

Sample Style for ETC papers

All papers must use the following format:

TITLE OF PAPER, UPPER CASE, CENTRED, BOLD

Author's Name, Centred, Second Line Below
Author's Organisation, Centred, Directly Below
Second Author, Centred, Directly Below
Second Author's Organisation, Centred
Further authors in the same format

1. MAIN HEADING, UPPER CASE, BOLD, ON THE THIRD LINE BELOW, ON THE LEFT MARGIN

The first line of text should commence on the second line below the heading, or on the third line below the last author's affiliation, if there is no heading. The text should be single-spaced and commence exactly on the left hand margin.

In cases where there are two or more authors with the same affiliation, their names should appear together, with the affiliation directly below.

1.1 Sub-heading, Mixed Upper and Lower case, bold, on the left margin

Margin widths should be 3.17cm in from each side of the page and 2.54cm from the top and bottom. The text should be justified and single spaced. This is the standard Word set up.

Page numbers can be used. Paragraphs should not be indented. Only main headings and sub-headings should be numbered. We recommend that authors use *italics* rather than underlining to emphasise concepts.

The font should be Arial, size 12. Do not use a different font for the headings.

All notes should be included at the back of the paper on a separate sheet and will be printed under a "**Notes**" heading at the end of your paper. Speakers are therefore asked not to use the MS Word automatic notes system. Insert the reference number of each note in the main body of the text in a superscript format, size 9.

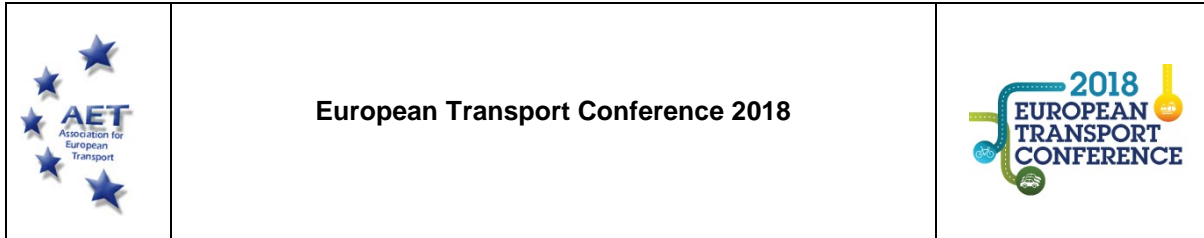
Notes should be done like this¹ and like this²

¹The text of the notes should go on a separate sheet but in this format, for printing at the end of the text.

² No line space between notes.

It is very important that you follow these guidelines very closely.

Should you have any problems in meeting the requirements please let Sally Scarlett know **as soon as possible**, in order that alternative arrangements may be made.



- **Appendices**

Speakers are asked to avoid the use of appendices and to include pertinent material in the paper itself. If necessary, a note should be included that background material, such as derivation of formula, specifications or survey forms, is available from the author, or in another report, which should be cited in the references.

- **Bibliography**

The bibliography should be included in the same file as the paper, at the end of the text. Each entry will have the surname of the author first, followed by a comma, the initials, the year of publication in parenthesis, the title of the book in italics, a comma, the publisher, a comma and the place of publication. If the publication has no author, the title in italics will be first.

For articles within journals or other publications, the title of the work will not be in italics, while the title of the book or journal will be in italics. For journals, the place of publication and the publisher are replaced by the number of the volume in bold, followed by the number of the issue in parenthesis and the page numbers.

All entries should be arranged in alphabetical order. This is an example of how to do the bibliography:

Lewis, H. (1992) *The Consultants' Complete Proposal Manual*, PTRC, London.

May, A. D., Bonsall, P. W., Bristow, A. L., and Fowkes, A. S. (1995) A streamlined approach for the preparation of package approach bids, *Traffic Engineering and Control*, 36 (2) 68-72.

Polak, J., Meland, S. (1994) Evidence on the temporal stability and inter-temporal properties of stated preference date, *Proceedings of the 22nd European Transport Annual Meeting: Transportation Planning Methods*, vol. 1, PTRC, London.

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