

# **BRIEFING NOTES FOR SPEAKERS**

**VALA2004**  
**BREAKING BOUNDARIES: INTEGRATION &  
INTEROPERABILITY**

**12<sup>TH</sup> BIENNIAL CONFERENCE AND EXHIBITION**

**3 - 5 February 2004**  
**Melbourne Convention Centre**

To ensure the highest possible success of your presentation and the Conference programme, we ask you to comply with the following information.

## PRE CONFERENCE

**Please submit your paper as soon as possible, and definitely before 15 September 2003**

### **REGISTER**

All presenters are required to **pre-register** for the Conference on the registration form provided in the main announcement and registration brochure, even if only attending on the day of their presentation and not required to pay a fee.

### **PREPARATION OF PAPERS**

Authors are asked to provide their paper as a Word or RTF file, with the electronic document name in the format nn xxxxxxxx, where nn is the paper number and xxxxxxxx is the surname of the first presenting author e.g. 17 Russell. The file should be e-mailed as an attachment, to [vanessa@wsm.com.au](mailto:vanessa@wsm.com.au). The covering e-mail should include the name of the presenting author and the paper number. If the file is too large (ie. the ISP rejects it) please send (by airmail) 3 CD-ROM copies, together with a covering letter including the name of the author and the paper number.

### **FORMAT OF YOUR PAPER:**

- ◆ Left and right margins exactly 1 inch (25.4mm).
- ◆ To be formatted for A4 paper (not for US Letter or Legal).
- ◆ No colour.
- ◆ Graphs, tables, drawings to be grey-scale or black & white. (If it photocopies well, it will be OK). They must not extend into the margins.
- ◆ No page numbers. (Turn off default settings if necessary).
- ◆ No header.
- ◆ No footers. (All footnotes are to be at the end.)
- ◆ Do not use the default Microsoft format for notes and references - please see the paragraphs on the next page regarding citation style.).

The first page should be a cover page (samples attached), which should consist of:

- ◆ The title, in 16 point bold Arial or Helvetica. This should be centred.
- ◆ The author, with author's position, institution, and e-mail address. This should be in 12 point, Times Roman or Times New Roman and centred. If there are two authors, they may be shown in two blocks, one under the other, or side by side.
- ◆ An abstract of no more than 50 to 100 words. This should be in 12-point italic, Times Roman or Times New Roman and should be fully justified (that is, with the text on both the left and right margins aligned in a straight line).
- ◆ Please follow the vertical spacing on the samples.

Subsequent pages should be as follows:

- ◆ Headings:
  - Heading font to be Arial or Helvetica.
  - Headings to be left-justified.
  - Level 1 Headings: Point size 18, bold.
  - Level 2 headings: Point size 14, bold.
  - Level 3 headings: Point size 12, bold.
  
- ◆ Body:
  - Body font to be Times Roman or Times New Roman.
  - Text to be fully justified.
  - Point size 12 for all text, including notes and references.
  - Single spacing.
  
- ◆ Graphs, tables and drawings must be included in their appropriate places and must not extend into the margins.

## Citations

Please do NOT use the default format provided by Word.

All footnotes and bibliographical references must be listed at the end of the paper.

Authors citing printed works or electronic sources are asked to use **Harvard** format. Some Websites that may help you with this include:

<http://www.lib.monash.edu.au/vl/cite/harvex.htm#web>

<http://www.library.uwa.edu.au/guides/citingsources/harvard.html>

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## REVIEWING OF PAPERS

After your paper is submitted, your paper will be reviewed, and the Programme Committee will advise you of any changes required. The single-blind, two-round review process is as follows. The paper is simultaneously sent to at least two members of a national review panel, who review it in accordance with guidelines supplied by VALA. These reviews are returned and amalgamated by the VALA Secretariat in such a way that all comments appear to come from there. Any editorial matters are also included at that stage. The reviewed paper is returned to the author(s), who have two weeks in which to amend the paper and return it to the VALA Secretariat. The paper, together with the amalgamated original review, is then submitted for further review, usually to the original reviewers. If any further changes are required, consultation will then take place between the authors and the VALA Secretariat. At no stage will the names of the reviewers be known to the author(s).

## PUBLICATION

Accepted papers will be printed in the proceedings/preprints, and it is planned to publish the papers on the World Wide Web. The papers will remain on the Web for at least four years.

Please note that the paper must not be published in full elsewhere prior to the Conference. The author(s) retain copyright, but VALA retains the right to publish as it sees fit. Any publication elsewhere after the conference must give due recognition to the VALA Conference.

Please be prepared to speak to your paper, not read it. Note that the time set aside for your presentation is 25 minutes, with a further 5 minutes for questions.

### **AUDIO VISUAL EQUIPMENT AND MATERIAL**

The smooth operation of audio visual equipment will contribute to the success of your presentation. Each session room will be set up with the following equipment:

- ◆ Computer projection:
  - IBM PC with CD-ROM drive, 100MB zip drive and floppy disk drive.
  - Applications available will be Windows XP, PowerPoint XP, Internet Explorer 5.5, Netscape 7.02, Acrobat Reader 6.0, Real One Free Player, Windows Media Player 9, QuickTime 6.3, and Flash 6.
  - Please provide your presentation on CD ROM, 100MB zip disk or floppy disk.
- ◆ Lectern & microphone.
- ◆ Radio lapel microphone.
- ◆ Laser pointer.
- ◆ Whiteboard.
- ◆ Internet access (see note below).
  
- ◆ An audio visual technician will be on duty in each session room and also in the Speakers' Preparation Room, to assist you.

**All presentations must be brought to the Conference either on CD ROM, 100 MB zip disk or floppy disk. VALA2004 cannot guarantee connection for individual laptop computers.**

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## **Australian subject gateways - metadata as an agent of change**

Debbie Campbell  
Manager, Infrastructure Projects  
National Library of Australia  
[dcampbel@nla.gov.au](mailto:dcampbel@nla.gov.au)

***Abstract:***

*Although the concept of a subject gateway has only risen to prominence in Australia during the last two years, several university library consortia and other education-based initiatives, including EdNA Online and the Australian Digital Theses Project, have already been successful in achieving collaborative approaches for the delivery of national access to electronic resources. The critical success factors realised, including the deployment of metadata and the community approaches to problem solving, mean that Australia is positioned to participate in new initiatives exploring service provision in a national infrastructure for integrated research and information access.*

## Monash Lectures Online: cost effective flexible delivery

Andrew Harrison  
Project Officer  
Monash University Library  
andrew.harrison@lib.monash.edu.au

Georgina Binns  
Music and Multimedia Librarian  
Monash University Library  
georgina.binns@lib.monash.edu.au

***Abstract:***

*This paper discusses the implementation of the Monash Lectures Online service within the Monash University Library. In particular, the paper discusses the issues involved in shifting from an analogue taped lecture service to a digital World Wide Web environment. Major issues discussed include the technological development involved in the service and the implementation and effectiveness of the user interface.*