

**5<sup>TH</sup> FIG REGIONAL CONFERENCE**  
**Accra, Ghana, 8-11 March 2006**

**Instructions for Authors Regarding Preparation of Manuscripts**

**FULL PAPER AND SUMMARY**

**Format** Text should be typed on word processor MS WORD 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 25mm, 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 (centered, bold), please write your full and your surname or the name, you wish to be listed by in the programme, in capital letters (e.g. YU Changxing or Juan Pereira GARCIA MARGUEZ), 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 (optional) in another language e.g. French or your own language. The summary shall not exceed one page.

**Headings** Times New Roman 12, bold, capital letters, ranged left.

**Bullet Points**

Only use "long dash" ( – )

**Sections and columns:**

Do not use either.

**Full paper** The full paper shall not exceed 15 pages including abstract, pictures, diagrams, references and appendices. The text should be delivered in MS WORD.

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 e.g. 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 conference proceedings and to publish the paper on the FIG web site without any compensation and to give the right to FIG to include the paper in the FIG Reference Library.

## Publications

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

## Deadlines and registration

### Deadlines

- |   |                  |
|---|------------------|
| - Full papers to be submitted to the FIG Office | 10 January 2006  |
| - Registration for speakers                     | 10 January 2006  |
| - Early Bird Registration is available until    | 20 December 2005 |

### Registration

All speakers have to **register by 10 January 2006** through the congress web site [www.fig.net/accra](http://www.fig.net/accra) 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](mailto: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: [fig@fig.net](mailto:fig@fig.net).

## Presentation of papers at the Conference

In all technical sessions there is the possibility to make a PowerPoint presentation. There will be PC and assisting personnel at the conference venue as well as preparation room. You are not obliged to bring your own laptop if you do not want.

8 December 2005