IAIAsa 2019 CONFERENCE

FORMAT AND CONTENT STRUCTURE FOR PAPERS

1. DEADLINE FOR PAPER SUBMISSIONS

Please e-mail your paper by **no later than 3 June 2019** in **Microsoft Word format** (version 2010 compatible). Neither Adobe Acrobat format/PDF format documents nor password protected and non-editable documents will be accepted.

Papers will be peer-reviewed and returned to authors by Friday **13 July 2019** for final revision. Deadline for receipt of final papers (incorporating all of the reviewers comments) is **12 August 2019.**

2. PAPER FORMATTING

The paper, accompanied by references, tables, illustrations, diagrams and photos should not exceed **8 pages** in length. Please use **single spacing** and a **Times New Roman 11 pitch font**. An example of the paper format is given in Box 1 below, while the content structure is outlined.

The first page of the manuscript should contain the title of the paper, full name/s and affiliation/s of the author/s, full mailing address and all contact details and the abstract. The abstract should be in **bold** font. In the case of more than one author, the name of the author presenting the poster should be **underlined**.

Page setup margins should be - **left 3cm; right, top, and bottom all 2.5cm**. All paragraphs should be **left aligned**. Three spaces should be left after the abstract before starting with the first heading of the paper. Each page should be numbered, including those with references, tables and illustrations. Headings, sections and paragraphs should ***not* be numbered**, but the following hierarchy should be followed:

HEADING OF MAIN SECTION
Heading of subsection
Heading of sub-subsection

References should be standardised and set out using the Harvard system – see example of references in paper below. The reference should appear in the text, in brackets, with the authors' names, followed by a comma and the year. The reference list at the end of the paper should be in alphabetical order.

3. IMPORTANT THINGS TO NOTE

- **Marketing:** Including material of a business marketing nature is unacceptable in an IAIAsa conference paper.

- **Plagiarism.** Plagiarizing the work of others is unacceptable. If detected, your paper will be removed from the conference programme.

- **Dual Submission/Publication.** Papers accepted for an IAIAsa conference can be submitted or presented elsewhere. Authors are encouraged to submit their conference papers to the IAIA Journal, Impact Assessment and Project Appraisal.

Box 1: Example of formatting for paper.

SETTLEMENT PLANNING AND INTEGRATED ENVIRONMENTAL MANAGEMENT COMPARED: SOME LESSONS

Gasson, Barrie and Todeschini, Fabio
School of Architecture and Planning
University of Cape Town
7701 Rondebosch
Tel: 021 650-2366
Fax: 021 689-7564
E-mail: gasson@centlivres.uct.ac.za

'3 spaces here'

ABSTRACT

The purpose of the paper is to review two conceptualisations of the substance and process of environmental management: one being that contained in …

The paper opens with an orientating statement on settlement planning. It then gives an interpretation of the …The paper concludes by drawing out three lessons for settlement planning and IEM / EIA, and raises five questions for further consideration.

The following are the main lessons. Firstly, the adoption of the IEM procedure will … Secondly, it is unreasonable to claim …

The following are the main questions for IEM / EIA. Firstly, what is IEM's substantive focus? Secondly, is it necessary and practicable for IEM to be as comprehensive as it sets out to be?

'3 spaces here'

AN OUTLINE OF SETTLEMENT PLANNING

Settlement planning is a normative process that is driven by the question: what ought to be promoted? It is … and the humanist (Dewar and Gasson, 1994; Uytenbogaardt, Dewar, and Todeschini, 1997).

Driving concerns and approach

A central concern of planning is to recognise that natural systems operate in complex and highly synergistic ways and …

Challenges facing planners

A major challenge confronting settlement planning is balancing out the imperatives of natural and cultural conservation, on the one hand, and appropriate …

REFERENCES   **(two examples are given below: a journal paper and a book)**

Armour A (1991) Impact Assessment and the Planning Process: A Status Report. *Impact Assessment Bulletin*, vol 9, no 4, pp 27-33.

Bass R E and Herson A I (1993) *Mastering NEPA: A Step-by-Step Approach*. Point Arena, California: Solano Press Books.

4. STRUCTURE, ORGANISATION AND CONTENT

The basic structure of a conference paper is more or less the same as for a journal paper. However, the length of the conference paper is very restricted and the messages need to be focused and limited for an Impact Assessment audience.

Organize your conference paper to meet the needs of the specific IAIAsa audience. Begin by connecting your identified issue, problem or research to the IAIAsa audience's concerns. Share practical examples/case studies from your experience, and then, in conclusion, broaden the discussion back out to general issues in the field.

The suggested structure and organization for your paper can include the following headings and is provided as a guide and not a strict prescription.

(i) Title

The title should be concise, attract attention, and highlight the main point of your paper. The title is the part of a paper that is read the most; it is usually read first and most often. Good titles describe the contents of the paper.

(ii) Abstract

Guideline for IAIAsa abstracts are provided elsewhere.

(iii) Introduction

Background information is presented, including setting the context and outlining the aims and objectives of the paper. The main message of the paper should be described with an argument indicating "why we should care about the issue and the implications?". The introduction serves the purpose of leading the reader from a general subject area to a particular field or issue for investigation. In brief, the introduction should guide the reader to the current state of the art in the field or the current problems encountered in practice.

Explain why your paper is an important contribution to IEM theory, practice or debate.

(iv) Problem Statement

Write a precise problem statement and its application for the field and EAPs in particular. Highlight the primary concerns in practice and what concerns EAPs in particular. Identify what problem the paper is trying to solve and what is the scope of the paper.

(v) Question

The question should be interesting, relevant and important. You should aim for a single question to focus the paper.

Tell us exactly what you plan to argue in one question. If you cannot sum up the point of your paper in one question, then it is an indication that you need to scale back your paper to fit the limitations of an IAIAsa conference presentation.

(vi) Literature Review

This section either can be avoided or can be merged with the "Discussion" section. As you outline your argument, you should refer to the existing literature or legal framework or demonstrate that you are familiar with it.

(vii) Discussion

This is the most important part of the paper, with the purpose of moving the debate forward. You must explain why your paper has broad significance to larger debates in the field.

This section is the body of the paper and reports on the actual work done or the case study or presents your data, views and arguments to answer the question and problem identified in the previous section. The discussion should be written as if it were an unfolding argument, setting each idea or point sequentially at a time. You should lead the reader from narrow and/or very specific issues to more general conclusions.

Present and analyse information, evidence, arguments or data in a logical format. Organize your main points into a logical sequence with transitions or connecting thoughts between points.

Present discussion in its clearest form and use figures, tables and pictures instead of copious amount of text. Discuss the significance and implications of the issues, arguments or evidence. The discussion should end by answering the following two questions:

- What is the answer to the problem and question?

- What are the implications if the problem is not resolved?

(viii) Conclusion and Recommendations

Write a conclusion to the paper in one or two paragraphs stating the contribution of the solution and its applications.

Provide recommendations on what is important or what EAPs and the EIA community in general need to do to improve practice.

(ix) Acknowledgements

Briefly acknowledge special help from individuals or organizations.

(x) References

Usually 5~10 references are ideal in the case of an IAIAsa conference paper. Depending on the scope and whether the paper is a presentation of scientific research, the number of references may change.