

## GUIDELINES FOR AUTHORS

### Formal Papers for Poster Sessions

For conference program inquiries, contact Marie-Louise Doyle,  
Manager, Conferences, Meetings and Events

Transportation Association of Canada (TAC)  
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## DEADLINES

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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.**

<u>Date</u>	<u>Action</u>
<b>May 6</b>	Submit full paper (to be posted on TAC's FTP site)
<b>May 6 – June 10</b>	Full papers and audiovisual aids reviewed
<b>June 13 – June 17</b>	TAC to notify authors of final acceptance, rejection or text modifications
<b>June 30</b>	Submit final paper (should include modifications if requested)

## GUIDELINES FOR TEXT PREPARATION

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### GENERAL

- Poster sessions will be held between Monday and Wednesday. A preliminary program outlining the date and time of your session will be sent to you at a later date.
- Before submitting your full paper to TAC, please ensure that it has been edited and proofread by someone other than yourself.
- 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.
- Papers must not favour special interests or be of a commercial nature. This stipulation also applies to oral presentations.
- **Once accepted, all submissions become the property of the Transportation Association of Canada (TAC), which is entitled to publish them.**
- All papers that have been reviewed and accepted will appear in the conference proceedings. **These CD proceedings will be available at the conference. As hard copies of individual papers will not be available on site, you may wish to bring a supply to the conference for distribution at your session.**
- 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/workshop. Final session details can be covered at that time.

## **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 2011 Annual Conference of the  
Transportation Association of Canada  
Edmonton, Alberta

## **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.