



Governance in Transport: A Focus on East and Central Africa Arusha 25 November 2009

Paper Preparation: Guidelines for Authors

Basic Guidelines

The basic guidelines for preparing your paper are as follows:

- The paper should be prepared in Microsoft Word
- A4-size paper (210mm width, 297mm height)
- All margins (top, bottom, left and right) to be 2.5 cm (1 inch)
- Times Roman 12 point size
- Single line spacing; paragraphs spacing: 6 pt before, 6 pt after
- The preferred length of the paper is 1500 words (excluding notes and references)
- Maximum length of 8 pages, *including* figures, tables, appendices, and references
- Number pages consecutively, with page numbers centred at the bottom of each page
- All papers are to be submitted in English.

Body Text

1. The title of the paper should be bold and in Title Format. The author name(s) should be in bold upper and lower cases, with the surname in capital letters. Type the author affiliation(s) and address(s) in italics upper and lower cases. All these should be centred.
2. The length of the paper does not warrant an abstract. Should the author(s) choose to provide one, it shall be limited to 150 words.
3. All text should be single spaced including references and any indented quotations. Text forming the body of the paper shall be justified.
4. There shall be no indentation at the start of new paragraphs.
5. Appendixes should follow immediately after the main text to be followed by acknowledgements, notes and references.
6. Figures and tables should be numbered in single sequence in the order in which they are referred to in the paper. All figures and tables should have brief descriptive captions.

Headings

You may normally use up to three levels of heading in the text to help guide readers around your paper. Major section headings should be in bold **CAPITAL LETTERS AND LEFT JUSTIFIED**. 2nd level headings should be in **Bold, Capitalized, and Left Justified** and 3rd level heading should be in *Bold Italics, Capitalized and Left Justified*.

Abbreviations

When using abbreviations, spell them out in full on their first use (except for universally known ones such as UK, USA etc.).

Quotations

Quotations in the text of more than 30 or so words should be pulled out of the text and indented.

References

Please use the Harvard system of referencing.

1. References in the text

References in the text should be made in the following ways:

As North (1990) points out

You must make sure that all references which appear in the text are given in full in the references section.

2. Reference Section

References should be listed in alphabetical order at the end of paper. Surname of the author should be capitalised. Page numbers should be given. The names of books and journals should be given in full, and the publisher and place of publication should be given for books and conference proceeding. References not published in English should have the language of publication in brackets and italics at the end of the reference.

Example:

NORTH, C.D., 1990. *Institutions, Institutional Change, and Economics Performance*. Cambridge University Press.

GUTHRIE, P.M., JUMA C., and SILLEM, H., eds. *Engineering Change: Towards a Sustainable Future in the Developing World*. The Royal Academy of Engineering, 2008.

Sample Paper
The Paper Should be Limited to 1500 Words
(Including Notes and References)

Your Full NAME
Your affiliations
Your mailing address
Your contact telephone number and email address

Abstract

Papers may begin with an abstract of not more than 150 words

THE FIRST HEADING

You may normally use up to three levels of heading in the text to help guide readers around your paper. Major section headings should be in bold CAPITAL LETTERS and left justified. 2nd level headings should be in bold, capitalized, and left justified and 3rd level heading should be in bold italics, capitalized and left justified.

The Second Heading

You may normally use up to three levels of heading in the text to help guide readers around your paper. Major section headings should be in bold CAPITAL LETTERS and left justified. 2nd level headings should be in bold, capitalized, and left justified and 3rd level heading should be in bold italics, capitalized and left justified.

The Third Heading

The reference section should be continuous alphabetical listed at the end of paper. Surname (family name) of the author should be capitalized. Page numbers should be given. The names of books and journals should be given in full, and the publisher and place of publication should be given for books, conference proceedings etc. Reference not published in English should have the language of publication in brackets at the end of the reference.

REFERENCES

NORTH, C.D., 1990. *Institutions, Institutional Change, and Economics Performance*. Cambridge University Press.

GUTHRIE, P.M., JUMA C., and SILLEM, H., eds. *Engineering Change: Towards a Sustainable Future in the Developing World*. The Royal Academy of Engineering, 2008.