Professional practice paper: Title with minimal capitalisation

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Abstract

This template should be used by authors preparing professional practice papers for the ATRF 2023 conference. It contains detailed formatting instructions, guidelines for producing and submitting your paper, information on how papers will be assessed and approximate timelines for the conference.

If you have any questions about the paper submission and review process, please contact the conference secretariat by emailing [atrfs](mailto:atrf2021@easychair.org)c@gmail.com

1. Introduction

This template models the layout and formatting requirements for ATRF 2023 full-length professional practice papers. You can cut and paste your content into this template.

**Please read this document thoroughly before preparing your paper**. Papers which do not comply fully with these formatting instructions will be returned to the authors for correction **before** being submitted for review.

2. Paper length

Maximum 15 pages **including** the Abstract (max 300 words), tables and graphics, and references.

3. File format \*NOTE new file format required

Papers must be submitted as **MS Word** files with ***line numbers shown on all lines in the original submission***. Line numbers must be removed in the final version of the paper, submitted after authors respond to reviewer feedback.

4. Style guidelines

This section provides the paper format specifications. Authors who do not use MS Word should use the styles specified here as a guide.

4.1. Basic text styles

The pre-defined MS Word text styles, which are modelled in this document, are shown in Table 1. Authors using software other than MS Word should use the specifications in Table 1 as a guideline.

Table 1: Text styles for ATRF 2023 conference papers

|  |  |
| --- | --- |
| **Style** | **Specification** |
| **Paper title** | Times New Roman, 20 point, bold, centred |
| **Author name** | Times New Roman, 12 point, normal, centred |
| **Author addresses** | Times New Roman, 10 point, normal, centred |
| **Abstract heading** | Times New Roman, 16 point, bold, centred |
| **Normal (body text)** | Times New Roman, 12 point, normal, fully justified |
| **Captions** | Times New Roman, 10 point, bold, left justified |
| **Page headers** | Times New Roman, 10 point, normal, centred |
| **Section heading level 1** | Times New Roman, 16 point, bold, left justified |
| **Section heading level 2** | Times New Roman, 14 point, bold, left justified |
| **Section heading level 3** | Times New Roman, 12 point, bold italic, left justified |

4.2. Headings and sub-headings

**Minimal capitalisation** should be used in all headings and sub-headings, including the title of the paper.

Headings and sub-headings should be numbered as shown below and in the examples throughout this document. References and Acknowledgements (if used) should use the section heading level 1 style without numbering.

4.2.1. Example of section heading level 3 style

Further levels of headings should use the style for heading 3 with additional levels of numbering. Before including level 4 or higher-level headings in your paper please consider whether this is absolutely necessary.

4.3. Figures and tables

Figures and tables should fit within the page margins. For large figures and tables, landscape orientation may be used. In tables which run over multiple pages, column headers should be repeated. Choices related to figure or table styles are up to the author but should be broadly consistent with the rest of the document where possible.

Figure 1: Example figure



* Times New Roman, 10 point, bold, left justified
* Figure 1: – not Fig. 1
* Minimal capitalisation
* No period after caption
* Caption placed **above** both figures and tables

4.4. Captions, footnotes, and equations

**Captions** should be numbered separately with sequential integers (1, 2, 3, etc.) and placed ***above*** each figure and table.

**Footnotes**, if used, should be numbered sequentially throughout the document as with tables and figures.

**Equations** may take the numbering scheme and style chosen by the author.

4.5. References and citations

The **Harvard** (author/date) style must be used. All citations in the paper should correspond to an entry in a separate References section at the end of the paper. Entries should be listed **alphabetically** by author(s), and then chronologically, **not numbered**. See <https://guides.lib.monash.edu/citing-referencing/harvard2020-intro> for guidelines.

4.6. Miscellaneous

**Page size** is **A4** and **margins** are **2.5** cm on each side with no gutter. This should not be modified, even for landscape-oriented figures or tables. Blank lines or page breaks may be used to enhance readability when necessary. Please use **single spacing** between sentences.

**Capitalise** only the first word and proper nouns as shown in this document. ***This includes the paper title***. In text, capitalise the words Figure, Table, Section, Equation, etc. when referring to specific captioned items or to sections or sub-sections of your paper.

Please thoroughly check your paper for spelling and grammatical errors before submitting it. Please thoroughly check that your paper **complies fully** with formatting requirements. Papers which are unfit for publication without substantial editing may be rejected.

5. Review criteria

Authors should note that professional practice papers will be assessed by at least two referees, practitioners with expertise in the subject area, using the following criteria:

* Relevance to transport practitioners across a wide range of areas of interest (e.g., administration, planning, design or operation of the transport system, the economic, social and environmental impacts of investments in transport infrastructure)
* Contribution to policy and practice
* Clarity of written presentation and compliance with the format specifications.

Papers which lack substantial content, which present statements unsupported by evidence, or which inappropriately promote a particular product or service will not be accepted without major revisions.

6. Deadline and submission

The deadline for paper submission is **Monday 17 April 2023**. To submit your paper you need to use **EasyChair -** the web-based platform used to manage the paper review process. Please follow the following steps:

Go to <https://easychair.org/conferences/?conf=atrf2023>

* If you do not have an EasyChair account you will be prompted to set one up.
* **Follow the instructions in the email you will receive from EasyChair.**
* When you log in to EasyChair you will see either a ‘New Submission’ tab at the top left of the screen or a ‘make a new submission’ link. These will take you to the paper submission page.
* Select the relevant track for your paper.
* Fill in the author details, title, abstract, keywords and other information required.
* Upload your paper in MS Word format and press Submit.

Papers will be sent out for peer review by the topic chairs once submissions have closed.

7. Registration

We encourage you to register for the conference via the official conference website which will be available via a link from the permanent ATRF website: <https://www.australasiantransportresearchforum.org.au/>

**We look forward to seeing you at ATRF 2023 in Perth.**