

GUIDELINES FOR SPEAKERS ON REQUIREMENT & PREPARATION OF CONVENTION PAPERS

1.0 **Theme**

“Joint Regional Security Cooperation for a Safer ASEAN”

2.0 **Submission Required From Speakers**

All speakers are kindly requested to comply with the following:

- *All abstracts **MUST** be submitted by **24th March 2009** via email only.*
- *All speakers are also requested to submit their full paper by **24th April 2009** via mail or electronic mail in order to be included in the proceedings.*
- *All Microsoft Power Point 2003 presentation slides or Transparencies to be used for their presentation during the conference should be submitted to organiser via mail or electronic mail at least two weeks prior to the conference i.e. by the **22nd May 2009**.*

This will enable the production of conference proceedings’ compact discs in timed for distribution to all participants upon registration at the conference venue.

Mailing address & E-mail for All Submissions:

Mailing Address: ***F&R Exhibition and Conference Sdn Bhd
Unit C-17-1, 17th Floor, Block C
Megan Avenue II
No.12, Jalan Yap Kwan Seng
50450 Kuala Lumpur, Malaysia
Tel: +603-2161-0951 Fax: +603-2161-1106, 2164-5815***
E-mail: info@fr-exhibitions.com.my / khalil@fr-exhibitions.com.my

3.0 **General Guidelines on Technical Aspects of Preparation of the paper**

Length of article

Authors are encouraged to submit papers not more than 5,000 words. (Excluding tables and figures)

Reviewing policy

All papers will be edited for technical content, but also for correctness in presentation of text,

references and illustrations. All authors are responsible for any paper they co-author, to maintain a high standard of publication.

Preparation of manuscript

At first submission, three double-spaced hard copies (text and table) together with figures should be sent to the manuscript must be prepared according to the following instructions:

1. Use two-line spaces between heading and following text, and also between paragraphs.
2. Headings should be in bold.
3. Use italic where appropriate (not underlining)
4. Tables and figures should be presented on separate pages. Tables should be keyed in from left to right. Values for figures should be provided.
5. Technical symbols not on keyboard should be marked on the margin of the printout.
6. The International System of Units (SI) should be used wherever possible. Where non-SI units are used, the SI equivalents should also be given. In conversions, the number of significant figures should truly represent the accuracy of the measurements or calculations made.
7. Authors should supply their final manuscripts as formatted text stored in disk. We use only 3.5-inch diskettes and compact disks text formatted in **Microsoft Word 2003**. Manuscript can also be sent by electronic mail. It is important to specify hardware and Word processing package used. It is also helpful to add in formatted files (SC 11only, also called text (text), plain or generic) in case our file conversion is unsuccessful.
8. Formatted papers can also be supplied through electronic mail. All texts should be laid out according to the instruction above. Text and tables must be in separate files.

Title

The title should be in English. A suggested short title for use as a running head should also be provided.

Author's name

Author's name should be given in full.

Key word

Key word obtained from the whole article, not just the title or abstract, should be included.

Abstract

An abstract, normally not more than 150 words, should be included. The abstract should be informative, not just indicative, and devoid of undefined abbreviations, equations and reference citation. It is important to give main ideas, new techniques, new concepts and therefore new conclusions. The deadline is **24th March 2009**.

Introduction

If the study is from a new area of research, the introduction should set the scene fully and clearly. Give the reasons why the paper was proposed for GPEC ASIA 2009. Any previous work relating to the study should be summarized by a few relevant references.

Materials and methods

These should be listed clearly and succinctly. It should include, where appropriate, an adequate account of layout, full description of treatments and appropriate statistical significant data where relevant.

Results

Present your own results and figures without reference to or discussion of other work. Tables and figures are especially important for providing comparative results. The tables and figures with their captions should be self-explanatory.

Discussion

The result of your study should be interpreted with the support of evidence or suitable reference. Anomalous or unexpected results must be explained.

Acknowledgement

Here you can list supporting institutions and the names (preferably untitled) and the affiliations of people who have assisted in some way in your research.

References

Authors are solely responsible for the accuracy of the references. In the text, cite the name(s) of the author(s) and years of publication by year first and then alphabetically.

