



Photo: Department of Tourism & Parks, New Brunswick

## Guidelines for Authors

**Upon acceptance of your abstract you will be asked to submit a full paper for review.**

### DEADLINES

The following deadlines must be met. Failure to abide by these dates will result in the cancellation of a paper presentation. **All deadlines will be strictly enforced.**

Action	Deadlines (2011-12)
Call for abstracts	November 14
Submission of abstracts	December 18
Review of abstracts	December 20 – January 31
Acceptance or rejection notification	Sent out as of February 3
Submission of full papers for review	March 30
Full paper review by TAC	April 2 - May 18
Final acceptance, rejection or need for revisions	Sent out May 23
Submission of revised papers (if requested by reviewer)	June 18

## GUIDELINES FOR TEXT PREPARATION

1. Papers will be reviewed for quality, format, relevance to the session theme, general interest and overall significance. Papers must also be new, original or significantly different from any other that the author may have submitted to other organizations for presentation or publication.
2. Papers must not favour special interests or be of a commercial nature. This stipulation also applies to oral presentations.
3. All papers that have been reviewed and accepted will appear in the conference proceedings.
4. Co-authored papers should indicate which author(s) will be presenting the paper at the conference. Affiliations including position titles should also be provided.
5. Before submitting your full paper to TAC, please ensure that it has been edited and proofread by someone other than yourself.
6. All sessions/panel discussions will be held between Monday and Wednesday. A preliminary program outlining the date and time of your session/panel discussion will be sent to you at a later date.
7. All workshops will be held on Wednesday. A preliminary program outlining the date and time of your workshop will be sent to you at a later date.

**Once accepted, all submissions become the property of the Transportation Association of Canada (TAC), which is entitled to publish them.**

### ORDER OF FULL PAPER

Your full paper should be submitted to TAC with the contents in the following order:

1. Title Page
2. Abstract
3. Text
4. References
5. Tables \*
6. Figures \*

\* If moving a table or a figure to the end of the text disrupts the flow of the paper, it may be included within the text.

## TITLE PAGE

The title page should be prepared as outlined below. Acknowledgements of research sponsorship may be included on the lower portion of the title page.

### Sample Title Page

Paper Title

Author, title, affiliation  
Co-Author (if any), title, affiliation

Paper prepared for presentation  
at the \_\_\_\_\_ Session

of the 2012 Conference of the  
Transportation Association of Canada  
Fredericton, New Brunswick

## ABSTRACT

Abstracts should highlight the main points and conclusions of the full paper. They should be brief - **no longer than one page or 250 words**. Margins and spacing should be as specified below.

## TEXT

- All pages (including those containing figures and tables) should be numbered consecutively. Numbers should be centered at the bottom of the page.
- Use only 8 ½ by 11-inch standard format with one-inch margins on all sides. Single-space body text, double-space between paragraphs and before and after headings.
- **Papers should be no more than 20 pages in length, including all tables and figures.**

## ILLUSTRATIONS AND TABLES

- Photographs may be in black and white or colour. Resolution must be no greater than 150 DPI.
- Number figures and tables consecutively, in arabic numerals, with titles for each. Clarity is especially important. Figures should be simple, with good contrast between background and graphics.

## STYLE

- Material not original to the manuscript must be properly referenced by the author's name, title of reference, publisher, place and date of publication, volume or report number and page numbers.
- References should be noted within the text by a number in brackets, with a full list of references, by number, included at the end of the paper.
- Responsibility for copyright clearance and all statements contained within the paper lies solely with the author.
- Appendices should be avoided. Abbreviations, acronyms and symbols must be fully identified the first time they are used in the paper.

## PRESENTATION TIPS FOR SUCCESS

- All session rooms will have standard audio-visual set-up (screen, projector, podium and a microphone at the front of the room).
- Please pay special attention to your allotted presentation time. As a general rule, each speaker is given 20 minutes plus 5 to 10 minutes for questions and discussion. However, your session chair will confirm this.
- The oral presentation should differ from the published paper. The oral version should be considered an opportunity to discuss and emphasize highlights of your work which the published version is not able to accentuate. Do not read the published version of your paper.
- Speak loudly, clearly and at a moderate pace. Use the microphone to your advantage.
- Face the audience and not your audiovisual aids.
- A speakers' breakfast will be held on the morning of your presentation. Speakers are strongly encouraged to attend. The breakfast provides an opportunity to meet your session chair as well as other speakers in your session, panel discussion or workshop. Final session details can be covered at that time.

For conference program inquiries, contact:  
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