Paper Submission for Refereeing
Due Date: no later than 30 September 2012

Initial Submission

Papers submitted for conference proceedings are subject to a blind peer review process. To ensure prompt review of your paper, and to preserve anonymity in the review process, please observe the instructions below and note that papers should be saved as a Microsoft Word file. These should contain: title of the paper, key words, article text, references, figures and tables in that order, as one document.

Resubmitting Papers

It is important that authors re-submitting revised papers indicate how they have addressed the referees' comments, in summary form, accompanying the revised papers. This information will be sent with the revised paper back to the original reviewers.

These requirements also apply to authors returning revised version of papers which have been accepted with minor revision.

Please refer to the Style Guide below for references, citation and spelling conventions and to 'Tables and Figures' below for acceptable file and photo types for print ready versions of the conference proceedings.

Final Submission

The editors then assess whether reviewers' comments have been addressed before the paper is accepted.

Style Guide

'American' or 'English' spellings are acceptable, provided they are used consistently within the article. Subheads should be kept concise, with subheading levels clearly differentiated, see notes on Headings levels – below. Endnotes are used instead of footnotes and are to be used sparingly, and not be used for citing references. The accuracy and format of reference citations are the authors' responsibility.

Heading Levels

Please use consistent typeface and case for respective Heading Levels – e.g.:
Heading 1: **Bold**
Heading 2: Upright – normal
Heading 3: *Italics*

Tables and Figures

Ideally, tables, figures and appendixes should be supplied at the end of the main text, with their desired locations cross-references within the text. Tables and figures should be numbered consecutively in separate sequences, use Arabic numerals (e.g. 1, 2, 3) and have self-explanatory captions. The maximum final size of published figures and tables will be 200mm X 145mm, landscape or portrait. All line diagrams and photographs are 'Figures'.

Figure labels are to use bold, italic and Calibri, Helvetica or Arial fonts, with minimum capitalisation. Line diagrams should be clearly labeled and images should be sharp with clear resolution.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. By submission of material to the *SEGRA* Conference Proceedings, all authors warrant that the material is their own, original material or that copyright clearance has been acquired to reproduce other material from employers, third parties or attributed to third parties.

2. Authors have secured the release of any copyright material and can provide written evidence to this effect to Management Solutions (Qld) Pty Ltd. It is also the author's responsibility to obtain clearance for reproduction from the organisation which commissioned the work if applicable. Submission of material implies all authors' consent to assignment of the material's copyright to Management Solutions (Qld) Pty Ltd when that material is accepted for publication in the conference proceedings, for the full legal term of copyright and any renewals thereof throughout the world in all formats and in any medium of communication.

3. By submitting material, all authors agree to indemnify Management Solutions (Qld) Pty Ltd, and its heirs and assigns in business, against any litigation or claims that may arise from the content of or opinions in the material provided. Submission of material also implies all authors' consent to assignment of the material is accepted for publication, for the full legal term of copyright and any renewals thereof throughout the world in all formats and in any medium of communication.

4. All references have been cited in the text.

5. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File > Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

6. With PDFs, the authors' names should also be removed from Document Properties found under File on Adobe Acrobat's main menu.

Ensuring a Blind Peer Review

To ensure the integrity of the blind peer-review for submission, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties. The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.