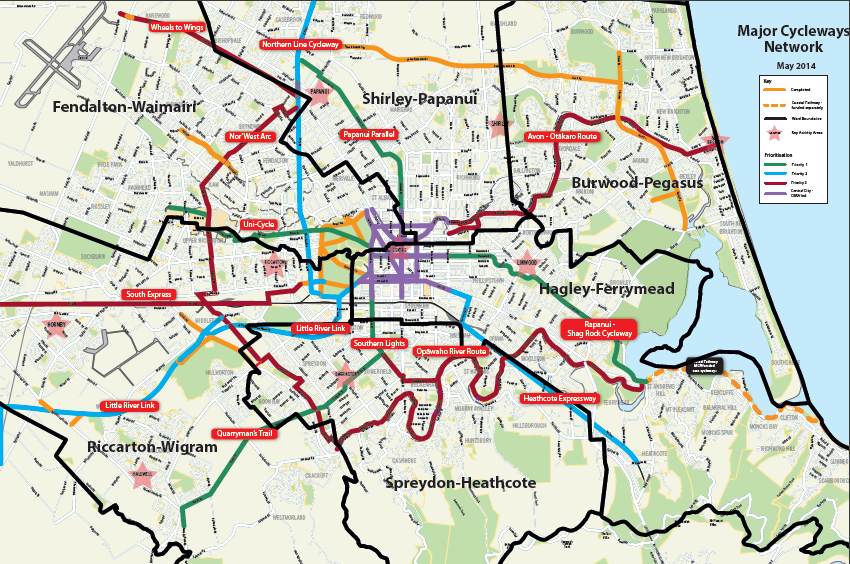


Figure 1: Figure captions go below a figure

# Method

Give your paper a decent structure.

# Findings

Present what you’ve done in a clear way.

## What worked

Use second level headings if that’s useful.

## What didn’t work

Don’t be afraid to talk about what didn’t work.

# Discussion

If you use tables, refer to them in the text (refer to Table 1):

Table 1: Table captions go above a table

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Conclusions

Finish the main part of your paper with conclusions or recommendations.

# Acknowledgements

Provide these if necessary.

# References

These must be referred to in the text. It is recommended they be listed in alphabetical order using the ***Harvard*** referencing system, summarised here:<http://libguides.scu.edu.au/content.php?pid=269507&sid=2223205>

Some examples of the ***Harvard*** system are below:

*Book*

HOYLE, B.S. and KNOWLES, R.D. (eds.) (2002). *Modern Transport Geography*, Belhaven Press, London.

*Journal*

NILSSON, G.K. (2001). Speeds increasing again, *Nordic Road and Transport Research*, 3, p.25.

*Conference Paper*

O’BRIEN, A. (1992). Safety audit for rural intersections, *Workshop on Road Safety Audit, 14-16 April 1993*, paper 6, Monash Transport Group, Clayton , Victoria.

*Internet (example has no specific date)*

Safer Journeys (n.d.). *Safe Speeds*, viewed 15 October 2015, <http://saferjourneys.govt.nz/areas-of-concern/safe-speeds/>

Reference in the text should be referred thus*:*

Nilsson (2001) stated . . . . .

O’Brien (1992, 1995) has shown. . . . .

. . . . . . speed contributed to over 30% of fatal crashes in New Zealand in 2008 (Safer Journeys, n.d.).

. . . . .according to several authors (Nilsson 2001; Smyth & Brown 2007; Walsh 2009).

**Please note:**

Up to three authors, shown as: BROWN A., SMITH, K. and GREEN, J. (2008)

More than three authors, shown as: BROWN A., et al*.* (2008)

**Any editorial inquiries > 2WALKandCYCLE Conference Convenor**

C/- Harding Conferences. Ph: 03 352 5598 or email [glenda@hardingconsultants.co.nz](mailto:glenda@hardingconsultants.co.nz)

# Declaration of competing interests

Please include a declaration of competing interests at the end of your paper on behalf of all authors. If there are no competing interests to declare, please state: “The author(s) declare(s) no competing financial interests.”

# Appendices

Provide appendices if you wish.

Check the number of pages in the footer. If you have more than 12 pages at this point, your paper is too long. Cut it back to stay within that limit.