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Beyond Talk:
Geo-information working for Africa

31st Oct. – 4th Nov. 2005

GUIDELINES FOR A WRITTEN PAPER

These guidelines are for authors participating in AFRICAGIS2005 from 31 October to 4 November 2005 at the CSIR International Convention Centre in Tshwane (Pretoria). These should be read and applied carefully. All authors, regardless whether presenting an oral or poster presentation are required to submit a full paper based upon these guidelines. The proceedings will be produced on CD-ROM.

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Manuscript requirements

The paper must be in English. As a guide, a paper for oral presentation should be less than twelve pages in length, including all tables, figures and references. A paper for a poster presentation would typically be between 6 to 8 pages long. Any paper longer than these guides may be returned to the author for shortening. The author should supply two Microsoft Word files as follows:

1. Paper with the title, authors, affiliations and contact details for the corresponding author. The name of the presenting author should be underlined. The paper should include the abstract. If the paper is in any language other than English, the abstract **MUST** be in English.
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Key Dates

Deadline for Early Registration:	Friday 29 th July 2005
Submission of Paper	Monday 1 st August 2005
Conference Date	31 st October – 4 th November 2005

Contact

If you have any problems and require advice, do not hesitate to contact the following:

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PAPER LAYOUT GUIDELINES

Page Size	A4 Portrait
Margins	All Margins, 2 cm
Page Numbers	Unnumbered
Footer / Headers	None
Footnotes / Endnotes	None
Title	14pt Arial, bold, all upper case, centred followed by a single blank line.
Author and Co-Authors	12pt Arial centred, bold – author and all co-authors names in one line. The Presenting author should be underlined. Author's names should be listed as first name followed by surname / family name. Followed by a single blank line
Authors Affiliation	11pt Arial centred – giving each authors' affiliation (i.e. company / organisation), and the full contact details for the corresponding author only. Followed by two blank lines.
Abstract	9pt Arial, full justification, indented left and right by 1.5cm, italics – maximum half a page
Text	10pt Arial, full justification – single line spacing between paragraphs
Headings and Numbering	Major headings in capitals left-justified, 10pt bold, one blank line above and below Intermediate headings in Proper Case, left justified, 10pt, underlined. One blank line above



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Figures, Graphs, Photographs and Tables

Figures shall be numbered consecutively with a brief title. The figure caption should be below the figure, centred, and not in bold. Authors are encouraged to make use of colour in all graphics, figures and photographs. The figure shall be located in the document, as close as practicable to the first reference to it.

Tables should be numbered consecutively. The table caption should be positioned above the table, centred, and not in bold. Each table shall be located in the document, as close as practicable to the first reference to it.

Symbols and Units

SI units shall be used.

Equations

Equations should be numbered in square brackets e.g. [1] consecutively through the text. The equation should be indented by 2cm, with the equation number on the right. The Equation Editor or function should be used.



References

Citations in the body of the paper must be indicated by the Surname(s) of the author(s) and the year of publication (i.e. Surname, Year). To identify multiple references by the same author(s) in the same year, a lower case letter should be appended to the year of publication – e.g. 1984a and 1984b. References must be listed in full, alphabetically by first named author and chronologically by year of publication at the end of the paper.

Only references that are cited in the text should be listed.