

World of Shipping Portugal, An International Research Conference on Maritime Affairs



Authors Instructions

28 January 2021

Authors' Instructions

Please read the Authors' instructions presented below; their fulfilment will ease the peer review process. The purpose of nearly all writing is to communicate and to communicate well. Authors must consider both what they want to communicate, and to whom they hope to communicate. Write clearly and concisely, stating objectives and defining terms/assumptions. If English is not the author's native language, please look for help. The objective is to gather high quality research work that is seen as a reference for the international research community.

CITING REFERENCES IN THE TEXT

Citing sources strengthens the authority of an author's work, by demonstrating that he/she has considered others' opinions and ideas to form his/her own. It gives the reader valuable information, indicating where he/she may go to get further information on that subject. For many researchers, the list of cited references at the end of a relevant article or book is the single most valuable item they can come across in their research. Accuracy in citing references is highly regarded, and essential in helping others locate the materials you used in your research.

Please follow the rules below:

Citation of references in the text should consist of the author's last name and date of publication, without punctuation, enclosed within parentheses. For example 'According to Jones (1979)' or simply (Jones 1979). Also, they should be inserted before punctuation or at a logical break in the sentence.

If more than one citation is used, please separate them with semicolons, and list them alphabetically. For example (Boston 1981; Brown 1980).

If a direct quote is used, please introduce the page number as 'p.32'.

Use **et al.** for works by more than two authors. For example, 'Cockburn et al. 1995 have found that

If two or more works by the same author are used and have been published in the same year, please distinguish them by placing a, b and so forth after the year. For example (Carr 2000a;

Carr 2000b). In the reference list provided at the end of the paper, they should be listed as follows:

- Carr, N. G. 2000a. Hypermediation: commerce as clickstream, Harvard Business Review 78(1), pp.46-47.
- Carr, N. G. 2000b. Business and the internet. Boston: Harvard.

In the presence of legal cases, the name of the case is italicised, and the year is placed in brackets as follows “The State of New South Wales v. The Commonwealth (1915) 20 CLR 54. For a specific page reference use the word 'at' instead of p. as follows “Greutner v. Everard (1960) 103 CLR 177 at 181”. Legal cases are only to be included in the reference list if they are essential to understand the work carried out. In this case, it is recommended to list all cases separately under a “Cases” subheading.

REFERENCES AT THE END OF THE PAPER

List alphabetically all the references used in text body of your paper. The following guidelines should be used when listing references at the end of the Paper:

1. Books

Kotler, P. (1997). *Marketing Management: Analysis, Planning, Implementation and Control*. Upper Saddle River, NJ: Prentice-Hall.

2. Chapter in a Book

Buckley, P.J. and Casson, M. (1986). A theory of cooperation in international business, in: Contractor, F.J. and Lorange, P. (eds) (1988) *Cooperative Strategies in International Business - Joint Venture and Technology Partnerships Between Firms*. Lexington, Mass: Lexington Books, pp.31-53.

3. Article in a Journal

Ang, L. and Taylor, B. (2005). Managing customer profitability using portfolio matrices. *Journal of Database Marketing & Customer Strategy Management*, 12(5), pp.298-304.

4. Conference Proceedings

Wang, R. and Ying, S. H. (2002). Internet marketing management in the B2B e-business. In: Xia, G. P. ed. *Proceedings of the sixth China-Japan international conference on industrial management*. Xian. China: China Aviation Industry Press. pp.386-390

Asakura, Y., and Sasaki, T. (1990). Formulation and feasibility test of optimal road network design model with endogenously determined travel demand. *Proceedings of the 5th World Conference on Transport Research, Yokohama, Japan, July*, pp.351-365.

5. Report

European Commission (2004). *First report on the implementation of the internal market strategy 2003-2006*. Luxembourg: Office for Official Publications of the European Communities.

Tan, H., Gershwin, S., and Athans, M. (1979). *Hybrid optimisation in urban traffic networks*. MIT Report Dot-TSC-RSPA-79-7. Cambridge, MA: MIT Press.

6. Unpublished literature

Yang, H., Bell, M. G. H., and Meng, Q. (1997). *Equilibrium zone reserve capacity under network capacity constraints*. Working paper, The Hong Kong University of Science and Technology.

