

## ACG Event Proceedings

### Author's Paper Formatting Checklist

**By using the Style Template provided on the event website Author's Corner, your paper will be much quicker and easier to produce. The Author's Guidelines and Sample Paper are also provided to assist you – please refer to these during your manuscript preparation. You can also find these documents here: [www.acg.uwa.edu.au/publications/authors\\_corner](http://www.acg.uwa.edu.au/publications/authors_corner)**

- [ ] **Page setup** – Paper size: A4; Margins: T/B: 2.5 cm, L/R: 2 cm; Header/Footer: 1.25 cm.
- [ ] **Language** – English (Australia).
- [ ] **Spelling** – use the spell checker.
- [ ] **Images and Figures** – submit in B&W/greyscale. Print and check they are legible and that there are no references to colours within captions or text.
- [ ] **References** – check formatting and check for missing details (refer to Author's Guidelines).
- [ ] **Reference citing** – ensure all your references are listed in-text and vice versa.
- [ ] **Spacing** – refer to Style Template.
  - author's affiliations: double space between name and affiliation, no job titles, no cities – country only
  - author's name: spacing and full stops in initials (refer to Sample Paper).
- [ ] **Headings** – check your headings are numbered and formatted correctly (refer to Author's Guidelines)
  - formatting: all sentence case, left aligned.
- [ ] **Abbreviations** – spell out in full at first instance of use.
- [ ] **Equations** – numbered and aligned correctly.
- [ ] **Figure and Table captions** – numbered and formatted correctly.
- [ ] **Tables** – centred on page; not split across pages (refer to Sample Paper/Author's Guidelines).
- [ ] **Word check** – et al. (not: *et al*); in situ (not: in-situ, insitu); replace most "iz" with "is" (not: size, etc.)
  - correct upper and lower case use of terms and product/place names.
- [ ] **Reformatted font styles** – check your symbols after formatting – particularly <sup>superscript</sup> and <sub>subscript</sub> and roman or math symbols.
- [ ] **Full stops** – check for missing full stops at the end of paragraphs and references.
- [ ] **Page numbers** – please keep your paper to under 10 pages.

***Should you have any queries, please contact the ACG.***