



# BACK to the FUTURE 2015

## GUIDELINES FOR THE PREPARATION FORMAT OF FULL PAPERS AND POWERPOINTS FOR NZPI ANNUAL CONFERENCE

### PAPERS

- Maximum length: **4000 words** in length (excluding abstract and references)
- Papers should be formatted as follows:
  - Margins throughout – 2.5 cm all sides, with headers and footers 0.5 cm from the edge.
  - First page to include:
    - title of paper
    - abstract (max. of 300 words)
    - name(s) of author(s)
    - name(s) of presenter(s) if different from author(s)
    - institutional affiliation(s)
    - all relevant contact information.
  - Papers should be written in 12 point using 1.5 spacing and justified
  - Page numbers should be inserted at the bottom of the page
  - Any tables, graphs, maps or photos should be contained in the main body of the paper (NOT at the end of the paper) and titled sequentially – e.g. Table 1: XXXXX, Table 2:XXXXX, Table 3:XXXXX. Titles for any graphics should be placed above the table/graph/map/photo and centre aligned.
  - Footnotes may be used, but they must not be excessive in number or length.
  - The reference list should follow the Harvard referencing style
  - For references that appear following an author name within the text, you should use the following convention: “Author name[s] (Year) note[s] that....”; For references that appear at the end of a sentence authors should use the following convention (Author Name[s], Year). Where a reference contains 3 or more names author should use (e.g.) “Smyth et al (2010)”
  - Papers should be free of typographical and grammatical errors.

### POWERPOINTS/PREZIS

All PowerPoints/Prezi presentations are the responsibility of the presenters. We strongly recommend that presenters use a maximum of 20 slides for a 30-minute presentation to ensure that you leave time for discussion and answering questions.

We also recommend that you have a look at our guidelines for presentations, even if you are an experienced presenter: [http://www.planning.org.nz/Category?Action=View&Category\\_id=781](http://www.planning.org.nz/Category?Action=View&Category_id=781)