

**2nd FIG Regional Conference and
10th Anniversary of ONIGT
Marrakech, Morocco, December 2-5, 2003**

Instructions for Authors Regarding Preparation of Manuscripts

GUIDELINES FOR FULL PAPERS

Format Text should be typed on word processor MS WORD 2000 (or earlier version) in single line spacing (of 12 character spaces) using Times New Roman 12, text justified. Paper size: A4 (210mm x 297 mm), with clear margins as follows: top, left and right 25,4mm, bottom 38mm and footer 20mm.

Title **Bold letters** Times New Roman 14 (centred), leave one line empty (14).

Name(s) of the author(s)

Times New Roman 12 (centred, bold), **SURNAME** in capital letters, leave two lines empty (12).

Key words Four or five key words on paper theme (Times New Roman 12, ranged left), leave two lines empty (12)

Summary Times New Roman 12, justified. Summary shall be submitted in English and (optionally) in French. The summary shall not exceed one page.

Headings Times New Roman 12, bold, **CAPITAL LETTERS**, ranged left.

Full paper The full paper shall not exceed 15 pages including summary, pictures, diagrams, references and appendices. The text should be delivered in MS WORD 2000 (or earlier version).

Line drawings, Diagrams and Graphs, Tables, Formulae and Photographs may be made in MS Word, Excel, PowerPoint or Corel. We prefer gif- and jpg-formats.

References Bibliographical references should be listed in alphabetical order at the end of the paper. The following sequence and punctuation should be used: Author's last name, author's initials, year of publication, title of reference article, name of book or journal (or other), volume number, page numbers, city and publisher. In the text, the reference is to be giving the author's last name and the year of publication in parentheses.

Biographical notes

A short summary on career-to-date eventually with details of past experience, publications, memberships of societies and associated achievements.

Contacts At the end of the paper please give the author's contacts (institution, address, telephone and fax numbers, e-mail address and web site address).

Publication rights

By submitting the full paper to the Conference organisers each author agrees to give the International Federation of Surveyors FIG the right to publish his/her paper in the Congress proceedings and further publish the paper on the FIG web site without any compensation.

Publications

The **full paper** will be published on a CD-ROM, which will be distributed at the conference to all participants. In addition the papers will be posted on the FIG web site (www.fig.net).

Deadlines and registration

Deadlines

- Full papers to be submitted to the FIG Office 30th September, 2003
- Registration for speakers 30th September, 2003

Registration

All speakers have to **register by 30th September 2003** through the conference web site www.fig.net/figtree/morocco or by using the registration form.

The papers will be published only from those speakers that have registered in time. Papers submitted after the deadlines will not be published in the conference proceedings.

Submission of papers

The paper shall be submitted in digital format to the FIG office by e-mail: fig@fig.net or on a diskette, mailing address: FIG, Lindevangs Alle 4, DK-2000 Frederiksberg, Denmark. For further information, please contact: Markku Villikka, tel. + 45 3886 1081, fax + 45 3886 0252 or e-mail: markku.villikka@fig.net.

Presentation of papers at the Congress

In all technical sessions there is the possibility to use transparencies (overhead projector) or to make a PowerPoint presentation. Simultaneous translation is available between English and French.

26 August 2003