A Title for a Well-Formatted Full Paper HIWE 2020, Title Case Arial 14pt Bold (Style Title)

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Abstract (in Arial 10pt italics justified) (style ABSTRACT)

This abstract in Arial 10 is justified. The main document below shows you how to lay out your paper for the HIWE 2020. All you need to do is copy the entire file to your hard disk, print it for reference, overwrite this text with your own and save it as a file bearing the surname of the first author- eg, AUTHOR.DOCX in this case. Once completed, your Word manuscript should be emailed to jenna@on-cue.co.nz. The abstract should not exceed 150 words.

# INTRODUCTION (ARIAL BOLD 12 ALL CAPS – STYLE HEADING 1)

If you follow the format of this paper faithfully you will make our job easier and help ensure that all contributions in the final publication look professional and consistent. Please take a minute or two to read through the following instructions before beginning your paper.

Many people seem to object to using a style prepared by others. Some feel that their paper would be better if the style was just a little bit different from the template. We all like to feel creative. Please understand that it is much easier in assembling the proceedings if the same style is used for all papers. This template may not result in your favourite style. It probably wouldn’t be mine. But it is OK, and the proceedings will look much better if we go for consistency rather than a mixture of tastes in elegance. Whether you like it or not, please use the template as it is provided.

Typical manuscripts should be between 6 to 8 pages in length. Note that papers should not exceed eight (8) A4 pages in length.

## Heading Level 2 (Arial 12 Bold Title Case – style Heading 2)

This text is in Arial 10-point. This template, complete with header and footer formats, will make it easy to lay out your paper for the proceedings. (style Normal)

Insert your own text selecting the appropriate style as you go. Be careful when cutting and pasting as sometimes the style is pasted too, be sure to highlight each bit of text and select the right style.

When you have completed your paper, check that you have deleted all instructions and headings in this template.

This template paper is supplied to you in Word format. Text should be single-spaced. Styles in this template should ensure that you achieve the correct format with a minimum of effort.

The paper should be structured into an introduction, main body (arguments, results, discussion, etc) and a concluding section.

### Heading 3 (Arial 10 Bold Title Case – style Heading 3)

A heading three style is available. Realistically in a paper such as this you should not need further levels of headings.

## Margins and page allowance

Set out your paper on A4 size the same as this, with margins as described in Table 1.

Table 1 – Margins to use in this paper

|  |  |
| --- | --- |
| Margin | Size |
| Left and right | 25 mm |
|  |  |
| Top and Bottom | 25 mm |

For Microsoft Word users the Page Setup Dialog should appear similar to that shown in Figure 1, depending on the version of Word that you use.



Figure 1 – The page set out window showing the appropriate margins for this paper.

## Page Numbers, Footers and Headers

Page numbers should be placed on the outside bottom of each page in the footer margin. Number your pages 1, 2, 3, etc of 'the total number of pages'. See Footer below.

There is a different set of headers and footers for the first page, which contains the page count only.

For the second page and on please insert:

* Header:
	+ Abbreviated, if necessary, paper title on the left hand side
	+ First author surname only on the right hand side
* Footer:
	+ Append the Authors to the conference name text on the left hand side
	+ Page numbers

The header in Arial 10-point italics should state the paper title on the left (abbreviated if necessary), and the last name of first author of the paper. The header will be suppressed on the title page.

The footer in Arial 9-point italics should follow the format shown below.

## Guidelines for putting graphics in your paper

Figures are, arguably, the most important component of your paper as they are what most people will look at first as they skim your work. More effort here will reward your work.

All art works shall be inserted directly into your document for production.

This paper will be produced and distributed electronically, therefore it is assumed that, where appropriate, colour will be used as there is no associated production cost. Remember to check your colour contrast, for example yellows are quite hard to both read on the screen and print, and that a large proportion of the male population have some form of red-green colour blindness.

Floating frames are useful for convenient positioning of graphics. Text may be wrapped around figures if desired. Number your figures Figure 1, Figure 2, etc with a short caption under each in 10-point Arial bold to distinguish it from the main text. The style Caption should be used.

Some general guidelines are collated from several online guides for journal papers are listed below.

### Line Art

* Definition: Black and white graphic with no shading.
* Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
* All lines should be at least 0.1 mm (0.3 pt) wide.
* Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
* Vector graphics containing fonts must have the fonts embedded in the files.

### Halftone Art

* Definition: Photographs, drawings, or paintings with fine shading, etc.
* If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
* Halftones should have a minimum resolution of 300 dpi.

### Combination Art

* Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, colour diagrams, etc.
* Combination artwork should have a minimum resolution of 600 dpi.

### Figure Lettering

* To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
* Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
* Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
* Avoid effects such as shading, outline letters, etc.
* Do not include titles or captions within your illustrations.

