



HWRS 2020

Abstract Submission Guidelines

All abstracts submitted for HWRS 2020 must follow this guide.

Call for abstracts closes **24 April 2020**.

The outcome of abstract submissions will be emailed in **May 2020**.

Accepted presenters must be registered for the Conference by **June 2020**.

ABSTRACT SUBMISSION GUIDELINES AND TEMPLATE:

All abstracts submitted for HWRS 2020 must follow these template guidelines below.

The abstract must be written in English and submitted through the online presentation portal.

No abstracts submitted directly to the HWRS inbox will be passed on to the portal for review, you must upload yourself.

A Title for a Well-Formatted Full Paper HWRS 2015, Title Case Arial 14pt Bold (Style Title)

Author 1¹ (style: Author), Author 2² (style: Author)

¹Position, Name of Institution, Authority or Company, City, Country
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²Position, Name of Institution, Authority or Company, City, Country

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

This abstract in Arial 10 is justified. The main document below shows you how to lay out your paper for the HWRS 2020 Symposium. 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.DOC in this case.

1. 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.

Please remember papers should be no more than **eight (8) A4 pages** in length.

1.1. 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 Body Text)

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. All styles used in this document are in **pink typeface**.

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

1.2. 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 (style **Caption**)

Margin	Size
Inner (gutter)	25mm
Outer	25mm
Top and bottom	25mm

For Microsoft Word users the Page Setup Dialog should appear as shown in Figure 1. Centre your Figures and Tables.

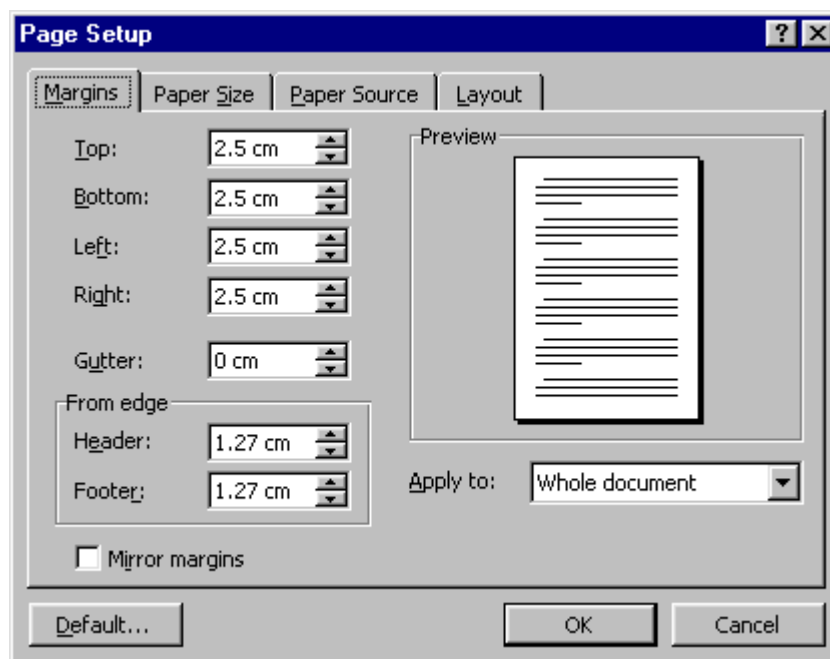


Figure 1 The Page Setup Dialog Box (Margins) for formatting a HWRS Conference paper in MS Word. (Style **Caption**)

Page numbers are automated. They should appear 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.

1.3. Guidelines for putting graphics in your paper

Graphic objects such as charts, photos and line drawings should be in electronic form and be pasted into the document directly. Floating frames are useful for convenient positioning of graphics. Original line drawings, photos, etc should be scanned before insertion. If possible, use either JPEG or GIF format graphic files, as they are more compact than bitmaps like BMP or PCT. By all means use colour if it enhances the meaning of the figures. 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.

1.4. Tables

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

1.5. Units

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

1.6. Footers and headers

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.

1.7. 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):

$$I_j = S_j + \sigma_j \tag{3}$$

The equation should be separated by a blank line above and below, and 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 (3), it can be seen, or, from equation (3) it can be seen that one plus one equals two.

2. 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.

3. 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 HWRS 2020 Conference, to be held in Adelaide, Australia, from 21-24 September 2020. (style **Quote** 10pt Arial)
(Smith, 2020) (style **Quoteline** 10pt Arial Italics)

4. 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. Meteorol.* 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. (1976). *Pyrogas from biomass*. Paper presented to Conference on Capturing the Sun Through Bioconversions, Washington, D.C.