7. Unpublished PhD Thesis

Garcia-Sierra, A. (2000). *An investigation into electronic commerce potential of small to medium-sized enterprises*. Unpublished PhD Thesis. Cardiff University.

8. MIMEO

Bond, S. A., Hwang, S., Lin, Z. and Vandell, K. (2005) *Marketing Period Risk in a Portfolio Context: Theory and Empirical Estimates from the UK Commercial Real Estate Market*. Cambridge, UK: Department of Land Economy, University of Cambridge (mimeo)

9. Newspaper / Magazine

Smith, A. (1996). Labour ditches plans to re-regulate buses. *Financial Times*, 30 December.

10. Web document

Thompson, B. (2006). *Why the net should stay neutral*. [WWW] <URL: <http://news.bbc.co.uk/1/hi/technology/4594498>> [Accessed 17 February 2006.]

11. CD-Rom

Ward, M. 1997. Business in space. *New Scientist on CD ROM*, Vol. 154 No. 2083 Inside Science [CD ROM]

12. Speech

Blair, A. (2003) *Britain in the World*. Speech to FCO Leadership Conference. London, 7 January.

13. Legal Case

The State of New South Wales v. The Commonwealth (1915) 20 CLR 54.

EQUATIONS

When dealing with 'Equations', the following issues must be considered:

1. Equations should be written with the same word processor (MS Word) as the rest of the text;
 2. Hand-written symbols and notation(s) should be avoided; and
 3. Equations must be numbered sequentially with their numbers in parentheses and right justified.
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TABLES AND FIGURES

When dealing with 'Tables and Figures', the following issues must be considered:

1. They are to be numbered sequentially and must have an explanatory title aligned centre above the table.
 2. They should be referred to in the text as follows: Figure 1, Table 1. Example: 'As seen in Table 1 (Figure 1 or Graph 1)'. Do not use abbreviations such as Tab., fig. or Fig.
 3. Introduce Tables and Figures where appropriate so make the paper review and reading easier.
 4. Introduce the source of data. This must be aligned centre below the Tables and Figures.
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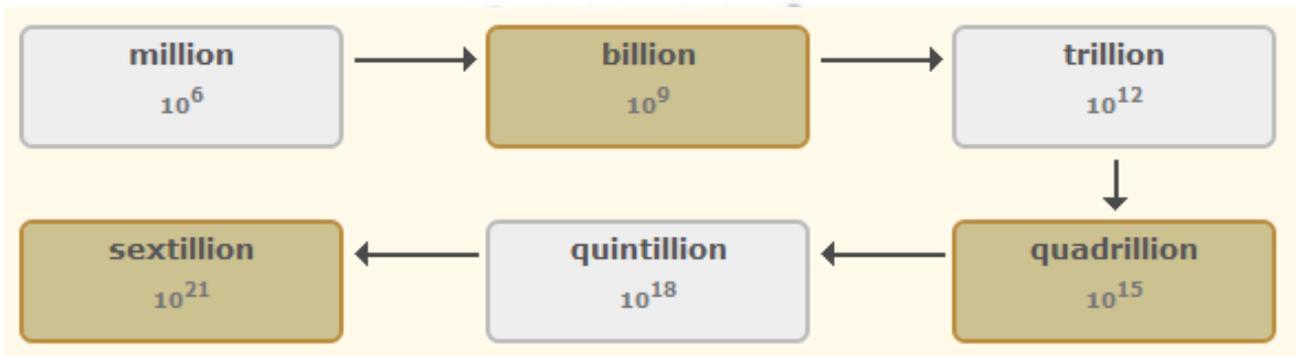
NUMERIC SCALES

Reading numbers is not easy. Countries use different scales to create the names of big numbers.

The most used scales are the **short numeric scale** and the **long numeric scale**. However, there are differences between the two of them. For instance, for numbers less than 1,000,000,000 (10^9), the two scales are similar; however, for numbers greater than or equal to 1,000,000,000 (10^9), the two systems differ. The long scale is more descriptive because it is more divided.

