



GROUND ENGINEERING IN A CHANGING WORLD

15 – 18 July 2012

Crown Promenade Hotel, Melbourne, Australia

[www.anz2012.com.au](http://www.anz2012.com.au)

## PAPER SUBMISSION GUIDELINES

Please read this text before you start preparing your paper for the proceedings of 11<sup>th</sup> Australia New Zealand Conference on Geomechanics, Melbourne Australia, 15 – 18 July 2012.

The purpose of this guideline is just to clarify the format and instructions that is necessary for the production and submission of the paper. Failure to follow the instructions could result in your paper not appearing in the published version of the conference proceedings.

### HOW TO START

Please download all files from the conference website including;

Paper Template  
Guidelines

These files contain all the information you will need to know and follow to complete your paper submission.

Open the Paper Template and save the file as a standard WORD document and name the file as follows: paper number (e.g., 120) first author's full name (e.g., Bill Smith)

For example: 120 Bill Smith.doc

## CONFERENCE PAPER

**The corresponding author is required to submit 1 version for their paper by 8 January 2012 on behalf of all co-authors (if any).**

The name, title, postal address, telephone, fax number and email address of the first author should be entered in the Speaker Zone. Please ensure that these details are checked and updated.

### Paper Submission

The publishers require an electronic version of your paper and illustrations. You must submit the paper in MS WORD through the ANZ 2012 Speaker Zone using your existing login and password.

If you require your login and password to be resent to you please contact [nicole@leishman-associates.com.au](mailto:nicole@leishman-associates.com.au)

Please check the electronic file before submitting it. You will have until 8 January 2012 to login to your account and make any updates to your paper by clicking UPLOAD FINAL PAPER.

Submissions must otherwise conform to the requirements described below and instructions provided in the Paper Template.

Papers that arrive after the due date cannot be guaranteed to be included in the publication.

## **FORMAT AND INSTRUCTIONS**

### **1 Guidelines**

All the instructions about the format and the style of the paper are given in the PAPER TEMPLATE. Papers must have an abstract and a conclusion. Colour pictures will be reproduced in black/white print, and in colour in electronic media.

### **2 Length**

The maximum number of pages is six (6). We do not make a distinction between poster and oral presentations. We consider them both to be of equal merit. We would ask you not to exceed 6 pages including references and illustrations. Text should be in one column.

### **3 Commercialism**

All commercialism must be avoided. This applies to all authors including those at universities, consultants, independent laboratories and manufacturers.

Products should be defined by their properties. Product names can only be used **once** within the paper, and only where they are associated with the definition of the properties. Papers that do not conform will be returned to the author for revision. Failure to conform to these rules in the final submission will result in rejection of the paper. Acknowledgement of sponsorship at the end of a paper is both appropriate and acceptable.

### **6 Clearances**

The author(s) are responsible for obtaining written permission to profile the project or subject matter in their papers from any and all clients, owners or others who are/were contracted for the work. The ANZ 2012 Organising Committee assumes that you have obtained the proper permission and requires the author(s) to indicate this in the Speaker Zone when submitting their full paper. The Organising Committee assumes no liability for the author's(s') failure to gain proper permission.

### **7 Copyright material**

If a figure, table or photograph has been published previously, it will be necessary for the author to obtain written approval from the original publisher for it to be reprinted in the Proceedings. The source of previously published material should be included in the caption for the table, figure or photograph.

The papers will be delivered to the Organising Committee free of copyright charges.

The Organising Committee assumes no liability for the author's(s') failure to gain proper permission.

## **CONTACT DETAILS**

For queries relating to the general submission of papers and the interpretation of the instructions please contact Nicole Amato, Leishman Associates [nicole@leishman-associates.com.au](mailto:nicole@leishman-associates.com.au)

This information can also be found and downloaded from the ANZ 2012 website: [www.anz2012.com.au](http://www.anz2012.com.au)