

## IMA Conference 2007 Style Guide

In order to facilitate post-conference publication, paper authors are invited to prepare their papers using the following style guide.

<b>Maximum Paper Length:</b>	For a conference paper: <b>30 pages</b> ; for a technical workshop paper: <b>15 pages</b> . (Includes text, diagrams, appendices and reference list.)
<b>Page size:</b>	A4 or Letter
<b>Page margins:</b>	Margin of 2cm on all sides
<b>Paper title:</b>	Commence on top line of first page; 16 point bold; first letter of each word uppercase; follow by a blank line (12 point)
<b>First author:</b>	Initials followed by surname, with preferred forename in full (e.g. F Scott FitzGerald; William E Gladstone); 12 point bold
<b>Contact details:</b>	Full postal address and email of author should be placed on line immediately author name; 12 point plain
<b>Subsequent author(s):</b>	Repeat style and format used for first author, starting on line immediately following contact details of preceding author
<b>Abstract:</b>	Separate from author details by one blank line. Commence first sentence with word Abstract followed by colon; upper case, 12 point bold. Continue with a maximum of 250 words clearly summarising paper, giving aims, methods and outcomes; normal capitalisation, 12 point plain. Follow by one blank line
<b>1st order heading:</b>	12 point bold; all letters upper case; one blank line above and below heading
<b>2nd order heading:</b>	12 point bold; normal capitalisation; one blank line above heading; no blank line below heading
<b>3rd order heading:</b>	12 point italics; normal capitalisation; one blank line above heading if following text; no blank line above heading if following 2nd order heading; no blank line below 3rd order heading
<b>Text:</b>	12 point plain
<b>Justification:</b>	Aligned to left and right-hand margins

<b>Paragraphs:</b>	One blank line between paragraphs
<b>Line spacing:</b>	1.5
<b>Page numbers:</b>	Pages to be centred within footer of document; 12 point plain
<b>Table captions:</b>	Place on line immediately preceding table. Commence with word 'Table', followed by table number; 12 point bold. Follow by table title; 12 point plain. Precede table title with two blank lines.
<b>Figure captions:</b>	Place on line immediately following figure. Commence with word 'Figure', followed by figure number; 12 point bold. Follow by figure title; 12 point plain. Follow figure title by two blank lines. Use figure captions for all graphic images (graphs; maps; photographs; screen-shots etc.)
<b>Tables:</b>	11 point; must fit within specified page margins; if extra width required, present landscape; follow by two blank lines.
<b>Figures:</b>	Must fit within specified page margins; if extra width required, present landscape; precede and follow by one blank line; can be in colour, but consideration should be made of how figure would look if printed out in black-and-white (greyscale). Precede by two blank lines.
<b>Equations:</b>	Left-aligned; any equations referred to in text must be numbered, with number appearing in parenthesis (brackets) on right-hand margin
<b>Abbreviations:</b>	The standard styles for abbreviations should be used, using stops where appropriate to indicate abbreviation; italicise abbreviations with a non-English root (e.g. et al.)
<b>Electronic format:</b>	Word; Rich Text Format (RTF); (RTF preferred)
<b>Footnotes:</b>	Use of footnotes should be avoided wherever possible; any footnotes should appear in a list following main text of article
<b>Appendices:</b>	Use of appendices should be avoided wherever possible.
<b>Reference styles:</b>	Please ensure that all references conform to the style indicated below.
<i>(a) Journal article</i>	Orcutt G (1957) 'A new type of socio-economic system', <i>Review of Economics and Statistics</i> ,

	<p>39(2), 116-123.</p> <p>Birkin M and Clarke M (1988) 'SYNTHESIS - a synthetic spatial information system for urban and regional analysis: methods and examples', <i>Environment and Planning A</i>, 20, 1645-1671.</p> <p>Brown L and Harding A (2002) Social modelling and public policy: application of microsimulation modelling in Australia, <i>Journal of Artificial Societies and Social Simulation</i>, 5(4). &lt;<a href="http://jasss.soc.surrey.ac.uk/5/4/6.html">http://jasss.soc.surrey.ac.uk/5/4/6.html</a>&gt;</p> <p>Bourguignon F, Fournier M and Gurgand M (2001) 'Fast development with a stable income', <i>Review of Income and Wealth</i>, 47(2), 139-163</p> <p>Caldwell S, Greene W, Mount T <i>et al.</i> (1979) 'Forecasting regional energy demand with linked macro/micro models', <i>Papers of the Regional Science Association</i>, 43, 99-113.</p>
(b) Book	<p>Orcutt G H, Caldwell S and Wertheimer II R (1976) <i>Policy exploration through microanalytic simulation</i>, Washington D.C.: The Urban Institute.</p> <p>Orcutt G H, Greenberger M, Korbel J <i>et al.</i> (1961) <i>Microanalysis of socioeconomic systems: a simulation study</i>, New York: Harper &amp; Row</p>
(c) Edited book	<p>Orcutt G, Merz J and Quinke H (1986) <i>Microanalytic simulation models to support social and financial policy</i>, Amsterdam: North-Holland, Elsevier.</p>
(d) Book chapter	<p>Arrow K J (1980) 'Microdata simulation: current status, problems, prospects', in Haveman R H and K Hollenbeck (Eds.), <i>Microeconomic simulation models for public policy analysis</i>, New York: Academic Press, 253-265.</p>
(e) Working paper	<p>Merz J (1994) 'Microdata adjustment by the minimum information loss principle', Discussion paper 10, Department of Economics and Social Sciences, University of Luneburg.</p> <p>Davies J B (2004) 'Microsimulation, CGE and macro modelling for transition and developing economies', Discussion Paper 2004/08, World Institute for Development Economics Research, United Nations University. (<a href="http://www.wider.unu.edu/publications/dps/dps2004/DP2004-008.pdf">http://www.wider.unu.edu/publications/dps/dps2004/DP2004-008.pdf</a>) [accessed 8 May 2005]</p>
(f) Thesis	<p>Kelly S (2004) 'Estimating the wealth of Australians: a new approach using microsimulation', Unpublished PhD Thesis, University of Canberra.</p>

# PAPER TITLE: EXAMPLE PAPER LAYOUT

**Forename A B Surname**

Postal address; email: address@isp

**ABSTRACT:** A maximum 250 word summary of paper aims, methods and outcomes.

## 1. INTRODUCTION (FIRST ORDER HEADING)

Leave a blank line between the first-order heading and the text/sub-heading that follows. The body of the text should be in 12 point plain, fully-justified, with a line spacing of 1.5.

Examples of citation include Boyd (1997), (McKay and Chambers, 2004) and Simpson *et. al* (2007). “For direct quotes indicate page numbers” (Briggs, 1990:12). Place figure captions immediately below the relevant ‘figure’ (graph/photograph/map). See, for example, Figure 1.



**Figure 1** The IMA logo

### 1.1 A sub-section (second order heading)

Leave a blank line above a sub-section heading, but not below.

**Table 1** An extract from the IMA conference style guide

<b>Tables:</b>	11 point; must fit within specified page margins;...
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Equation 1 illustrates the format for including an equation in a paper.

$$P_{t+1} = P_t + B_{t,t+1} - D_{t,t+1} + NM_{t,t+1} \quad (1)$$

#### 1.1.1 A sub-sub-section (third order heading)

Third order headings should be preceded by, but not followed by, a blank line.

## REFERENCES

Orcutt G (1957) 'A new type of socio-economic system', *Review of Economics and Statistics*, 39(2), 116-123.