1. Short Numeric Scale

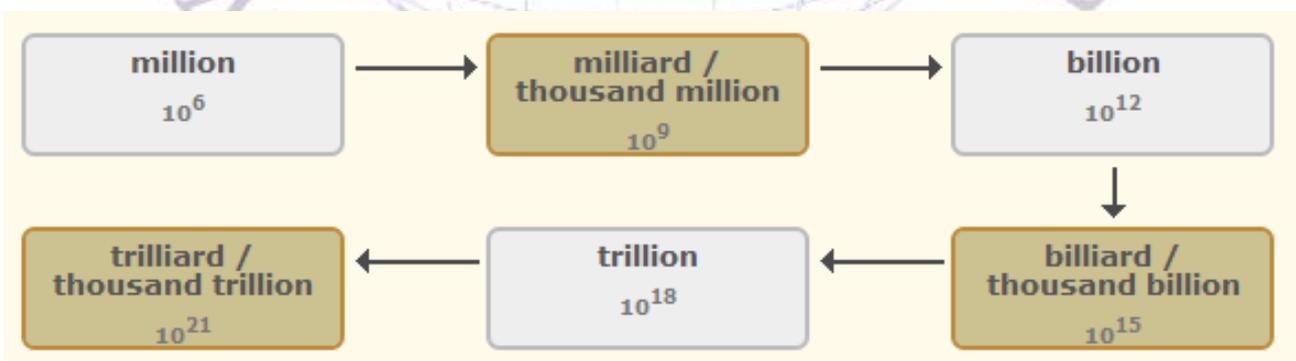
In the short scale, every new word greater than a million is one thousand times bigger than the previous term; in this scale, the digits are grouped by three. For example, one million is 10^6 , and one billion is 10^9 . Next scale word is one trillion, which is 10^{12} .



Source: <https://www.languagesandnumbers.com/articles/en/long-and-short-numeric-scales/>

2. Long Numeric Scale

In the long scale, every new word greater than a million is one million times bigger than the previous term. In this scale, the digits are grouped by six. For example, one million is 10^6 , one thousand million is 10^9 , and one billion is then 10^{12} . One trillion jumps to the 10^{18} position, as the previous scale position, 10^{15} , is occupied by another name matching one thousand billion, and the two-naming series go on alternatively.



Source: <https://www.languagesandnumbers.com/articles/en/long-and-short-numeric-scales/>

The relationship between the numeric values and the corresponding names in the Numeric Scales is as follows:

Value in scientific notation	Value in positional notation	Short scale Name	Long scale Name	Long scale Alternative name
100	1	one	one	
10 ¹	10	ten	ten	
10 ²	100	hundred	hundred	
10 ³	1,000	thousand	thousand	
10 ⁶	1,000,000	million	million	
10 ⁹	1,000,000,000	billion	thousand million	milliard
10 ¹²	1,000,000,000,000	trillion	billion	
10 ¹⁵	1,000,000,000,000,000	quadrillion	thousand billion	billiard
10 ¹⁸	1,000,000,000,000,000,000	quintillion	trillion	
10 ²¹	1,000,000,000,000,000,000,000	sextillion	thousand trillion	trilliard
10 ²⁴	1,000,000,000,000,000,000,000,000	septillion	quadrillion	

Therefore, Authors are welcomed to identify which of the above-mentioned Scales they use.

STYLE

All submitted Abstracts / Full Papers / Extended Abstracts (if applicable) to be written either in British or American English, but not a mixture of both, are accepted.

Clearly explain or avoid terminology that may be meaningful only to a local or national audience.

Use single 'quotes' for quotations instead of double "quotes" unless the 'quote is "within" another quote'.

Punctuation should follow the British style, e.g. 'quotes precede punctuation'.

All abbreviations/acronyms used in the abstract and/or text should be spelt out the first time they are introduced. Thereafter abbreviations/acronyms can be used if appropriate.

The '&' should not be used except for the publisher's names.

Numbers in the text should take the following forms:

- For number above ten write 300, 3000, 30000.
- Spell out numbers equal or below 10 unless used with a unit of measure. For example, nine pupils but 9 mm.
- For decimals, use the form 0.04, not .04.