EUROPEAN TRANSPORT CONFERENCE
4 - 6 October 2017

Casa Convalescència, Barcelona, Spain

SPEAKER NOTES ON THE WRITING OF PAPERS AND PREPARATION FOR THE CONFERENCE PRESENTATION

Key Dates to Note:

Revision of abstracts (if required)	Friday 28 July
Submission of completed paper for peer review	Monday 4 September
Submission of completed paper for ETC proceedings	Monday 11 September
Submission of PowerPoint slides for checking by the Session Chair	Friday 22 September

If you are unsure about any aspects of these guidance notes, or find that you may have a problem adhering to the above schedule, you should contact Sally Scarlett immediately: sally.scarlett@aetransport.org

Abstract

Please note that abstracts will be available to delegates on the AET website from September. If, however, your paper has significantly changed from the abstract submitted in February, you may submit a revised abstract.

To revise your abstract, follow the instructions for uploading your paper.

Preparation of Papers

This document is designed to give guidance to speakers at the Conference in the preparation of papers.

Registered delegates will be able to download the conference papers from the AET website before the Conference.

After the Conference, papers from the Conference will be available on the website: www.etcproceedings.org Those papers which have been peer reviewed will be submitted to specialist journals and published in an on-line journal, Transportation Research Procedia.

Paper Instructions

Speakers are responsible for uploading their own papers to the website. Details of how to do this are set out later in this text.

- **File Size**
  There is a limit to the file size of each paper at **20mb**

- **Word length**
  There is no maximum word length but authors are advised that the equivalent of 10 printed pages is a reasonable length for a paper.

- **Content**
  Papers should include a reasonably detailed introduction explaining the background to the work as well as the administrative and technical framework. Attendance at the Conference is international and a multi-national audience will not necessarily be familiar with the government, local authority structure and procedures in your country. For similar reasons, abbreviations should be explained or avoided.

  Authors are also asked to put their paper into a policy context and to highlight outcomes.

- **Spelling and Grammar**
  The author is responsible for checking the spelling and grammar of the paper.

- **Copyright**
  The author must assume full responsibility for securing any necessary clearance for publication and permission from holders of copyrights on materials involved in the paper, before its submission. Crown copyright should be indicated on individual papers as appropriate.

  Please add a footer to your paper which reads:

  ©   AET 2017 and contributors

- **ISSN**
  The conference proceedings will carry the number: **ISSN 2313-1853**

- **Format**
  The final version of the paper can be in MS Word or PDF

Uploading your Completed Paper and Amending your Abstract

The paper has to be uploaded to the AET website. Your abstract can be revised using the same procedure.

- Go to: https://abstracts.aetransport.org

- Sign in as a user. If you have forgotten your user name or password, follow the instructions.

- Click on "view abstracts". A list of all your abstracts will appear. If you click on the title, you will be able to view your abstract. If you wish to edit the abstract, click on the green button

- When you have selected the correct paper title, click on the "upload paper" button which you will find next to the paper title

- You will then be directed to a "paper upload page". Click on the "browse files" button and upload your paper from your local machine.

Authors wishing to have their paper submitted to the peer-review panel

From 2013, peer review of the papers presented at the conference has been introduced. A number of selected papers will be published in specialist journals and/or will be included in the ETC selected proceedings. Last year this was published in the Transportation Research Procedia (TR-PRO) series issued by Elsevier.

Authors who want to have paper reviewed and want to participate in the selection, have to send their paper to session chairs and to Pierluigi Coppola (coppola@ing.uniroma2.it) before the conference. Sally Scarlett would also like to be kept informed if papers are to be put forward for peer review.

A notification of paper acceptance will be sent a few weeks after the conference.

Style – a sample paper is available on the web-site

- All papers must use the following format:

TITLE OF PAPER, UPPER CASE, CENTRED, BOLD

Author's Name, Centred, Second Line Below
Author's Organisation, Centred, Directly Below
Second Author, Centred, Directly Below
Second Author's Organisation, Centred
Further authors in the same format

1. MAIN HEADING, UPPER CASE, BOLD, ON THE THIRD LINE BELOW, ON THE LEFT MARGIN
The first line of text should commence on the second line below the heading, or on the third line below the last author's affiliation, if there is no heading. The text should be single-spaced and commence exactly on the left hand margin.

In cases where there are two or more authors with the same affiliation, their names should appear together, with the affiliation directly below.

1.1 Sub-heading, Mixed Upper and Lower case, bold, on the left margin
Margin widths should be 3.17cm in from each side of the page and 2.54cm from the top and bottom. The text should be justified and single spaced. This is the standard Word set up.

Page numbers can be used. Paragraphs should not be indented. Only main headings and sub-headings should be numbered. We recommend that authors use *italics* rather than underlining to emphasise concepts.

The font should be Arial, size 12. Do not use a different font for the headings.

All notes should be included at the back of the paper on a separate sheet and will be printed under a **"Notes"** heading at the end of your paper. Speakers are therefore asked not to use the MS Word automatic notes system. Insert the reference number of each note in the main body of the text in a superscript format, size 9.

Notes should be done like this [1] and like this [2]

[1]The text of the notes should go on a separate sheet but in this format, for printing at the end of the text.
[2] No line space between notes.

It is very important that you follow these guidelines very closely.
Should you have any problems in meeting the requirements please let Sally Scarlett know *as soon as possible,* in order that alternative arrangements may be made.

- **Appendices**

  Speakers are asked to avoid the use of appendices and to include pertinent material in the paper itself. If necessary, a note should be included that background material, such as derivation of formula, specifications or survey forms, is available from the author, or in another report, which should be cited in the references.

- **Bibliography**

  The bibliography should be included in the same file as the paper, at the end of the text. Each entry will have the surname of the author first, followed by a comma, the initials, the year of publication in parenthesis, the title of the book in italics, a comma, the publisher, a comma and the place of publication. If the publication has no author, the title in italics will be first.

  For articles within journals or other publications, the title of the work will not be in italics, while the title of the book or journal will be in italics. For journals, the place of publication and the publisher are replaced by the number of the volume in bold, followed by the number of the issue in parenthesis and the page numbers.

  All entries should be arranged in alphabetical order. This is an example of how to do the bibliography:

  Lewis, H. (1992) *The Consultants' Complete Proposal Manual,* PTRC, London.

  May, A. D., Bonsall, P. W., Bristow, A. L., and Fowkes, A. S. (1995) A streamlined approach for the preparation of package approach bids, Traffic Engineering and Control, 36 (2) 68-72.

  Polak, J., Meland, S. (1994) Evidence on the temporal stability and inter-temporal properties of stated preference date, Proceedings *of the 22nd European Transport Annual Meeting*: *Transportation Planning Methods,* vol. 1, PTRC, London.

5 June 2017