

11th International Conference on Appropriate Technology (11th ICAT)

With the Theme

Building Sustainable Rural and Urban Cities for Economic Growth, Enhancing Health and Eradicating Poverty

November 25-29, 2024 – Johannesburg, South Africa

GENERAL INSTRUCTIONS OF AUTHORS

This set of instructions is intended for all submission categories covering: **Full and Poster Papers, Workshop and Tech-Fair Proposals**. All submissions will undergo a rigorous double blind peer review process, after which authors of accepted submissions will be requested to revise taking reviewers' comments into consideration and to submit their final manuscripts for publication in the conference proceedings.

Submissions (especially full papers and poster papers) should be original contributions and should not be under consideration for any other publication at the same time. If another version of the work is under consideration by another publication, or has been, or will be published elsewhere, authors should clearly indicate this at the time of submission.

Please note the following as you prepare your submission for 11th ICAT:

1. Make sure that you give your work an interesting and compelling title – it must also be informative about what the reader is about to be introduced to in terms of the topic, focus and approach.
2. Submit **TWO** copies of your work which is necessary for the double-blind review process.
File 1: With author details.
File 2: Without author details.
3. It is assumed everyone will use Microsoft Word. Please only submit DOC or DOCX files.
4. Authors must adhere to the formatting guidelines noting specific instructions on length and structure for their submission category as laid out in the table below.

<i>Category Item</i>	<i>Full Papers</i>	<i>Poster Papers</i>	<i>Workshop Proposal</i>	<i>Tech-Fair Proposal</i>
<i>Length (pages)</i>	8 - 12	4 - 6	2 - 3	2 - 3
<i>Structure (Typical)</i>	1. Abstract 2. Introduction 3. Related Studies 4. Methodology 5. Results & Discussion 6. Conclusions 7. References 8. Annexes (if any)	1. Abstract 2. Introduction 3. Approach to Study/Project 4. Expected Results 5. Conclusion 6. References	1. Abstract 2. Introduction 3. Objectives & Expected Outcomes 4. Discussion Points 5. Number of Discussants 6. Minimum Time Required 7. Material for Participants (if any)	1. Abstract 2. Introduction 3. Objectives & Expected Outcomes 4. Display Items 5. Number of Presenters 6. Minimum Space Required 7. Material for Participants (if any)

5. Please carefully follow the appearance and formatting guidelines described in the rest of this document. Any submission, which fails to adhere to the instructions, can be rejected at any stage during the peer-review and production processes.

FORMATTING GUIDELINES FOR A SAMPLE SUBMISSION TO 11th ICAT

Name, Affiliation/Institution, Country, Email address (include in File 1 and remove in File 2)

Abstract

This document is about the instructions for authors and provides you with the formatting instructions. These instructions must be strictly followed. Please give your attention to the paragraphs below.

The abstract must in italics and must not exceed 300 words. You may use this document to create your submission or download the sample submission file that is available on the conference webpage and insert your text/images so as to adhere to the format specified for the page length, layout, paragraph format, fonts and sizes. Either way, please follow the Instructions carefully and make sure that your submission follows the specifications accurately.

Keywords: author instructions, paper format (maximum 5 keywords)

INTRODUCTION

This document contains some easy-to-follow instructions for authors of all types of submissions to 11th ICAT. Write a compelling introduction; make the reader interested in what you have to present. Select an aspect of your work that is worthy of additional focus or further investigation.

If you are submitting a full paper or poster paper, this is considered original research that is written by the researcher who conducts the study. The researcher would describe the hypothesis and research question and the purpose of the study as well as describing the research method applied. The outcome of this process is also presented. As an example, you may use this opportunity to methodically and systematically analyse case studies and develop a comparative tool to allow you to do so. You may alternatively unpack a specific theory and its application for your particular research investigation. You may also develop your own theoretical framework, first by surveying current approaches and motivating why a new approach would need to be developed for your particular project. In summary, the paper should discuss the research already completed on the research question with a clear account of the research problem that remains to be solved.

