

Acknowledgements (style “Heading 1 “ for heading, “normal” for text)

References (style “Heading 1 “ for heading, “References” for text)

Appendices (style “Heading 1 “ for heading, “normal” for text)

Numbering of sections

- 6 The sections and sub sections of the paper (not including the Summary) should be numbered sequentially throughout.
- 7 Authors should write their papers so as to avoid the use of more than three levels of sub-section.

Length of paper

- 8 There is no maximum or minimum length, but 2,500 – 5,000 words may be taken as guidance.

Tables

- 9 All Tables should be numbered sequentially in the order to which they are referred to in the text. In addition to the numbering, they should be captioned using style “Caption”. All numbering and captions should be placed immediately below the Table.
- 10 The contents of the Tables should use style “Normal” (where possible) and may be either centred or left hand justified as desired. Please also note points 3 and 4, above.
- 11 To aid clarity the column (and where applicable row) headings should be style “Normal” + Bold

Figures

- 12 Figures should be numbered sequentially in the order to which they are referred to in the text.
- 13 All Figures should be captioned below with the relevant Figure number using style “Caption” as appropriate. All numbering and captions should be placed immediately below the Figure.
- 14 All graphs should have axis labelled (Arial 10pt bold) and units indicated (Arial 10pt).
- 15 Please note that for printing the A4 pages are reduced to B5. All Figures should be of sufficient quality that they remain clear at this reduction. Any text (e.g. annotations) within the Figure should use Arial font of sufficient size that they remain legible when reduced (Arial 10pt or 12pt are good sizes to use).

Equations

- 16 All equations should be numbered sequentially in the order to which they are referred, e.g. Equation (1).
- 17 Normal conventions should be followed when typing algebra, with algebraic symbols in italic, numerals and other text in Roman, e.g.

$$\log N = m.\log(100\pi.d^2\sigma/4.C.U) \quad (1)$$

18 Please remember to use Arial font

References

- 19 References should be numbered sequentially in the order to which they are referred, e.g. [1]; all the references should then be listed at the end of the paper in numerical order, and styled as illustrated below. The reference should be complete and unambiguous, providing sufficient data to enable a reader to find the original. *Author name, title, publication, and year are essential.*
- 20 Please avoid references to transient sources such as websites.

Example of reference

- 1 Feyrer, K. *Drahtseile - Bemessung, Betrieb, Sicherheit*, 2nd edition, Berlin: Springer-Verlag, 2000.

Submission of paper

The completed paper MUST be submitted to the Conference Organisers in electronic format at the following e-mail address martin@thedohms.com and must be received **no later than 1st November 2018!**

Regrettably, papers received after this date will not be guaranteed inclusion in the published conference proceedings.

In addition to the word document, authors should also submit a .pdf version of their paper which will be used to check that the word file has not corrupted.

Should the word file size be too large for it to be emailed, the paper may be sent directly on CD or other mass storage media to the editor:

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Please remember to allow enough time for your paper to be delivered if using the postal option. Papers submitted by post will be acknowledged by email where possible.

Any queries concerning the paper, should be referred to the editor (Martin Dohm) at mdohm@telkomsa.net

Refereeing

Please note that upon submission each paper will be reviewed by at least two independent referees. The committee will aim to complete this process by 15th December 2018. After refereeing, the paper may be accepted without changes (the author will be informed), or may be returned to authors with questions or comments which need addressing before the paper is accepted for publication in the Conference Proceedings.

The amended paper will be required by **15th January 2019**. Again, regrettably, papers received after this date will not be guaranteed inclusion in the published conference proceedings.