

2017 PAPER FORMATTING INSTRUCTIONS

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Introduction

The instructions for formatting papers are designed to give a uniform look to the Proceedings for the Annual CTRF Conference. It is critical that your paper be formatted based on the instructions provided in this Microsoft Word file. You can use this document as the basis to create your paper in Microsoft Word.

Do not include your abstract within your final document.

Paper Size	8.5 x 11 (21.59cm x 27.94cm)
Margins	Top 1" (2.54 cm) Bottom 1" (2.54 cm) Left 1" (2.54 cm) Right 1" (2.54 cm)
Footer	0.5" (1.24cm) from the bottom edge of paper
Header	0.5" (1.24 cm) for header
Paper title	UPPER CASE, bold , 12 pt Times New Roman, centred
Author Names	Centred under the title. Name and organization only . 11pt Times New Roman, as above.
Submitted to	Proceedings of the 52nd Annual Conference Canadian Transportation Research Forum 11pt Times New Roman, as above.
Font	11 pt Times New Roman (full justification)
Page #	Centred at the bottom of each page (11 pt font)
Author Surname	Footer, every page, flush right (11 pt font)
Title Line	Begin on the first page after 4 'single spaced' returns as in the example above
Endnotes	9 pt font (footnotes may NOT be used). We ask that you provide the type of the paper as part of the Endnote. Paper Type is either Regular for full papers or Short for extended abstracts.

- Length **For Regular (Full) Paper:** Maximum 8 pages including text, tables, graphics and endnotes. Footnotes are NOT to be used. **For Short Paper:** Maximum 4 pages including text, tables, graphics and endnotes. Footnotes are not to be used.
- References The references list should only contain references cited in the text. Reference style is APA.
- Graphics Place all graphics, tables, figures at the appropriate places in the paper before submitting. Colour pictures and graphs should be saved in “grey scale” rather than left in colour since the proceedings are printed without colour. Compare the appearance of these two pictures:

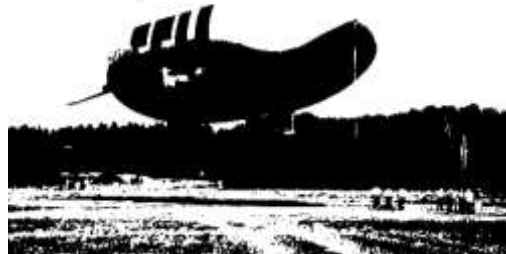


Figure 1. Black and White



Figure 2. Greyscale

Once the paper has been prepared using the template and instructions, convert the paper to **PDF**. **Please ensure that all security features have been removed from the PDF file.** If security features are present the paper cannot be placed in the Proceedings. Once you create your PDF file, please ensure your tables and formulas have converted properly.

To be guaranteed publication in the Proceedings book and a place in the conference program, complete papers must be uploaded to the conference paper submission website **prior to March 17, 2017**. Papers are not accepted for publication in the proceedings if authors cannot make a presentation at the conference. **Authors are expected to pay the full conference registration (not the one day option) by the Author Registration-Early Bird Deadline (March 24, 2017)**. This saves you money, and also guarantees the placement of your paper in the proper session. Authors are expected to limit their presentation to 20 minutes.

Submission Requirements

Corresponding Authors are expected to upload their files to the conference paper submission website: <https://web2.uwindsor.ca/maohhf/winnipeg/ctrf17/>

You must use the account you created to submit your abstract. If you cannot remember your password, you can use the “Forgot Your Password?” option. If you cannot remember the e-mail account you used to login to your account, please contact Mr. Shakil Khan at skhan@uwindsor.ca

There are **four** items to be submitted to the website:

- (1) your paper in Microsoft Word format
- (2) your paper in unsecured PDF format
- (3) a biographical sketch
- (4) a completed **presentation permission form**, located at the bottom of this document and on the CTRF website

Please complete the registration form with full payment and submit by **March 24, 2017** via the CTRF website at <http://www.ctrf.ca>

Presentations in the Paper Sessions require pre-publication in the CTRF Conference Proceedings. Only panel sessions are permitted without a paper.

A Note Regarding Royalty Payments

By submitting a paper to CTRF, the author(s) agree(s) that any royalties payable to the author(s) where the total annual dollar amount is less than \$20.00 will remain with CTRF by default, and not be paid to the author(s). This will help reduce the administrative burden for CTRF. However, the author(s) can contact the CTRF office to enquire if they were eligible for royalty payments that were less than the \$20.00 threshold, and if so, will have the option of requesting a cheque from CTRF.

