

Paper Specifications for Non Peer Reviewed Papers:

1. Authors must submit an electronic version of their paper as a Microsoft Word document attached to an e-mail to k.r.saxton@massey.ac.nz. The email should have 'Call for Papers – Non Peer Review Submission' in the email heading. Disks, CDs or hard copies should not be submitted, unless requested at a later date.
2. Papers must be written in English and should not contain more than 3,500 words.
3. Papers should be sent with the title of the paper on the first page, IN CAPITAL LETTERS, centred on the page. This should be followed by the author(s) name(s) on the next line(s) and their organisation(s) on the following line(s). Where authors come from more than one organisation, use superscript numbers to indicate their affiliation.
4. Papers must have an Abstract in italics, followed by the Keywords (maximum of 6) on the first page.
Please restrict the abstract to less than 350 words.
The abstract should explain the purpose of the paper, principal findings, the major points of discussion and conclusions.
Papers must state the sub theme.
5. Papers should be typewritten, single sided, on A4 (*or Letter*) size pages and pages should be numbered throughout. Use "Page X of Y" AutoText for this in the footer and set to right alignment.
6. Page Setup should be as follows:

Line spacing:	1.5
Margins:	Set to 'mirror margins'; inside margin 3.7cm (1 ½ inch), outside margin 2.6cm (1 inch)
Title text font:	Arial 12pt, CAPITAL and bold
Abstract:	Times New Roman, 12pt, italics
Main or body text font:	Times New Roman, 12pt
Sub Heading font:	Times New Roman, 12pt, bold
Tables and figures:	Times New Roman, 12pt
Text alignment:	TITLE, author and organisation/affiliation – centred Abstract – indented 5cm left and right, justified Main text – justified Headings, tables and figures – left aligned
7. Tables and figures should be kept clear, simple and to a minimum. They should be placed in their correct position in the paper (do not append at the end). Colour should be avoided – use shading or hatches for graphs.
8. All units of measurement should be metric. If you want to include imperial measurements in the text, place these in brackets after the metric measurement.
9. Photographs should be kept to a minimum, but where relevant, should be clean, sharp images.

10. Acknowledgements where relevant should be noted (including information on grants received) at the end.
11. When a paper is accepted it is considered to be in its final form.
12. Each paper should be accompanied by a separate document which should include the following information:
 - A repeat of the TITLE, author(s) name(s) and organisation(s)
 - The word count of the paper
 - A statement that the work is original, carried out by the specified author(s) and is not published elsewhere
 - The corresponding author's name and contact details (email, phone, fax and postal address)
 - A short biographical note of the lead author/presenter (c. 50 words).