

# ICOMS Asset Management Conference

Adelaide 2010

Proceedings

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## Guide to Authors – Short Papers

The Conference Proceedings will be provided to full conference delegates as a USB for 2010. As all papers are reviewed prior to publishing, we cannot guarantee that papers received after 31<sup>st</sup> March 2010 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.

### Contents

GENERAL INFORMATION .....	2
<b>GUIDE FOR WRITTEN PAPER PREPARATION .....</b>	<b>4</b>
1. General Information .....	4
2. Introduction .....	4
3. Page Format & Layout .....	4
4. Headings and numbering.....	5
5. Figures, Tables & PhOTographs .....	5
6. Units.....	5
7. References .....	5
8. Proceeding Indexing .....	5
9. Delivery.....	5
10. Content Preparation .....	5
10.1 Guidelines .....	6
11. Conference Staff Who Can Help You .....	6
BRIEF BIOGRAPHICAL DETAILS: .....	7
AUDIO VISUAL REQUIREMENTS .....	7
COPYRIGHT TRANSFER FORM.....	8

# GENERAL INFORMATION

We are pleased you have offered to present a paper at ICOMS Asset Management Conference, Adelaide 2010. This guide will help you in the preparation of the short paper.

Please return your paper to:

Asset Management Council

Postal Address	PO Box 245 Surrey Hills Vic 3127 Australia	Street Address	96 Union Road Surrey Hills Vic 3127 Australia
Tel:	61 3 9830 4899		
Fax:	61-3 9880 7511		
Email:	icoms@amcouncil.com.au		

## YOUR SHORT PAPER

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

**Step 1** Prepare a **draft short paper** which should be sent to the Conference Secretariat **by 31<sup>st</sup> March 2010**. If you are not able to meet this deadline, please apply to [icoms@amcouncil.com.au](mailto:icoms@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 Adelaide 2010 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 15<sup>th</sup> May 2010**. 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 and we encourage you to use this document as the basis for your submission.

A brief biography of each author (no more than 100 words) should be sent with the final paper together with a head and shoulders photograph of each author. The photograph can be black and white, or colour, and any size as we will process before printing.

## CONFERENCE PROCEEDINGS

Conference papers will be produced on USB, and 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. Authors should follow normal registration procedures and forward their registration form and fee to the conference organiser who will confirm arrangements. There is however, a substantial discount available to presenting authors.

## **YOUR PRESENTATION**

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.

Remember 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 try your presentation out on your fellow workers (more than once if necessary), and 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. Notes for the preparation of your visual aids will be provided in a separate guide that will be available for download from the conference website.

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 disk, whether on CD, floppy, zip or USB drive must be clearly marked. It must be sent to the conference by **May 15<sup>th</sup> 2010** so presentations can be published on the conference USB devices. A computer workstation will be available at the conference for presenters to make minor 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 **31<sup>st</sup> March 2010**. 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

<b>Paper set up &amp; Page Size</b>	A4 Portrait				
<b>Margins (mirrored)</b>	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			
<b>Mirror Margins</b>	YES				
<b>Footer</b>	1.5 cm, page number in centre (9cm)				
<b>Header</b>	1.25cm				
<b>Title of paper</b>	22 pt, bold, centered, 2 line spaces following, all capitals, Times New Roman				
<b>Author name &amp; Company details</b>	14 pt, centered, Bold, Times New Roman				
<b>Summary</b>	12 pt, bold, justified, 12 pt spacing (2 line spaces) before and after paragraph, Times New Roman				
<b>Keywords</b>	after summary	12 pt, justified, bold, Times New Roman, Bold			
<b>Layout</b>	1 column				
<b>Text</b>	10 pt, 6 pt spacing (1 line space) after paragraph, Times New Roman, Normal.				
<b>Caption labels</b>	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>.

*Please note that this is a change from previous years.*

## **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, your short paper must be received by the Secretariat no later than 31<sup>st</sup> March 2010. Electronic copies of the paper must be supplied in IBM compatible text or word processing format. ie. Word/Word for Windows (any version), Wordperfect or ASCII text.

Forward your registration fee, manuscript, one copy, disc, biographical form and copyright form to:

Asset Management Council  
PO Box 245  
Surrey Hills Victoria 3127 Australia

## **10. CONTENT PREPARATION**

In 2009, ICOMS is 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
South Australia Chapter Chair:	Byron Martin, byron.martin@amcouncil.com.au
Paper Presentation & Printing:	Secretariat staff, Ph: 03 9830 4899, Fx: 03 9880 7511 Email: icoms@amcouncil.com.au

# ICOMS Asset Management Council

## Adelaide 2010

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NAME of Presenter: \_\_\_\_\_

### BRIEF BIOGRAPHICAL DETAILS:

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Qualifications

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Current Position

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Experience & Interests

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### AUDIO VISUAL REQUIREMENTS

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Standard equipment in each room includes a

Data projector and computer,

Lapel microphone and

Laser pointer.

Please detail additional requirements:

[ ] \_\_\_\_\_

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Return to ICOMS-Asset Management Conference ,  
PO Box 245, Surrey Hills, Vic 3127, Australia

Fax: +61-3 9880 7511

# COPYRIGHT TRANSFER FORM

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By .....

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In making this transfer. I confirm that:

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- (b) It has not previously been published in the English language;
- (c) It is not under consideration by any other publication;
- (d) I have obtained all necessary permissions (in writing) from the acceptance authorities for the reproduction of text or illustrations; and that
- (e) I am empowered by my fellow author(s) to make this agreement.
- (f) Permission to place a pdf version of your PowerPoint presentation from the Conference onto the Asset Management Council website (Members site) as a secured read only pdf.

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

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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, and
- (2) the copyright reverts to the author if the article is not published.

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THIS STATEMENT MUST BE RECEIVED BY THE ASSET MANAGEMENT COUNCIL BEFORE PUBLICATION

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**PO Box 245, Surrey Hills Vic 3127, Australia**  
**Fax: +61-3 9880 7511**