On the other hand, if you are submitting a proposal for conducting a workshop at the conference or demonstrating an innovation at the tech-fair exhibition, make sure to include the information outlined in the previous page and follow the formatting instructions herein for the various sections of your proposal.

SUBMISSION FORMATTING INSTRUCTIONS

Page Settings

Start with making page settings in the 'File menu' under 'Page settings' – set the page format to A4 size. Set the left, right and upper and lower margins on 2.54 cm. The text must be fully justified on both left and right side.

Please type your text using Times New Roman 12 point font. Do not number your pages. Do not number your paragraphs. Do not use predefined lay out commands. Do not use headers and footers, or any shading of text except in illustrations if necessary.

Submission Title and Headings

The title of the submission should preferably not exceed one line (maximum two lines). It should be typed in **BOLD** and ALL CAPITALS. For, titles of main sections (e.g., INTRODUCTION, CONCLUSIONS) should also be in **BOLD** and CAPITALS.

For Headings:

- First-level headings (e.g., Introduction, Conclusion) should be in **bold**, with an initial CAPITAL letter for any proper nouns or use Sentence Case.
- Second-level headings should be in *bold italics*, with an initial CAPITAL letter for any proper nouns.
- Third-level headings should be in *italics*, with an initial CAPITAL letter for any proper nouns.
- Fourth-level headings should also be in *italics*, at the beginning of a paragraph.

Line Spacing and Paragraphs

For line and paragraph spacing, please use single space setting throughout the document. Leave a blank line between sections and paragraphs in sections, as well as after main section titles. Do NOT leave a blank line after subtitles.

All sentences in paragraphs should start with a CAPITAL letter and end with a Full Stop.

USING PICTURES, FIGURES OR TABLES

When adding illustrations such as pictures, diagrams or tables to the document, please follow these instructions carefully. Try to limit the size of imported files preferably by using the graphical editor of Word, or importing files which are saved at 300 dpi JPEG (.jpg format). Don't make use of auto-link facilities, such as links to Excel when using tables. Keep your illustrations readable.

Number your illustration and add a title below it: Type the full title in *italics*. Start with illustration type (e.g., figure, table, image, etc.) and number in **Bold Italics**. See example for a Figure.

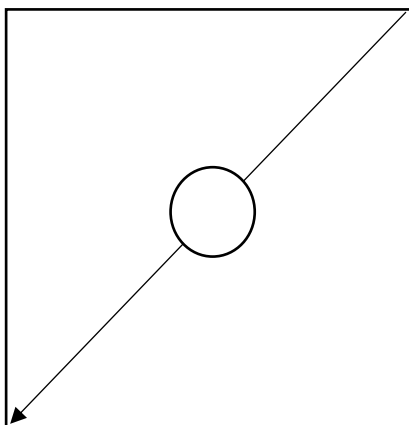


Figure 1: *This is an example of a picture.*

SUBMITTING YOUR ARTICLE

Email submissions will NOT be accepted. **All articles are to be submitted on EasyChair.** If you already submitted an abstract, please just update your file (i.e., do not make a new submission). If you are submitting to 11th ICAT for the first time and did not go through the abstracts' phase, you can make a new submission.

COPYRIGHTS, PERMISSIONS AND APPROVALS

Your submitted article must not infringe on the copyrights of other authors. Authors are responsible for (1) identifying material in their work that requires permission, (2) obtaining permission from the copyright owner, and (3) verifying that the owner is properly credited for granting permission. Authors must note that material published on websites is sometimes under copyright and must be thoroughly checked before submission. Internet sources must be credited like any other reference source, and the credit or reference must include the complete URL and the date you accessed the material.

Before submitting an article, authors must obtain approvals from interested parties as the authors' employers, clients, project owners, and government agencies. Once an article has been uploaded, reviewed by the author, and officially submitted, it is not possible to edit the document.

The INAT/LOC/IOC/ICAT will accept no liability whatsoever and any disputes must be followed up directly with the authors. We assume that the author has followed due care in achieving the required copyrights, permissions and approvals.

