



Impact 7 Proceedings Formatting Guide

Final papers must be submitted by 27 May, 2011
e-mailed to: ruth.bain@monash.edu

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Formatting Guidelines:

Text to be supplied in **Microsoft Word only**. Do not provide text in PDF format.

Ensure that the '.doc' or '.docx' extension is included in your file name. Please use the following naming convention: **Surname_initial_Impact_paper.docx**, and set your text according to the following formats.

Title of Paper (Arial 16pt Bold): Sub-title of Paper, if required (Arial 16pt Bold, Single Line Spacing)

(single line space)

Authors Name (12pt Arial bold)

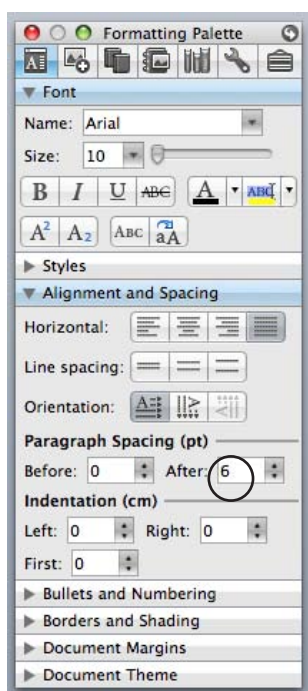
Author's Afiliation and country (12pt Arial Italic; eg: Monash University, Australia)

Author's e-mail address (12pt Arial Italic)

(single line space)

Abstract (please include this heading, 10pt Arial Bold)

Arial 10pt Italics, range left, ragged right, single line spaced. Include your updated abstract here. It should be less than 300 words (in addition to the paper word limit). The abstract may be printed separately to the paper within a program of abstracts, and at the beginning of the paper in the proceedings. Please give consideration both to how the abstract reads in isolation and to how the abstract and paper read together, when printed one after the other.



BODY TEXT

Should not exceed 4000 words.
Use Arial 10 point justified text.
Set margins to 3cm.
Use block, not indented paragraphs.
Do not use 'tab' at all when constructing your article.
Do not use the 'table' function in *Word* or import tables from *Xcel*.
Use standard *Microsoft Word* single line spacing with 6pts after each paragraph (see screen grab of *Microsoft* formatting palette).

All Text Headings 10pt Arial Bold, Range Left, Title Case.

REFERENCING

Please use inline author-date citations accompanied by a reference list as specified in the Monash University Publishing Style Guide (<http://www.publishing.monash.edu/styleguide.html>).

Do not use Endnote.

IMAGE(S)

The Impact 7 Editorial Executive respects copyright. It is the responsibility of contributors to obtain all necessary permissions for the use of images that do not belong to them. Copies of permissions must be sent with the completed text and figures.

A single page of grey-scale image(s) will be permitted per paper with a maximum of 4 images on the page. This will follow immediately on from the abstract and introductory paragraphs as per the mock-up illustrated below. A selection of 4 layout options are permitted for images and are demonstrated on the following pages.

Images, illustrations, or diagrams are to be supplied separately to copy as 300dpi, grey scale tif format Photoshop files at the size(s) indicated on the following pages. Please ensure you have cropped your images to the correct size and follow the file naming convention as presented on the 4 pages of options that follow. If you are supplying more than one image collate them in their own folder.

IMAGE CAPTION(S)

Image captions must be supplied as a separate file. They will be block set as indicated overleaf and must not exceed 4 lines in length. Please refer to your images as **Figure 1, 2, 3 and 4**.

Caption text to be set in 9pt, Arial italic, range left, ragged right. Figure number to be set in bold italic followed by a colon, also set in bold. Please use the following file naming convention: surname_initial_impact_caption.docx



Figure 1: Example of how the opening text and image spread will look in final Impact 7 publication. Do not set your document in 2 columns. This will be done in the final design stage. Please see all image layout options available on the following pages.

COLLATING YOUR DOCUMENTS

Once complete please zip all your files together and re-name using the same naming convention: surname_initial_impact_print_files.zip

Please keep zipped file size under 10mb.

SUBMISSION DETAILS

Final formatted papers must be submitted by 27 May, 2011
e-mailed to: ruth.bain@monash.edu

OPTION ONE

Image: 160x225mm, 300dpi greyscale tif
Naming convention: Surname_initial_impact_single_image.tif

Figure 1: Captions to be grouped together if providing more than one image. All images will be presented on a single page and not positioned with their place in the paper. A maximum of 4 images can be provided, 300 dpi, greyscale tif format. captions must not exceed four lines, 10pt Arial italic. Please supply as separate word doc: Surname_initial_impact_caption.docx

image: 160x110mm, 300dpi greyscale tif
Naming convention: Surname_initial_impact_image_2a.tif

image: 160x110mm, 300dpi greyscale tif
Naming convention: Surname_initial_impact_image_2b.tif

figure 1: Captions to be grouped together if providing more than one image. All images will be presented on a single page and not positioned with their place in the paper.

Figure 2: A maximum of 4 images can be provided, 300 dpi, greyscale tif format. captions must not exceed four lines, 10pt Arial italic. Please supply as separate word doc.

image:
77.5x110mm, 300dpi greyscale tif
Naming convention:
Surname_initial_impact_image_4a.tif

image:
77.5x110mm, 300dpi greyscale tif
Naming convention:
Surname_initial_impact_image_4b.tif

image:
77.5x110mm, 300dpi greyscale tif
Naming convention:
Surname_initial_impact_image_4c.tif

image:
77.5x110mm, 300dpi greyscale tif
Naming convention:
Surname_initial_impact_image_4d.tif

Figure 1: Captions to be grouped together if providing more than one image. All images will be
Figure 2: Presented on a single page and not positioned with their place in the paper.
Figure 3: images can be provided, 300 dpi, greyscale tif format. captions must not exceed four
Figure 4: Please supply as separate word doc: Surname_initial_impact_caption.docx

image: 160x110mm, 300dpi greyscale tif
Naming convention: Surname_initial_impact_image_3.1a.tif

image:
77.5x110mm, 300dpi greyscale tif
Naming convention:
Surname_initial_impact_image_3.1b.tif

image:
77.5x110mm, 300dpi greyscale tif
Naming convention:
Surname_initial_impact_image_3.1c.tif

Figure 1: Captions to be grouped together if providing more than one image. All images will be
Figure 2: Presented on a single page and not positioned with their place in the paper
Figure 3: Images can be provided, 300 dpi, greyscale tif format. captions must not exceed four

image:
77.5x110mm, 300dpi greyscale tif
Naming convention:
Surname_initial_impact_image_3.2a.tif

image:
77.5x110mm, 300dpi greyscale tif
Naming convention:
Surname_initial_impact_image_3.2b.tif

image: 160x110mm, 300dpi greyscale tif
Naming convention: Surname_initial_impact_image_3.2c.tif

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