

STYLE NOTE FOR PREPARING THE FULL PAPER

1. GENERAL INSTRUCTIONS

The full paper, two hard copies and one disk copy in WORD or compatible formats, should be submitted to the following by *31 July, 1999*.

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Late submissions will not be selected for publication in the HKSTS Conference Proceedings.

The manuscript should be in English.

2. PAPER FORMAT

- A4 paper (210 mm wide by 290 mm deep) with 25 mm margins on all sides; alternatively, set to a type area of 160 mm wide by 240 mm deep
- Times New Roman typeface in 12 point pitch
- Single spacing
- **10** pages maximum, including figures, tables, references, and appendices
- leave a blank line between paragraphs without indent
- text should be justified across whole page width

3. STRUCTURE OF PAPER

3.1 First page

The first page of the manuscript should only contain the following, and in the order specified below:

- The title of the paper
- The name(s) of the authors(s)
- Their employing institution(s)
- An abstract of up to 150 words

3.2 Second and following pages

These include the main body of the paper, divided into sections and (optionally) subsections with sub-subsections. Sections must be numbered and their title typed in bold capitals (for example, **1. SECTIONS**). Subsections must be numbered using two digits and their titles typed in bold typeface (for example, **1.1 Subsections**). Sub-subsections must be numbered using three digits and their titles typed in bold typeface (for example, **1.1.1 Sub-subsections**). Two blank lines must be left before each title of the sections and one blank line before each title of the subsections and sub-subsections, with the exception of new pages.

4. EQUATIONS, TABLES AND FIGURES

4.1 Equations

Equations must be typeset with the same word processor. They must be numbered and appear in the following format:

$$a + b = c \tag{1}$$

4.2 Tables

Tables must be numbered sequentially, with their title centered above the table.

4.3 Figures

Figures must be drawn in ink or with good quality graphic software. They must be numbered, with their title centered above the figure.

5. REFERENCES

The Harvard System of referencing must be used (see for example *Transportation Research*). In the body of the text, papers or documents are referred to by the author's surname with the year of publication in parenthesis; if the quotation is itself in parenthesis, the year of publication is separated by a comma. If the reference has more than two authors, only the surname of the first author followed by *et al* in italics will appear in the body of the text.

At the end of the paper complete references must be given alphabetically by author's surname including: surname(s) and initials of author(s), separated by a comma, year of publication in parenthesis, title of the paper, title of the journal in italic typeface, volume of the journal in bold typeface, and first and last pages. In the case of books the title of the book must be in italic typeface, with first letter capitals; the publisher and the city of publication must also be indicated. Examples:

Kanafani, A. and Abbas, M.S. (1987) Local air service and economic impact of small airports. *Journal of Transportation Engineering* **113**, 42-55.
Button, K.J. (1982) *Transport Economics*. Heineman, London.

- Nash, C.A. (1988) Integration of public transport: an economic assessment. *Bus Deregulation and Privatisation: An International Perspective* eds J.S. Dodgson and N.P. Topham, pp. 17-46. Wiley, New York.
- Grant, R.A. (1989) Building and testing a causal model and information technology's impact. *Proceedings of the Tenth International Conference on Information Systems*, Boston, MA, pp. 173-184.
- Cardell, N.S. (1989) Extensions of multinomial logit: the hedonic demand model, the non-independent logit model and the ranked logit model. Ph.D. Thesis, Harvard University, U.S.A.
- American Trucking Association (1987) *Motor Carrier Annual Report*. Alexandria, VA.