## Tables

Tables should be labelled Table 1, Table 2, etc at the top of each table.

Tables should be centred on the page and there are two helper styles to format table headers and table contents, *Table Header* and *Table Contents*, respectively. Table captions should be centred above the table using the *Caption* style.

Where possible try to keep tables on one page. This is, however, not always possible so please repeat the column headers on the new page.

## Language

This paper will be presented in Australia and is therefore to be written in Australian English. If in doubt please have your paper proof-read by someone fluent in English before submission.

## Units and Symbols

It is strongly preferred that units be in the S.I. system (Système International).

Where possible industry standard symbols should be used. All non-standard symbols shall be identified and described in the paper, preferably at or immediately after their first use.

If in doubt AS2900 provides significant guidance on symbol and unit standardisation.

## Equations

Mathematical equations should be laid out wherever possible using an equation editor and be numbered consecutively as in this example (using the style Equation 10pt Arial):

 *E* = *mc*2 (1)

The equation number should be right aligned on the right margin. When you reference equations in the text, use the equation number and brackets. Using (1), it can be seen, or, from equation (1) it can be seen that one plus one equals two.

Ideally, the equation will flow and be read as part of your arguments through the paragraph. For example:

When considering forces and acceleration Newton’s Second Law states that

 ***F*** = *m****a*** (2)

in which *F*, *m* and *a* represent an applied force, an object’s mass and its acceleration, respectively. Therefore, if we know an object’s mass we can directly compute the force required for a desired acceleration, namely

 ***a*** = ***F*** */ m* (3)

# ACKNOWLEDGMENTS

This work was conducted in collaboration with the departments of X, Y and Z. Also list here, where applicable, funding sources for the work described and contributors who are not authors to its intellectual content.

# REFERENCES

The Harvard system should be used for all referencing. References should be presented in the body of the text as follows: Barker (1992) or (Barker, 1992) for one author, (Jones & Smith, 1998) for two, and Feugard et al (1994) for multiple authors. They should be listed in alphabetical order according to the example formats in Section 4. Where the original author’s words are repeated verbatim, references should include the page number for the quote, e.g., ‘… this is the quote’ (Black, 1996: 38). Quotes that are less than three lines should be enclosed in quotation marks. Larger quotes should be placed in a separate paragraph, indented 1.5 cm left and right sides, and use 10 pt. Arial font. References for large quotes should follow immediately after the quote, right justified and indented 1.5 cm, or be placed in the text immediately preceding the quote. An example follows.

It is with a great deal of pleasure and excitement that we invite you to submit a paper for presentation at the HIWE 2020 Conference, to be held in Auckland, New Zealand, from 16-19 November 2020. (style Quote 10pt Arial)

(Smith, 2012) (style Quote Line 10pt Arial Italics)

Reference management software such as Endnote will significantly simplify the task of formatting both in text and end of paper references.

# REFERENCES PLACED AT THE END OF THE PAPER

The general format for references is as follows:

Author’s surname, initials. (Year of Publication), Title in Italics, Name of Publisher, Place of Publication. (style References 10pt Arial)

Some specific examples of reference styles for different types of publications are given in the rest of this section.

1. Example for book references:

Smith, N.J. and Jones, M. (1979*), A Companion Guide to Good Authorship*, Social Work Press, Sydney.

2. Example of referencing for a chapter or article within a book compiled or edited by others:

Where the reference refers to a paper or article in a book, journal or conference proceedings, page numbers for that paper or article are required. Acknowledgement needs to be given to editing authors for books or conference proceedings.

Morris, J.S. (1986), *The Art of the Review*, in Warren, E.G., “Innovations in Editing”, Bromley Press, Sydney, pp. 8-12.

3. Example for journal article references:

For articles in journals, the article name is italicised and the journal name is in normal text. The journal name is followed by its volume number, then its issue number in brackets, a comma and then the page numbers for the article.

Wright, O.R. (1969), *Summary of Research on the Selection Interview Since 1964*, Personal Psychology, 22 (2), 391-413.

Feugard D.C., Abner R., Smith P. and Wayland D. (1994). *Modelling daylight illuminance*, J. Climate Appl. Meterol. 23-109.

4. Example for Conference Proceedings:

Vlacic, L., Mills, D. and Lowe, I. (1996), *Integrated Resource Planning: A Multicriteria-Based Decision Model*, in Gertler, J.J., and Peshkin, M. (Eds) Preprints of the 13th World Conference: International Federation of Automatic Control, San Francisco, June 30 – July 5, 1996, pp. 267-272.

Unpublished Paper

Lewis F.M. and Abbow C. M. (l976). *Pyrogas from biomass. Paper presented to Conference on Capturing the Sun Through Bioconversions*, Washington, D.C.