

SUBMISSION OF ABSTRACT

HOW TO SUBMIT

The **Call for Papers** is announced both for peer review papers and non-peer review papers. We invite you to submit an abstract for the FIG Working Week by 1 November 2018. For peer review papers the deadline is 1 October 2018.

Before you begin - To submit your abstract you will need to have the following items ready:

- Your 250-500 words abstract describing the objectives, results, conclusions and significance of your work. Please feel free to submit an abstract on any topic related to **the specific topics** of FIG 2019.
- The names and email addresses of all contributing authors.
- The full title of the paper as you would like it to appear in the programme book / proceedings.
- Your choice of maximum three (3) commissions/task forces etc. in prioritized order, which best corresponds to the subject of your paper.
- Keywords for your paper.
- Whether you want to submit your paper as as peer review paper or non-peer review paper. You can submit abstract for both a normal presentation (approximately 10 minutes) and short presentation (approximately 5 minutes).
- Choice of author(s) as the presenter(s) at the Working Week.

Submitting your abstract

- Begin by filling in the **abstract submission form**. Ensuring that you fill in all mandatory fields. Please note that submission of an abstract is NOT equivalent to registering for the Working Week. More information on registration, please visit www.fig.net/fig2019/registration.htm
- Please note that when you submit your abstract the number of abstracts is limited to a maximum of two per author; one as first author and one as co-author. Further, an author can only present one paper.

- An email from fig@fig.net will serve as confirmation of a successful abstract submission. Your contribution ID will be contained in the confirmation email.
- Please note that abstracts must be submitted by 1 November 2018. If you submit a peer review paper the deadline is 1 October 2018.
- The outcome of the selection process will be communicated to you via email by 15 December 2018.

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) after the title:

Land Administration and GNSS

Name(s) of the author(s)

Times New Roman 12 (centred, 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. KIM Geun-pil or Juan Pereira GARCIA MARGUEZ), and country. Leave two lines empty (12) after the name.

Juan Pereira GARCIA MARGUEZ, Mexico

Key words Four or five key words on paper theme (Times New Roman 12, ranged left), leave two lines empty (12) after keywords.

Key words: GPS, land administration, Mexico.

Summary Times New Roman 12, justified. Summary shall be submitted in English and in one other language (optional) e.g. French, Spanish or your own language. The summary shall not exceed one page.

SUMMARY

This is a summary on the paper on land administration and GNSS. This explains the latest developments in these issues in Mexico.

The full paper starts from a new page with the paper title and author's name(s).

Headings Times New Roman 12, bold, capital letters, ranged left:

1. INTRODUCTION

For subtitles see the template.

Bullet Points

Only use “long dash” (–)

Sections and columns:

Do not use either.

Full paper

It is preferred that the full paper should 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 should be inserted in the word document. jpg-format for photographs, formulae and figures is preferred.

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) as indicated in the template.

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 FIG 2016 proceedings on the FIG web site without any compensation and further to give FIG the right to include the paper in the FIG Surveyors' Reference Library and further in the FIG Journal if selected for this purpose.

Publications

The **full paper** will be published on the FIG web site (www.fig.net) and included in the FIG Surveyors' Reference Library.

Important dates

Non Peer Reviewed Papers

Peer Reviewed Papers

1 November 2018

Deadline for authors to submit non peer reviewed **abstracts**.

1 October 2018

Deadline for authors to submit **full papers** for peer review.

15 December

Confirmation to authors of acceptance of non peer reviewed **abstracts**.

10 December 2018

First notification to authors of acceptance of peer reviewed papers.
For accepted papers, authors will also be notified of any modifications required by the reviewers.
Authors of papers not accepted for peer review will be offered to convert the paper to the non peer review process.

4 January 2019

Deadline for authors to submit revised **full paper** for 2nd round of peer review (depending on proposed corrections from reviewers).

1 February 2019

Second notification to authors of acceptance of peer reviewed papers with the possibility of further modifications from the 2nd round of peer review.

All Papers (peer reviewed and non peer reviewed)

1 February 2019

Early bird registration closes
Deadline for all authors to register.

1 February 2019

Deadline for all authors to submit **Full Papers**.

28 February 2019

First draft of the technical programme will be published on the web.

22 March 2019

Deadline for normal registration.

22 – 26 April 2019

FIG WORKING WEEK – HANOI, VIETNAM

Registration

All speakers have to **register by 1 February 2019**.

The papers will be admitted for presentation in the technical programme only from those speakers that have registered in time. Papers submitted after the deadlines will also not be published in the FIG conference proceedings.

Submission of abstract

Please submit your abstract at: www.fig.net/fig2019/submission.htm

Submission of papers

The paper shall be submitted in digital format (MS word – not PDF) to the FIG office by e-mail: fig@fig.net

Presentation of papers

In all technical sessions there is the possibility to make a PowerPoint presentation. There will be laptop and assisting personnel at the conference venue as well as a preparation room for speakers.