THE REVIEW PROCESS

The article will be reviewed by the members of INAT/LOC/IOC/ICAT scientific committee and panel of reviewers.

ACKNOWLEDGEMENTS

Good luck preparing your articles!

LIST OF REFERENCES

Referencing refers to the references you use in the body (i.e., text) of your article. The list of references should include all the books, journal articles, e-mail messages, web pages and other information sources that you have physically consulted and that have been cited in the text. Please check that all in-text references are included in the "List of References" at the end of the document and *vice versa*.

Automatic Referencing

- MS Word (from 2007 onwards) has an automatic function to generate a FULL list of references.
- You can use the following steps:
 1. Click References tab
 2. Select the appropriate style (consult your lecturer/ study leader/ supervisor/ mentor)

3. Click Insert Citation
 4. Click Add New Source
 5. Enter information for each source.
- To automatically generate the list of all the sources used
 1. Click References tab
 2. Click Bibliography
 3. Click Insert Bibliography, where you would like the list.
 4. MS Word generates the list of references automatically under a heading “Bibliography”.
 5. Delete the heading “Bibliography” and type List of References.

On In-Text Referencing

- **In-text references as part of the sentence**
According to Osman (2020:60) Amani went to fetch water ...
- **In-text reference at the end of the sentence**
Amani walked a long distance to find water (Osman, 2020:60).
- **In-text reference if the author of the source is not an identifiable PERSON**
Almost 40% of all Sudanese do not have access to clean water (Central Bureau of Statistics, 2014:103).
- **In-text reference of a source with three or more authors**
When a source has three or more authors, the first mention of the source has to include **all** of the authors’ names. All subsequent citations must make use of the name of the first author, followed by *et al.* (always in italics).
- **Direct quotations**
Direct quotations must be kept to a minimum. Only use direct quotations when the original is very particularly stated, and paraphrasing will disadvantage the information.
- **Two or more publications by the same author, in the same year**
According to Osman (2020a:60) Amani went to fetch water...
Osman (2020b:30) suggests that the water was not available nearby...

All information, ideas, examples, etc., from other sources should be cited. If an entire paragraph is based on the information of one source, the in-text reference should be placed at the end of the first sentence, or the end of the last sentence of the paragraph.

On the List of References

Always use the heading: LIST OF REFERENCES (this means you have to delete the heading “Bibliography” that MS Word generates automatically).

- **General remarks**
The list of references must be placed on a new, separate page.
The references must be listed in alphabetical order of the first author’s surname, or in the absence of an identifiable author, according to the title of the reference.
The list of references is **never** numbered.
The list of references must contain **all** of the sources cited in the research proposal.
All of the references must be listed on the same list, regardless of the type of source.
Publications by the same author, but in different years, must be listed in order from oldest to newest.

Publications by the same author, in the same year, must be listed in alphabetical order – lower case letters will have been placed after the date in the text –in terms of the letters following the date.

The list of references must be typed in single line spacing.

A line must be left open between every entry.

All entries in the list of references must end in a full stop.

- **Referencing books:**

- **One author:**

- Author surname, Initials. Year. *Title in sentence case and in italics*. Place of publication: Publisher.

- **Two or more authors:**

- Author surname, Initials., Author surname, Initials. & Author surname, Initials. Year. *Title in sentence case and in italics*. Place of publication: Publisher.

- **Chapters by different authors:**

- Author (of the chapter) surname, Initials. Year. Title of the chapter in sentence case (not in italics). In: Surname, Initials. & Surname, Initials. (eds). *Title in sentence case and in italics*. Place of publication: Publisher.

- **Referencing journal articles:**

- **One author:**

- Surname, Initials. Year. Title of journal article in sentence case. *Title of the Journal in Title Case*, Volume of the journal(Number of the issue):Page numbers of the article.

- NOTE: There are no spaces between the volume, issue number, and page numbers.