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Audio Visual Equipment

A data projector and a laptop with PowerPoint and a PDF reader will be available for all presentations. If you require additional equipment please submit a request along with your paper submission by February 17, 2017.

Speaker Guidelines

The following checklist is provided to help those making a formal presentation (either technical paper or panel session) better prepare themselves. It is an objective of CTRF to provide a forum where the exchange of ideas can be facilitated in an open and effective arena. Speakers are encouraged to come well prepared so that the delivery of their ideas can be clear and professional.

Strict adherence to the presentation time limits will allow for audience participation in the session, which is a cornerstone of an effective and educational conference. Furthermore, by staying within the prescribed time limits, speakers will be assured of having an equitable allotment of time to present their material.

The session chair will normally arrange to have all presenters meet prior to the commencement of the session. This meeting is typically held during breakfast the morning of the session. The meeting provides an opportunity to meet one another and finalize preparations. Note that each speaker has been asked to provide CTRF with a brief autobiographical sketch to assist with introductions during the session.

DO	DON'T
✓ review the material other speakers will present at your session	✗ don't orally present detailed findings (the full text will be available in the proceedings)
✓ use the presentation as a chance to emphasize the highlights of the paper	✗ don't merely read passages from the paper
✓ practice your presentation to ensure you'll be within your allotted time	✗ don't ignore the 2-minute warning from the Chair
✓ notify the conference organizers of any audio-visual equipment required	✗ don't use multiple projection methods for the presentation – this is often distracting
✓ keep slides very simple – they should amplify a message, not convey it	✗ don't extract tables or figures directly from the paper (almost always need to simplify and enlarge)
✓ use a large, bold font in both upper & lower case. Enlarge text to fill the slide's window	✗ don't use slides merely to present passages of text
✓ use colours that contrast well (e.g. yellow print on a dark blue background)	✗ don't leave large areas of blank space within the slide's area

Examples of Presentation Slides

Below are several examples of slide 'dos' and 'don'ts':

<p>CTRF BENEFITS</p> <ul style="list-style-type: none"> • Annual Proceedings • Membership Directory • Transportation Information Updates • FORUMation • Networking
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Figure 3. Do: Simple and Large Font

- Canadian Transportation Research Forum Benefits
1. Access to the Annual Conference Proceedings – often exceeding 800 pages
 2. The CTRF Membership Directory – a Who's Who of Transport Policy and Economics
 3. Transportation Information Updates – a compilation of newsworthy transportation articles in a monthly document
 4. FORUMation – the CTRF Newsletter
 5. Stay in touch with current research and issues in the transportation field
(too wordy and fonts are too small)

Figure 4. Don't: Too Wordy and Fonts Are Small

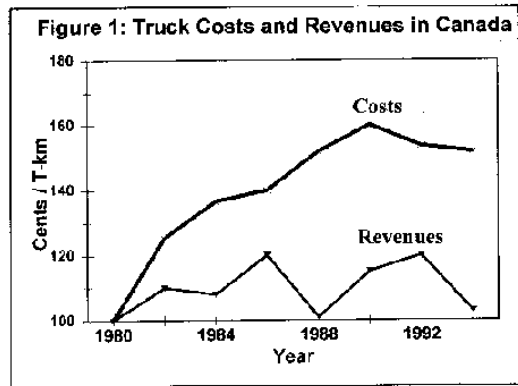


Figure 5. Do: Simplified for Presentation

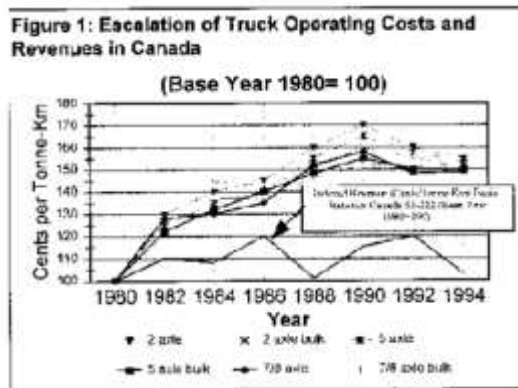


Figure 6. Don't: Too Detailed for Presentation

PRESENTATION PERMISSION FORM
2017 CTRF ANNUAL CONFERENCE
May 28-31, 2017
Winnipeg, Manitoba

Author Name(s):	
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Title of Presentation:	
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I/we **give** CTRF permission to post my/our 2017 conference presentation to the CTRF website

I/we **do not give** CTRF permission to post my/our 2017 conference presentation to the CTRF website

Signature: _____
Signature of presenting author only is sufficient

Date: _____