



GUIDELINES FOR WRITTEN PAPERS / PRESENTATIONS

The proceedings for the SEASC 2005 Congress will be published on CD. Only abstracts (and biographies), together with the Congress Program will be available at the registration desk in printed form.

It is imperative that documents and presentations submitted will strictly conform to these guidelines. The editor will omit any papers / presentations that do not adhere to these guidelines.

All papers and presentations should be original contributions and should not be under consideration for any other publication.

The full paper files should be in MS Word format or and presentation in MS PowerPoint. Please do not use any compression software (zip) if feasible.

You are required to submit two **digital** files:

1. Abstract and author's biography
2. Full paper or presentation

Submissions must be received **no later than 30th September, 2005.**

1. ABSTRACT and BIOGRAPHY

Please do not include any pictures or attachments with the abstract or biography.

Paper format: Please use A4 (297 x 210mm) paper format.

Margins: Left/ Right 25mm, Top/Bottom 25mm.

Title and Author's affiliation: should look like this:

Title (Times New Roman 16pt, Bold, Centre)

Author 1 (Times New Roman 11pt, centre)

Author 2 (Times New Roman 11pt, centre)

Name of Affiliation (Times New Roman 11pt, centre)

Address (Times New Roman 11pt, centre)

Author's email address (Times New Roman 11pt, centre)

Body of Abstract: (Times New Roman 11pt, justified, paragraph spacing: before 12pt, line spacing: 1.5)
Abstract should not exceed 300 words. It should summarize the content of the paper and be complete in itself.

Footer: (Times New Roman 8pt, Centre, Page number as second line). See footer as example on this page.

Biography: (Times New Roman 11pt, justified, paragraph spacing: before: 12pt, line spacing: 1.5)

Biography is to be submitted on a separate page (along with the abstract within the same file), and it should be no more than one page long.

Note: The biography will be used as part of introduction of the presenter(s) during oral presentation at the Congress. If there is more than one author, please indicate clearly the presenter of the paper at the congress.

2. PAPER or PRESENTATION

Written paper file size must not exceed **10 Mb**, including figures, illustrations, tables and references.

Title of Paper: At the top of the first page, centre each element of the title, e.g.:

Title (Times New Roman 16pt, Bold, Centre)

Author 1 (Times New Roman 11pt, centre)

Author 2 (Times New Roman 11pt, centre)

Name of Affiliation (Times New Roman 11pt, centre)

Address (Times New Roman 11pt, centre)

Author's email address (Times New Roman 11pt, centre)

Abstract: (Times New Roman 11pt, justified, paragraph spacing: before 12pt, line spacing: 1.5)

Abstract should not exceed more than 300 words. It should summarize the content of the paper and be complete in itself.

Major Headings: (Times New Roman 14pt, Bold): Type major headings in capital letters, flush left.

Subheadings: (Times New Roman 12pt, Bold): Type subheadings in caps and lower case, underlined, and place flush left on a separate line.

Text: (Times New Roman 12pt, justified). Paragraph spacing: before 12pt, line spacing: single, with double spaces between paragraphs and headings. Start paragraphs and headings flush with left margin.

Footnotes: (Times New Roman 8pt, centralized, with page number on second line): Mark footnotes in the text with a superscript asterisk. If two footnotes appear on the same pages, use a double asterisk for the second one. Footnotes should be placed at the bottom of the page.

References: (Times New Roman 12pt, Bold): List bibliographical references in alphabetical order at the end of the paper. Each reference should follow this sequence and punctuation: author's last name, author's initial, year of publication, title of the reference article: name of book or journal, volume (if a book), inclusive pages. In the text, cite the reference by giving, in parentheses, the author's last name and the year of publication.

Symbols, Units and Abbreviations: Use standard symbols and abbreviations. Please use SI system.

Page Numbers: (Times New Roman 8pt, Bold): should be placed as part of the footer, centralized, at the bottom of all pages.

Photographs and Imported Objects: Scanned photographs and imported objects are acceptable as long as they are of high quality.

Captions: All captions should be typed in upper and lower case letters, centered directly beneath the illustration. All captions are to be preceded by a reference number, e.g. Figure 1. Extracted map of Area ABC.

Fold-outs: Hardcopy fold-outs will not be included in the proceedings as all papers will be published digitally. Please include them as part of the submission.

Tables: Tables should be placed directly in the manuscript. Number and title each table.

Copyright: If your manuscript contains copyrighted illustrations, a statement of copyright must be included. The author is responsible for obtaining copyright permission from the owner.

PRESENTATION FORMAT

Instead of the full written paper, presentations of your work in other format are acceptable. The total presentation files should not exceed **10Mb in size**, including figures, illustrations, tables, graphics and animation.

Authors are to ensure their presentation files can be opened using commonly available applications, it is author's own responsibility to ensure necessary applications, drivers and executables are available to ensure necessary application drivers and executables are available or include a runtime executable to view their presentations. Format can be in the forms of MS PowerPoint, animated movie files playable using MS Window Media Player, Quick Time or Real Player.

SUBMISSION ADDRESS

Please email your files as attachment to SEASC Secretariat, secretariat@seasc2005.org.bn.
You can also deliver your files on CD to:

SEASC 2005
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Brunei Darussalam.

Adherence to the specified deadline for papers of 30 SEPTEMBER, 2005 is essential. Early submissions are highly encouraged!