

10th Asia Pacific Special, Health and Law Librarians' Conference

celebrate the future

Adelaide Convention Centre, Adelaide, South Australia 24-27 August 2003

Presenter Information

Presenters (one presenter per paper or workshop) are entitled to a 10% discount on registration at the conference, whether this is for a day or a full registration. The registration brochure will be available in May 2003 and will be mailed to all presenters. Please complete the **registration form** and return it to the Secretariat, along with full payment, no later than 4 July 2003.

Key Dates

The following key dates are listed to help you plan and assist us in meeting deadlines as advised by the Committee:

Speaker Agreement	12 May 2003
Audiovisual Requirements	12 May 2003
Agreement to publish	12 May 2003
Paper (formatted for publishing)	4 July 2003
Registration Form	Early Bird closes 15 July 2003

Conference Presentations

PAPERS

Papers are to be *presented*, not read. Please allow time for discussion.

WORKSHOPS

Workshops are to be interactive. Their aim is to increase skill and/or knowledge through involvement and participation.

POSTER PAPERS

Poster papers are to be visual representation of the paper content. The size of the poster must not exceed 1000 mm wide by 1600 deep. To enable delegates to both view the content and to address questions to the authors, the primary presenter will be asked to stand by the poster at set times during the lunchtime break.

POWERPOINT PRESENTATIONS

The latest version of PowerPoint will be available for the presentation of papers at the Conference. Please note that overhead and slide projectors will not be available at this conference. Refer to the audio-visual equipment form for full details of the software types supported at the Adelaide Convention Centre. Do not email your presentation to the Centre or the Secretariat prior to the Conference – bring it with you on a CR-Rom, Zip or standard floppy disk.

The Secretariat will not take any responsibility for PowerPoint presentations sent by email prior to the Conference.

Paper Guidelines

Please read these instructions carefully. The Committee will accept only electronic submission of papers emailed in the prescribed format.

Please email your full paper in a Word format only no later than 7 July 2003. Papers will be forwarded to the Program Convenors for refereeing and returned to you for editing if necessary. The Secretariat will send an email acknowledging receipt and confirming that your paper is able to be accessed. If you do not receive an email acknowledging receipt of your emailed paper, advise the Secretariat immediately.

FILE TYPE

All papers must be submitted in either of the following file formats:

- Microsoft Word file
- Rich text format (rtf)

Label the file with your name (e.g smithj) and indicate clearly that it is for the ALIA conference.

FONT

12 point Times, Arial or Times New Roman

MARGINS

The A4 page should be set up to the following margins:

- **Top:** 2.5cm
- **Bottom:** 2.5cm
- **Inside:** 2.5 cm
- **Outside:** 2.5cm

CONTENT (see below for formatting details)

- Title (centred)
- Author(s)
- Presenter(s) underlined
- A short biography for each (>200 words)
- A short abstract (>200 words) and
- Main text (introduction, main text, conclusions, acknowledgements, references)

PAPER LENGTH

Please limit your paper to 3000 words excluding references. Powerpoint slide print outs are not acceptable as papers for publication.

PAPER TITLE

ALL CAPS, BOLD, CENTRED

AUTHORS

List the paper's authors in alphabetical order, centred and with each author on a new line. The presenting author's name should be marked with an asterisk. The list of authors should be followed by the presenting author's full postal address and contact details i.e.

Jane Jones

John Smith*

Ben West

Institute of No Name

PO Box 1

No Name Town

No Name Country

Ph: +98 7 6543 2111, Fax +98 7

6543 2112,

Email:

john.smith@provider.net.au

HEADINGS

Major Headings should appear in ALL CAPS & BOLD and be justified left. Subheadings should appear in Upper and Lower Case and Bold and be justified left.

REFERENCING FORMAT

Please follow the Harvard Referencing Style

BODY OF TEXT

The body of text should appear in 12 point Times, Arial or Times New Roman and be fully justified.

TABLES AND GRAPHS ETC

Tables and other graphic objects may be included in the paper. If importing items from other programmes these items must be copied and pasted as objects and not linked to the source programme

Thank you. We look forward to receiving your paper.