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Beyond Talk:
Geo-information working for Africa

31st Oct. – 4th Nov. 2005

GUIDELINES FOR A POSTER 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.

Copyright

Papers submitted for the Conference should be original contributions and should not be under consideration for any other publication. Authors submitting papers warrant that the work is not an infringement of any existing copyright and will indemnify the Conference organisers against any breach of such warranty. For ease of dissemination and to ensure a proper policing of use, papers become the legal copyright of the Geo-Information Society of South Africa, unless otherwise specifically agreed.

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.
2. A brief (approximately 150 words) biography / c.v. for the presenting author.

The files can be sent either as an attachment on an e-mail or by courier on CD-ROM. The disk must be clearly labelled with the papers' reference number and the authors' name. If a file is too large to be sent as an attachment on e-mail, it may be sent as several attachments on different e-mail messages. The files should be sent to Document Transformation Technologies cc, the CD-ROM proceedings producer at the following:

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 Irene, 0062
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Remember that the CD-ROM of the proceedings will be prepared directly from your material so you will need to make sure your final manuscript is accurate, clear, complete, grammatically correct and without spelling or typographical errors. We cannot accept responsibility for errors or omissions in the published paper. It is the authors' responsibility to proof-read the final paper before submission. A charge will be made to the author for any changes requested to the paper following submission. The instructions for the format and layout of a paper are detailed below. If time allows, a proof of the paper, in pdf format as it will appear in the Conference Proceedings will be returned to the corresponding author for approval.



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Key Dates

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

Contact

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

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 E-mail africagis@doctech.co.za

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.



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GUIDELINES FOR THE PREPARATION OF A POSTER

The written papers for both poster and oral presentation are of equal status, BOTH are published in exactly the same format in the Conference Proceedings. Your written paper and the actual poster presentation are two separate items. The poster should highlight the important points from your paper in a graphical context, supported by text. Posters must not be advertisements or commercial publicity. Reference to trade, company or product names should only occur in the context of the poster. The Organising Committee will remove posters breaching this rule.

The authors are responsible for the preparation, and the erecting of their own posters.

Posters will be on display for the duration of the conference. Authors will be advised regarding a specific time during which the author is required to be at their Poster in order to answer questions from delegates. Posters must be removed during the morning of Friday 4th November before 13:00. Thereafter the organisers will remove any remaining Posters, which will be disposed of. The Conference organisers cannot assume responsibility for any loss, damage or breakage to any display or valuable item.

The Conference organisers will provide the poster display boards. The display boards will have a white background, and measure 960mm wide by 2 400mm high, supported within an aluminium frame. Posters MUST be displayed in Portrait style. As a guide, a typical poster will be A0 size in portrait layout. Posters may be fixed with double-sided tape or adhesive Velcro, the use of other temporary-mounting medium, such as Blue Tack or Prestik is not recommended. The use of thumbtacks, drawing pins, pins etc. will not work. Authors are responsible for providing their own fixing material.

The poster must be in English. It must have a title, author's name and affiliation. Other text should be at least 5mm high. The text is to summarise the main points of the paper and to stimulate discussion. It should not be a copy of the written paper. Drawings, graphs, figures, charts and pictures must be labelled and large enough to be readable from 1.5m away. Authors are encouraged to make full use of colour and graphics.