- **Two or more authors:**

- Surname, Initials., Surname, Initials. & Surname, Initials. Year. Title of journal article in sentence case. *Title of the Journal in Title Case*, Volume of the journal(Number of the issue):Page numbers of the article.

- **Unknown author:**

- Anon. Year. Title of journal article in sentence case. *Title of the Journal in Title Case*, Volume of the journal(Number of the issue):Page numbers of the article.

- **Newspaper articles:**

- **Known author:**

- Surname, Initials. Year. Title of the article. *Title of the newspaper*, Date(day and month):page number(s) of the article.

- **Unknown author:**

- Name of the newspaper. Year. Title of the article. *Title of the newspaper*, Date(day and month):Page number(s).

- **Electronic newspaper article:**

- Surname, Initials. Year. Title of the article. *Title of the newspaper*, Date(day and month). [Online] Available from: URL exactly as it appears on the webpage [Accessed: Date].

- **Conference papers:**

- Surname, Initials. Year. *Title of the paper in italics*. Paper presented at whichever conference, Place where conference took place, Date of conference: Pages of the paper.

- **Electronic conference papers:**

Surname, Initials. Year. *Title of the paper in italics*. Paper presented at whichever conference, Place where conference took place, Date of conference: Pages of the paper. [Online] Available from: URL [Accessed: Date]

- **Theses and dissertations:**

- **Paper-based:**

- Surname, Initials. Year. *Title of thesis or dissertation*. Unpublished (specify for which level/degree) thesis. City: Name of the university.

- **Electronic:**

- Surname, Initials. Year. *Title of thesis or dissertation*. Unpublished (specify for which level/degree) thesis. Name of the university. [Online] Available from: URL [Accessed: Date].

- **Government publications and publications by international organisations:**

- **Hard copy publications by international organisations:**

- Name of the organisation. Year. *Name of the publication in italics*. City of publication: Publisher.

- **Electronic publications by international organisations:**

- Name of the organisation. Year. *Name of the publication in italics*. [Online] Available from: URL [Accessed: Date].

- **Hard copy publications by national and provincial government departments:**

- Country. Department. Year. *Title of the publication*. City of publication: Publisher (usually Government Printer).

- **Electronic publications by national and provincial government departments:**

- Country. Department. Year. *Title of the publication*. [Online] Available from: URL [Accessed: Date].

- **Hard copy publications by semi-government institutions, councils and commissions:**

- Name of the council/institution/commission. Year. *Title of the publication*. City of publication: Publisher.

- **Electronic publications by semi-government institutions, councils and commissions:**

- Name of the council/institution/commission. Year. *Title of the publication*. [Online] Available from: URL [Accessed: Date].

- **Personal interviews:**

- Surname (of interviewee), Initials. Year. Verbal communication with the author on 6 February. Place of interview. (Transcript/notes/recording in possession of the author).

- **Electronic sources:**

- **Articles from web-based electronic journals (.html format):**

- Surname, Initials. Year. Title of the article. *Name of the Journal in Italics and Title Case*, Volume of the journal(Number of the issue):Number of the page on which the article starts in the original paper-based journal (Length – number of pages in the article). [Online] Available from: Name of the source: Name of the database: URL [Accessed: Date].

- **Articles from web-based electronic journals (.pdf format):**

- Surname, Initials. Year. Title of the article. *Name of the Journal in Italics and Title Case*, Volume of the journal(Number of the issue):Pages. [Online] Available from: Name of the source: Name of the database: URL [Accessed: Date].

Email messages:

Surname of the sender, Initials. (sender's email address) Year. Title or subject of the email message. [Email to:] Surname of receiver. Initials. (receiver's email address) Date received.

Web Pages:

Surname, Initials. Year. *Title of the web page or article in sentence case and italics.* [Online] Available from: URL [Accessed: Date].

NOTE: When the web page does not have a specific author, use the name of the organisation/company or Anon.
When there is no specific date of publication, use "s.a."
When the web page has no clearly defined title, use the most distinctive title on the page.