

International Conference on Smart Mobility and Logistics in Future Cities

18-20 October 2018

The Hong Kong Convention and Exhibition Centre, Hong Kong

Jointly organized by:



The Chartered
Institute of Logistics
and Transport



Guidelines for Full Paper Submissions

Upon acceptance of your abstract, you are welcome to submit a full paper to be considered for Special Issues of academic journals (optional). The deadline for full paper submission is **22 August 2018**.

Manuscript Length

The recommended length of each full paper is between **4000-8000 words**. This includes the main text and references, but does not include the cover page, tables and figures. Please **do not** use footnotes, endnotes or appendices.

Language

All submissions, presentations and papers shall be in **English**.

Paper Format

Please adhere to the following formatting guidelines in your full paper submission:

- 1) A4 page with 2.5 cm margins
- 2) Times New Roman font, 11 point size
- 3) Single-spaced
- 4) Justify text between margins
- 5) Separate paragraphs with blank line, no indents
- 6) Save as a **PDF file less than 2MB in size**

Paper Structure

All full papers should have a cover page with the following elements:

- 1) Names of author(s) and affiliation(s) (including department/ unit, organisation/ institution and country/ territory)
- 2) Email address of corresponding author
- 3) Abstract (between **300-500 words**)
- 4) Up to five keywords, separated by a semicolon

Any tables or figures should be placed at the very end, after the list of references.

Section and Sub-section Format

Please use no more than three levels of sections, to be formatted as follows:

1. SECTION

1.1 Subsection

1.1.1 Sub-subsection

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Tables and Figures

Please provide a title for your tables and figures and label them as Table 1, 2, 3, .../ Figure 1, 2, 3, ..., and refer to them in the main text as such. Please use no more than a combined total of 8 tables and figures in your full paper.

References

The American Psychological Association (APA) referencing style is recommended. Please follow the guidelines below for compiling the reference list when citing different resources:

Whole book:

Author, A.A., & Author, B.B. (Year Published). *Book name*. City: Publisher.

Edited book chapter:

Author, A.A. (Year Published). Title of chapter. In A.A. Editor, B.B. Editor (Eds.), *Title of book* (pp. Pages). City: Publisher.

Journal article:

Author, A.A., & Author, B.B. (Year Published). Article title. *Journal Name*, *Volume*(Issue), Pages.

Website:

Author, A.A. (Year, Month Day). Title of document. Retrieved from [URL](#)

When citing in-text, please follow the below guidelines:

One author:

Chan (2018) states that ... or ... (Chan, 2018).

Two authors:

Chan and Wong (2018) state that ... or ... (Chan & Wong, 2018).

Three or more authors:

Chan et al. (2018) state that ... or ... (Chan et al., 2018).

For more details about references and citations, please visit the APA Style homepage (<http://www.apastyle.org/>).

After your full paper has been prepared in accordance with the above, please read the [Guidelines for using the MyReview system](#) carefully, and then access the [paper submission interface](#) to upload your full paper.

Please note that the system **ONLY** accepts files of **less than 2MB** in size in **PDF** (*.pdf) format.

If you have any enquiries or encounter any difficulties in submitting your full paper, please write to the Conference Secretariat (hkits@pctourshk.com or hkits@hku.hk).