CTRF 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. This will be printed separately in the proceedings.

Format Directions

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	As illustrated above, **Capitalize Each Word**, **bold**, 12pt Times New Roman, **centred**
Author Names	Centred under the title. **Name and organization only.** 11pt Times New Roman, as above.
Layout	Portrait only – printer cannot accept pages in landscape
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) as is illustrated below
Title Line	Begin on the first page after 4 'single spaced' returns as in the example above
Footnotes	9 pt. font. Footnotes may **NOT** be used with the following exception. It is required that a footnoted reference identifying the date and location where the paper was presented be included in the author designation line at the beginning of the paper. The footnote reference number must be placed against the author listed first. The footnote, as shown below, must be at the bottom of the first page only.

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[1] Presented at the 55th Annual Meetings of the *Canadian Transportation Research Forum*, May 24-27, 2020 at Montréal, QC

Endnotes	9 pt. font (Footnotes may **NOT** be used, with the exception noted on page 1 to identify the date and location of the presentation).
Paper Length	**<u>For Regular (Full) Paper</u>**: Maximum 10 pages including text, tables, graphics, references and endnotes. **<u>For Short Paper:</u>** Maximum 4 pages including text, tables, graphics, references and endnotes.
Page Width	No 'colouring outside the lines"! Figures and tables must fit within the given margins, of the page, or they will be cut off during printing.
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. Note landscape pages cannot be used – portrait only. Centre the title immediately above the figures and tables.

Colour pictures and graphs should be saved in "grayscale" rather than left in colour as the proceedings are printed without colour. To change a picture to greyscale within Word, click on the picture and "Picture Tools Format" will appear at the top. Within Picture Tools Format click on "Color" (or similar) under "Recolor" various options will appear. Hover over the options until "grayscale" appears. Note that graphs should rely on different line types e.g. dashes and asterisks, rather than colour to depict data. Compare the appearance of these two pictures. Figure 1 was a colour picture printed in black and white, while Figure 2 was converted first to grayscale.

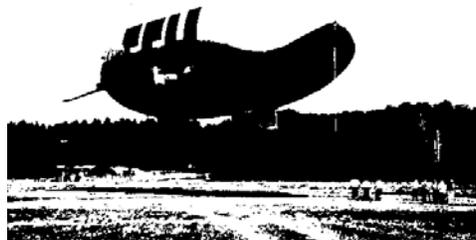Figure 1 Colour picture printed in black and white

Figure 2 Colour picture converted to grayscale before printing

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 the stated cut-off. Papers are not accepted for publication in the proceedings if authors cannot make a presentation at the conference. **Authors are also expected to pay the full conference registration by the Author Registration Deadline** (one and two day registrations are not available for conference presenters: see website).

Submission Requirements
Corresponding Authors are expected to upload their files to the conference paper submission website: https://web2.uwindsor.ca/maohhf/montreal/ctrf20/

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 posted due date via the CTRF website at http://www.ctrf.ca

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

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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Information for Conference Presentation
Assuming that your paper makes the cut-off date for publication and your full registration fee has been paid, it is time to consider your presentation at the conference. Authors are expected to limit their presentation to 20 minutes in order to provide adequate time for a question and answer period. As the

organization name suggests, the conference aims to be a "Forum". This is not possible, if we do not allow time for the audience to participate.

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 the end of February.

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. A guideline for effective presentations is presented in Table 1.

Table 1 Guidelines for effective presentations

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 – try to stay under 30 words	✗ 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

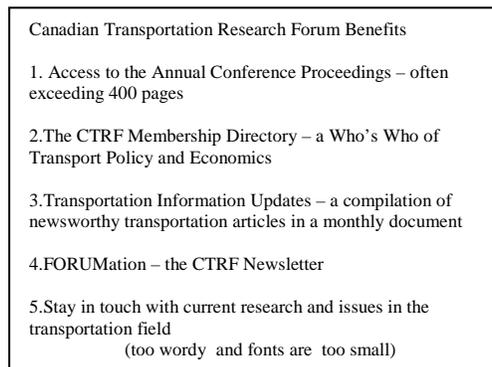Below are several examples of slide 'dos' and 'don'ts':

Figure 3. Do: Simple and Large Font
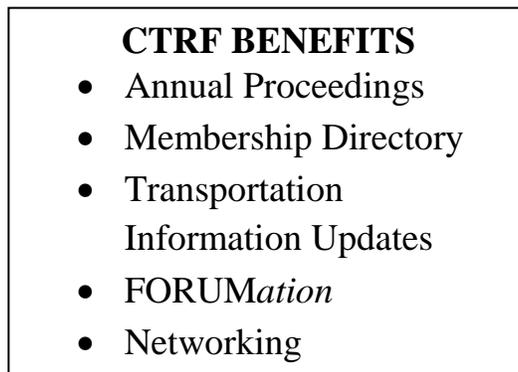
CTRF BENEFITS
- Annual Proceedings
- Membership Directory
- Transportation Information Updates
- FORUM*ation*
- Networking

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

Canadian Transportation Research Forum Benefits

1. Access to the Annual Conference Proceedings – often exceeding 400 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)
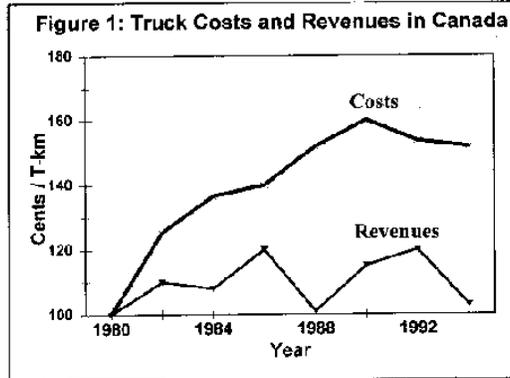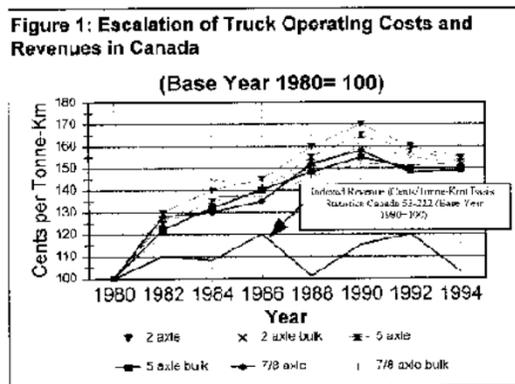
Figure 5. Do: Simplify for Presentation

Figure 1: Truck Costs and Revenues in Canada

Figure 6. Don't: Too Detailed for Presentation

Figure 1: Escalation of Truck Operating Costs and Revenues in Canada

Presentation Permission Form
2020 CTRF Annual Conference
May 24-27, 2020
Montréal, Quebec

Author Name(s):	

Title of Presentation:	

☐   I/we **give** CTRF permission to post my/our 2020 conference presentation to the CTRF website

☐   I/we **do not give** CTRF permission to post my/our 2020 conference presentation to the CTRF website

Signature: _____
            Signature of presenting author only is sufficient

Date: _____