



PAPER PREPARATION - DETAILED INSTRUCTIONS

1.0 Preparing your paper for the 2008 Doble Africa Conference

General

Please submit your paper as a **Microsoft[®] Word** document (doc) or Adobe format (pdf). Any other file formats are not acceptable.

All images in your paper must be merged into your document. Please do not submit them as attachments.

Please submit your paper in electronic form to lmoodley@doble.com no later than **18 July 2008**.

Publishing Format for Papers

The preferred publishing formats for the paper, and the typical components of a paper, are discussed below:

Typeface

Use 10 pt Times Roman as the typeface for your paper.

Page Set-up

Standard 15mm top/bottom and 20mm left/right page margins should be used, selecting A4 size under page set-up.

Title

The title of the presentation should appear at the top of the first page. It should be centered and typed in uppercase (capital) letters.

Name of Author(s)

The name or names of the author of the paper should be centered below the title and should be typed with initial uppercase (title case) letters. The complete first name, middle initial and last name of the author(s) should be provided.

Affiliation of Author(s)

The name of the author's company or other affiliation should appear below the author's name and should be written in full. The company name or affiliation should be typed with initial uppercase letters.

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Main Headings

Text that is used as main headings throughout the paper should begin at the left margin and should be typed with uppercase letters.

Subheadings

Text used as subheadings throughout the paper should begin at the left margin and should be typed with initial uppercase letters.

Text

Text should appear in a single column. All paragraphs should be separated by an additional line space and identified by indenting of the initial word of the paragraph.

Figure Captions

The caption should be centered between the left/right margins and should appear below the image or illustration. It should be typed with initial uppercase letters. Below the figure caption should appear the word; FIGURE, which is typed in uppercase letters and is followed by the appropriate Arabic numeral. Figures should be numbered consecutively.

Table Captions

The caption should be centered between the left/right margins and should appear above the table. It should be typed with initial uppercase letters. Above the table caption should appear the word; TABLE, which is typed in uppercase letters and is followed by the appropriate Arabic numeral. Tables should be numbered consecutively.

Page Numbers

Simple page numbers should appear at the bottom of each page. The use of headers and/or footers should be avoided.

Composition of Papers

Illustrations

You may include a reasonable number of line art diagrams such as schematics, one-line diagrams, block diagrams, flow charts, organizational charts, mechanical drawings, or blueprints. It is important, however, that these diagrams that are simple and uncluttered, with line weight (thickness) that will ensure legibility.

All images, illustrations, and tables should have a figure or table number, and a caption that briefly identifies or explains them.

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Photographic images are commonly used to identify apparatus or their components, and to show existing conditions as part of research or investigations. All images used in a paper should be clear and of good quality and contrast.

References

A listing of all references referred to in your paper should appear immediately after the main body of the text on a page titled "References". Each reference in the list should be identified with an Arabic numeral. The numerals which identify references should appear in brackets [] at the appropriate position in the text. This same form should be followed in references from Technical Papers.

Each reference should begin with the name of the author or authors, with the last name first followed by the initials. The author(s) name(s) should be followed by the title of the book, article, or paper, which should appear in quotes.

If the reference is a book, the author and title should be followed by the name of the publisher, the year of publication, and the specific chapter or page number if any.

Should a reference have been published in a periodical, the author and title should be followed by the title of the periodical, which should appear in *Italics*. This should be followed by the volume number, date of issue and page number.

Appendix

Any extensive material which supplements the text and its illustrations, but which otherwise would complicate the text of the manuscript should be relegated to an appendix. Arabic numerals should be used for appendix identification.

Biography

A technical biography of each author should be included in the paper, and should appear at the end of the text. The biography should summarize the author's educational and professional experience. Authors should indicate their current position within their organization and should note any professional registration, membership in professional societies, and awards or honors received.

If possible please include your photograph (optional).



2.0 Preparing your Presentation for the 2008 Doble Africa Conference

Time Frame

Each presenter has **15 minutes** in which to deliver their PowerPoint presentation. If your presentation goes over the time limit, we may have to cut you off.

Slide Format

If you wish to include your company or organization's name, please do so discretely so as not to distract from the slide content.

Your presentation may not include any commercial or promotional content.

Please do not use small type sizes – anything smaller than 14 pt. may not be legible from the audience. Use dark colors for text to insure legibility.

The conference venue is equipped with a Computer display (Data Projector)

Computer Display

For your PowerPoint presentation, please note the following:

- The Colloquium's computer display projection system supports visuals prepared using **Microsoft® PowerPoint® for Windows** presentation software.
- All conference presentations will be loaded in advance onto the main conference computer.
- When you transfer the electronic file of your visuals to a diskette, or CD, **DO NOT** compress the file (i.e., do not use WinZip, Pkzip, or the PowerPoint "Pack and Go" feature).

3.0 Publication and Presentation Restrictions

Presenters for the 2008 Doble Africa Conference must observe the restrictions noted below in the course of preparing and presenting their papers and presentations. All authors and presenters are asked to observe these restrictions in order to preserve the integrity of Doble conferences and events and their value to the industry.

Pricing and Proprietary Information

No information regarding pricing of equipment or supplies, nor the overall cost of any contracts with manufacturers or suppliers, nor any other privileged, proprietary or information that would be deemed confidential should be published in a paper, or be part of a presentation or visual aids used in conjunction with any paper.

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Commercialism

It is the intent of the Doble Engineering Company, and the events that it sponsors, to present strictly technical content for the benefit of the attendees. Papers and presentations that include or refer to information on products and services, that may be deemed overtly commercial in nature, will not be allowed access to this forum.

Promotional material may not be included in either your paper or PowerPoint presentation, we ask that you avoid using addresses and telephone/fax numbers in the paper and, in particular, in visuals used during the presentation.

Defamation

Defamatory statements that may be deemed injurious to the reputation of an individual, an organization, or the products and services of an organization **MUST NOT** appear in published papers or discussions, or be made during discussions taking place at the conference, whether by presenters or other conference participants.

4.0 Publication of Conference Papers & PowerPoint Presentations

Doble Engineering shall own the copyright for papers and PowerPoint presentations given at the 2008 Doble Africa Conference. Doble will credit the author in any publication of said materials.

If you have any questions regarding your presentation for the 2008 Doble Africa Conference, please contact Luwendran Moodley: lmoodley@doble.com

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