

FIG WORKING WEEK 2007
Hong Kong SAR, China 13 – 17 May 2007

Instructions for Authors Regarding Preparation of Manuscripts

FULL PAPER AND SUMMARY

Format Text should be typed on word processor MS WORD 2003 (or earlier version) in single line spacing (of 12 character spaces) using Times New Roman 12, text justified. Paper size: A4 (210mm x 297 mm), with clear margins as follows: top, left and right 25mm, bottom 38mm and footer 20mm.

Title Bold letters Times New Roman 14 (centred), leave one line empty (14).

Name(s) of the author(s)

Times New Roman 12 (centred, bold), please write your full and your surname or the name, you wish to be listed by in the programme, in capital letters (e.g. KIM Geun-pil or Juan Pereira GARCIA MARGUEZ), leave two lines empty (12).

Key words Four or five key words on paper theme (Times New Roman 12, ranged left), leave two lines empty (12). Please fill in also the separate form for the FIG Surveying Reference Library.

Summary Times New Roman 12, justified. Summary shall be submitted in English and (optional) in another language e.g. French, Spanish or your own language. The summary shall not exceed one page.

Headings Times New Roman 12, bold, capital letters, ranged left.

Bullet Points

Only use "long dash" (–)

Sections and columns:

Do not use either.

Full paper The full paper should not exceed 15 pages including abstract, pictures, diagrams, references and appendices. The text should be delivered in MS WORD 2003 (or earlier version).

Line drawings, Diagrams and Graphs, Tables, Formulae and Photographs may be made in MS Word, Excel, PowerPoint or Corel. We prefer gif- and jpg-formats.

References Bibliographical references should be listed in alphabetical order at the end of the paper. The following sequence and punctuation should be used: Author's last name, author's initials, year of publication, title of reference article, name of book or journal (or other), volume number, page numbers, city and publisher. In the text, the reference is to be giving the author's last name and the year of publication in parentheses.

Biographical notes

A short summary on career-to-date e.g. with details of past experience, publications, memberships of societies and associated achievements.

Contacts At the end of the paper please give the author's contacts (institution, address, telephone and fax numbers, e-mail address and web site address).

Publication rights

By submitting the full paper to the conference organisers each author agrees to give the International Federation of Surveyors FIG the right to publish his/her paper in the Working Week proceedings and to publish the paper on the FIG web site without any compensation and to give the right to FIG to include the paper in the FIG Reference Library.

Publications

The **full paper** will be published on a CD-ROM, which will be distributed at the Working Week to all participants. In addition the papers will be posted on the FIG web site (www.fig.net).

Deadlines and registration

Deadlines

- | | |
|--|------------------|
| - Full papers to be submitted to the FIG Office | 15 February 2007 |
| - Early Bird Registration is available until
for all participants | 31 January 2007 |
| - Registration for speakers (at normal fee) | 28 February 2007 |

Please make sure also to make your hotel booking in time.

Registration

All speakers have to **register by 28 February 2007** through the Working Week web site <http://www.figww2007.hk/html/registration.php> or using the registration form.

The papers will be published only from those speakers that have registered in time. Papers submitted after the deadlines will not be published in the Working Week proceedings.

Submission of papers

The paper shall be submitted in digital format to the FIG office by e-mail: fig@fig.net or on a diskette, mailing address: FIG, Kalvebod Brygge 31 - 33, DK-1780 Copenhagen V, Denmark. For further information, please contact the Office, tel. + 45 3886 1081, fax + 45 3886 0252 or e-mail: fig@fig.net.

Presentation of papers at the Working Week

In all technical sessions there is the possibility to make a PowerPoint presentation. There will be PC and assisting personnel at the conference venue as well as preparation room.

13 December 2006