- One author e. g. (Ahmad 1988) or Ahmad (1988) (Rahim 1975; Ahmad 1988; Chan 1988)
- Two authors' e. g. (Ahmad and Bakar 1975; Ahmad and Chan 1988)
- Three or more authors e. g. (Rahim et al. 1975; chan et al.1988)
- Several references by one author in a particular year or different years e.g. (Rahim 1975 a,b,c) – same year
(Rahim 1975, 1980, 1988) – different years
- First authors are similar but subsequent authors differ
e.g. (Rahim, A., Chan, L. K. and Pillay, S. 1987; Rahim, A., Pillay, S. and Chan, L. K.1988) should be cited as (Rahim et al. 1987; Rahim et al. 1988) If both these references have the same year, say 1988, then every time they are cited in the text, they must be further identified by giving the second author's name before et al. e. g. (Rahim, Chan et al. 1988; Rahim, Pillay et al.1988)
 - If more than first authors are the same, the names must be listed until they indicate a unique difference e.g. (Smith, B, A, Brown, R, F and Jones, M 1998, Smith, B, A, Brown R, F, Jones, N and Paul, R 1988) should be cited as (Smith, Brown and Jones 1998, Smith Brown, Jones et al. 1998)
 - In the reference list, authors' names are listed alphabetically and then according to year sequence (earliest to the more recent) where an author has more than one reference. Arrange in alphabetical sequence of fist word or title (excluding definite or indefinite articles) where an author has more than one paper published in the year, and then assigns letters a, b, c within year.
 - With multiple authors, third etc. e.g Rahim, Chan, Pillay (1980) would appear before Rahim, Zakaria and Bakar (1979)

- For an author having more than one entry, the author's name in the second and the following entry is replaced by a 3-em rule.
- Title of the books should be italicised; location and name of the publisher (in that order) should be given. Unpublished work or personnel communications should be acknowledged as such in the text, but excluded from the references; unpublished papers accepted elsewhere may be cited as in pres.

Table

Only data essential to the understanding of the text should be included in tables. Where papers are based on extensive analytical data, choose a small section of representative analyses to indicate the unpublished range on which the paper is based. All tables should be printed on separate sheets placed after the references. It should be numbered serially in Arabic numerals and referred to the text. The number of columns in a table should normally be kept small enough for each table to fit upright on the single page. Abbreviations in the table should be adequately explained in the footnotes. Descriptive notes should be kept to a minimum. Unit of measurement should be placed in column heads.

Figures

- Figures should be used only where they are essential to elucidate the text. They should be numbered consecutively in Arabic numerals and each must be referred to in the text. All captions should be listed after the references.
- Three photocopies of all line drawings and three prints of each photo should be submitted.
- The author's name, short paper title and figure number must be written lightly in soft pencil on the back of each figure. Originals of figures (or camera – ready copy) should not be submitted until the paper has been accepted and no further amendments are necessary. They will be returned only if requested by the authors upon publication of the paper.
- Computer-generated figure are acceptable if they are of good contrast and if they follow the requirements listed below.
- Drawings should be done in black in on translucent drafting film, size (including caption) that is, 72 mm width for single column, 148 mm width for double column, or 100 mm width for width for intermediate size figures with side captions and maximum depth 202 mm.
- Lettering should be in san-serif (e.g. Helvetica medium) with only the first letter of the first word of each label or proper name capitalised.
- Names of electronic warfare features, generic and species names should be italicized.
- The minimum letter height after reduction should 1.5 mm for a capital letter, thus, for a 50% reduction the minimum original size of the capital letter would be about 3 mm (12 pt), and rule or dotted patterns should be of sufficient size and density to withstand reduction without fading away or blocking up 9a reducing photocopier can give you a good indication of whether the size or type of pattern you choose is suitable).
- Clear patterns away from areas of type and avoid mixing typefaces on the same figure,

grid marks should point outwards, legends to horizontal axis should run from left to right while for vertical axis legends should run from bottom to top. Use the same symbols (_ , _ , _ . etc) for all the graphs in one paper.

- The style of the figure within any one paper should be as closely matched as possible.

Photographs

Photographic slides are preferred. If prints are used, they should be good contrast, on glossy paper and should be at least as large as the intended printed size. The minimum size of lettering should be about 1.5 – 2 mm after reduction but labels (A, B, C) should be slightly larger. Composite photograph must be mounted on a flexible surface only to enable them to be electronically scanned for printing. Colour photograph will be accepted only if are essential.

Statistical analysis and graphical presentation of data.

Adequate Description of the data, complement formal statistical analysis.

Proofs

Proofs are provided as camera-ready artwork after the proceedings is composed. The proofs are to be checked and corrected in accordance with the conventional proof reader's marks. Due to the cost of corrections and time factor, authors are reminded that only essential corrections will be made.

Correspondence

Completed registration form (last page) should be directed to:

1. Syed Mohd Khalil Syed Mahmood (F&R) khalil@fr-exhibitions.com.my
+6.03.2161.0951

REGISTRATION FORM

Registration Deadline: 20th March 2009

Name:			
Job Title:			
Organisation:			
Address:			
Postal Code:	City/Town:	State/Province:	Country:
Tel:			
Fax:			
E-mail:			

** Receivers may duplicate this form*

*** Please fax this form to F&R Exhibition and Conference Sdn Bhd at Fax No.: +603-2161 1106 / +603-2164 5815. Please keep a copy for your own record.**