



**International Maritime Lecturers Association
Instruction to Authors – IMLA 16
14nd to 17th October 2008 – Izmir, Turkey.**



Submission Deadline

Authors should follow the timelines shown in the following table.

Item	Date (no later than)
Deadline for Submission of Abstracts	June 15 st 2008
Notification of Acceptance of Abstracts	July 01 st 2008
Deadline for Submission of Full Papers	August 01 st 2008
Notification of Acceptance of Full Papers Refereed Papers Returned to Authors for Revision	September 01 th 2008
Deadline for Submission of Full Papers Registration	September 20 th 2008

Authors should base their manuscripts on one of the “paper themes” and should address the conference theme.

Papers will be peer reviewed by experts appointed by the papers review committee.

Submissions should be e-mailed to:

Conference Secretariat of IMLA 16
imla2008@deu.edu.tr

Chair Papers Review Committee Prof. Dr. Malek Pourzanjani



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Manuscript Format

On the **first page**, the title (should be as succinct as possible) of the paper should be centered and written in bold capitals. Each author’s name, title, affiliation, address with e-mail, phone and fax number should be placed below the title. Each author’s surname (family name) should be typed in capitals. Below this information, the first page should also contain an abstract of less than 500 words and **three key words**.

Author’s biographies should also be provided on a separate sheet.

The manuscript should be organized similar to the following generalised structure:

Title _____ → **Bold 12 pts**

1st Author* _____
2nd Author** _____ → 10 pts

*Affiliation, address, phone, fax and e-mail address

**Affiliation, address, phone, fax and e-mail address _____ → 10 pts

Abstract _____ → **Bold 10 pts**

Text _____ → 10 pts

Key Words :,, _____ → **Bold 10 pts**



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At the top and centre of the **second page**, print the title of the paper in bold capitals. Then, after two blank lines, the main body of the paper starts, divided in sections and sub-sections as appropriate. Text should be in single space and justified.

Heading Numbers

Sections should be numbered and their title typed in bold (e.g. **1. Introduction**) at the left side of the page. Sub-sections must be numbered using two digits and their title typed in bold (e.g. **2.1 Target Area**) at the left side of the page. Except where they start a new page, two blank lines must be left before each title.

A generic example of the heading numbering system is shown below;

- 1. Introduction**
- 2. Literature Survey**
 - 2.1. Target Area**
 - 2.1.1. Target**
 - 2.1.2. Area**
 - 2.2. Database**
- 3. Results**
 - 3.1. Results for cargo handling data**
 - 3.1.1. Interpretation of results for cargo handling data**
- 4. Analyses and Discussion**
- 5. Conclusion**
- 6. References**

Page Layout

Margins: Top and bottom margins: (25 mm)
 Left 30 mm; Right 25 mm

Submission of the Paper

Submission of an abstract or paper to this conference will be taken to imply that it represents an original work and that it has not been previously published or considered elsewhere for publication, and that, if accepted for publication, it will not be published elsewhere in the same form.



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Figures, Tables: Only good quality figures and tables of sharp photo prints will be accepted. Figures and tables should be numbered, have full descriptive caption and be mentioned in the text.

Mathematical Equations and Formulas: Mathematical equations should be typewritten. Subscripts and superscripts should be clearly shown. A glossary of meanings should be provided for any symbols used in a formulae, which are not otherwise defined in the text of the manuscript.

System Internationale (SI) units should be used at all times

Page Numbers

Arabic numerals located bottom centre, in single sequence throughout, including pages that carry tables, figures and appendices.

References

References should be indicated in the text by the **Harvard** (name and date) system.

References in the text should be as follows: Use the author's name and the year of publication Bloggs (1991).

The full list of references should be collected at the end of the paper in alphabetical order. Listed references should include article titles, journal titles & reports. The initials of the authors should be placed after their family names followed by the year of publication. **Footnotes should be avoided**, except in tables. **Do not use 'op. cit.' etc.** Some examples are shown below

Alexander, M., Cox, S., & Cheyne, A. (1995), "Safety Culture within a UK Organization Engaged in Hydrocarbon Processing," *In Proceedings of the 4th Conference on Safety and Well-being at Work, University of Loughborough, Loughborough, 1-3 November.*

McIntosh, R. W. (2000), *Management Through Figures in the Lodging Industry*, Access Date:19.04.2000, <http://msue.msu.edu/msue/imp/modtd/33119706.html>.

Rockeach, M. (1973), *The Nature of Human Values*, Free Press, New York.

Rundmo, T. (1992), "Risk Perception and Safety on Offshore Petroleum Platforms. Part II: Perceived Risk, Job Stress and Accidents," *Safety Science*, 15, 53-68.



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“Internet References”, should be collected at the end of the “References” in alphabetical order. Each internet reference should include “Access Date” to the web page. Example is shown below.

Internet References

<http://www.nasmaritime.com/colreg/rule10x.html>, Access Date: 06.06.2008.