

# Governance in Transport: A Focus on East and Central Africa

## Arusha 25 November 2009

### Preparation of Complementary: Guidelines for Authors

#### General Instructions

The basic guidelines for preparing your complementary paper are as follows :

- **The paper should be prepared with Microsoft Word**
- A4-size paper (210mm width, 297mm height)
- All margins (top, bottom, left and right) to be 2.5 cm (1 inch)
- Times Roman 12 point size
- 12 point line spacing
- The preferred length of the complementary paper is in the range 6-8,000 words (including notes and references).
- Maximum length of 20 pages, *including* figures, tables, appendices, and references
- Number pages consecutively, with page numbers centred at the bottom of each page.
- Paragraphs should be indented 5 spaces from left margin and leave a blank line between paragraphs
- All papers are to be submitted in English.

#### Paper Format

1. The Title of the paper should be bold and in Title Format with upper and lower cases. The author name(s) should be in bold upper and lower cases, with the surname in CAPITAL letters. Type the author affiliation(s) and address(s) in italics upper and lower cases. **All these should be centred.**
2. Papers should begin with an abstract of not more than 250 words and followed by five keywords.
3. All text should be single spaced including references and any indented quotations. Please leave one line space between paragraphs, except for reference list.
4. Paragraphs should be indented 5 spaces from left margin.
5. Appendixes should follow immediately after the main text to be followed by acknowledgements, notes and references.
6. Camera ready diagrams and line drawings must be clearly drawn in black ink. Figures and tables should be numbered in single sequence in the order in which they are referred to in the paper. All figures and tables should have brief descriptive captions.

## **Headings**

You may normally use up to three levels of heading in the text to help guide readers around your paper. Major section headings should be in bold **CAPITAL LETTERS AND LEFT JUSTIFIED**. 2nd level headings should be in **Bold, Capitalized, and Left Justified** and 3rd level heading should be in *Bold Italics, Capitalized and Left Justified*.

## **Abbreviations**

When using abbreviations, spell them out in full on their first use (except for universally known ones such as UK, USA etc.).

## **Quotations**

Quotations in the text of more than 30 or so words should be pulled out of the text and indented.

## **References**

Please use the Harvard system of referencing.

### **1. References in the text**

References in the text should be made in the following ways:

As Lin (2009) points out ..... However, this might not be so (McGee, 1971; Yeh, 1992, 2000, p.118; Kwok, Parish, Yeh and Xu, 1990)

You must make sure that all references which appear in the text are given in full in the references section.

### **2. Reference Section**

References should be listed in alphabetical order at the end of paper. Surname (family name) of the author should be CAPITALIZED. Page numbers should be given. The names of books and journals should be given in full, and the publisher and place of publication should be given for books and conference proceeding. References not published in English should have the language of publication in brackets and italics at the end of the reference.

#### ***Books***

The format for books should be as in the following examples:

McGEE, T.G. (1971), *The Urbanization Process in the Third World: Explorations in Search of a Theory*, London: Bell.

KWOK, R.Y.W., W.L. PARISH, A.G.O.YEH, and X.Q. XU (eds.) (1990), *Chinese Urban Reform: What Model Now?*, Armonk, N.Y.: M.E. Sharpe.

YEUNG, Yue-man (2000), *Globalization and Networked Societies: Urban-regional Change in Pacific Asia*, Honolulu: University of Hawaii Press.

***Journal papers and book chapters***

The format for articles/chapters of books should be as in the following examples:

- CHAN, Roger C.K. (2006), "The Creation of Global-local Competitive Advantages in Shanghai", in WU, Fulong Wu (ed.), *Globalization and the Chinese City*, London: Routledge, pp. 229-251.
- CHOI, Jin-Ho (1990), "Patterns of Urbanization and Population Distribution Policies in the Republic of Korea", *Regional Development Dialogue*, Vol. 11, No. 1, pp. 130-151.

**Sample Paper**  
**The Length of Paper Should Be in the Range of 6-8,000 Words**  
**(Including Notes and References)**

**Your Full NAME**  
*Your affiliations*  
*Your mailing address*  
*Your contact telephone number and email address*

**Abstract**

Papers should begin with an abstract of not more than 250 words and followed by five keywords.

**Keywords:** XXXX XXXXX XX XXX SSS

**THE FIRST HEADING**

You may normally use up to three levels of heading in the text to help guide readers around your paper. Major section headings should be in bold CAPITAL LETTERS and left justified. 2nd level headings should be in bold, capitalized, and left justified and 3rd level heading should be in bold italics, capitalized and left justified.

**The Second Heading**

You may normally use up to three levels of heading in the text to help guide readers around your paper. Major section headings should be in bold CAPITAL LETTERS and left justified. 2nd level headings should be in bold, capitalized, and left justified and 3rd level heading should be in bold italics, capitalized and left justified.

***The Third Heading***

The reference section should be continuous alphabetical listed at the end of paper. Surname (family name) of the author should be capitalized. Page numbers should be given. The names of books and journals should be given in full, and the publisher and place of publication should be given for books, conference proceedings etc. Reference not published in English should have the language of publication in brackets at the end of the reference.

**REFERENCES**

- CHAN, Roger C.K. (2006), "The Creation of Global-local Competitive Advantages in Shanghai", in WU, Fulong Wu (ed.), *Globalization and the Chinese City*, London: Routledge, pp. 229-251.
- McGEE, T.G. (1971), *The Urbanization Process in the Third World: Explorations in Search of a Theory*, London: Bell.
- CHOI, Jin-Ho (1990), "Patterns of Urbanization and Population Distribution Policies in the Republic of Korea", *Regional Development Dialogue*, Vol. 11, No. 1, pp. 130-151.

- KWOK, R.Y.W., W.L. PARISH, A.G.O.YEH, and X.Q. XU (eds.) (1990), *Chinese Urban Reform: What Model Now?*, Armonk, N.Y.: M.E. Sharpe.
- LI, S.M. (2004), "Life Course and Residential Mobility in Beijing, China", *Environment and Planning A*, Vol. 36, No. 1, pp. 27-43.
- LIN, George C.S. (2009), *Developing China: Land, Politics, and Social Conditions*. London: Routledge
- YEH, Anthony Gar-On (1992), "Public-Private Partnership in Urban Redevelopment in Hong Kong", *Urban Planning Forum*, September, 81, pp. 17-23. (*in Chinese*).
- YEH, Anthony Gar-On (2000), "The Planning and Management of a Better High Density Environment", in YEH, A.G.O. and NG, Mee Kam (eds.), *Planning for a Better Urban Living Environment in Asia*, Aldershot: Ashgate, pp. 116-143.
- YEH, Anthony Gar-On (2005), "Dual Land Market and Internal Spatial Structure of Chinese Cities", in MA, Laurence J.C. and WU, Fulong (eds.), *Restructuring the Chinese City: Changing Society, Economy and Space*, London: Routledge, pp. 59-79.
- YEUNG, Yue-man (2000), *Globalization and Networked Societies: Urban-regional Change in Pacific Asia*, Honolulu: University of Hawaii Press.