

Developing and sustaining transport systems in an uncertain world

6 to 9 July 2026

The 44th Annual Southern African Transport Conference

Dear Student

INSTRUCTIONS FOR WRITING AND SUBMITTING ESSAYS

Deadline date: 11 May 2026

Please read the instructions carefully before preparing your essay.

Each University will submit their two winning essays to the conference secretariat. No essays will be accepted directly from the students. Essays will be subject to a final review by the SATC selected panel. Only one student per essay is allowed.

The essay should provide innovative solutions related to the conference theme – ‘Developing and sustaining transport in an uncertain world’.

Winning students and their lecturer, within South Africa and neighbouring countries, will be sponsored to attend the conference and present their essay. Students from other countries may also participate.

AI-generated essays constitute academic fraud. While we acknowledge that AI use will continue to increase, and should be seen as an important tool in the preparation of academic works, only the following areas of AI-generated content are considered acceptable:

- Grammar checking and editing for clarity of original work prepared by the authors.
- Idea-generation and assistance with the structure of the paper, which is wholly researched and written by the authors.

The published proceedings will be prepared directly from your material so make sure that your manuscript is accurate, clear, complete, grammatically correct and without spelling or typographical errors.

The SATC organisers cannot accept responsibility for errors or omissions. It is your responsibility to proof-read your essay before submission.

Copyright

Essays must be original work.

All photos/ graphs used in the paper must be the property of the author/s or cited.

Manuscript requirements

- Final papers will be published on the conference app and abstracts in the Programme Handbook.
- Do **NOT** number the pages (Maximum 5 pages)
- The first page of the essay must contain **(1)the title – (2)the author name and affiliation, (3)the contact details** of the corresponding author (all centred) and **(4)the abstract, (5)followed by the essay immediately thereafter**
- No headers or footers.
- Figures, photographs and tables
Figures to be numbered consecutively with a brief title. Authors are encouraged to make use of colour in graphics, figures and photographs. The figure to be located in the document, as close as practicable after the first reference to it. The title of a figure must be **below** the figure, in **bold lower case**.
Tables to be numbered consecutively. Each table to be located in the document, as close as practicable after the first reference to it. The title of a table must be placed **above** the table, in **bold lower case**.

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SATC Board of Directors: Prof W Steyn (Board Chair), Dr M Mokonyama (Chair: Organising Committee), Mr L Mabece, Prof J Maina, Ms Ivandra Udoen, Dr Siphon Dibakwane, Mr P Hendricks, Mr M Matete, Mr P van Niekerk, Mr B Verhaeghe

- Symbols and units - SI units must be used.
- **Equations** must be numbered in parenthesis e.g.(1) consecutively throughout the text.
- **References** to literature must be according to the Harvard method, where in the text the reference is Author (date) or (Author, date) and listed at the end of the paper in author alphabetical order in the following format:
Baroux, B, 1988. Paper title. Corrosion Science, 28 p.969
Cotton, JB, 1979. Book title. "Corrosion", pub Newnes-Butterworth, UK (ed. L.L. Shreir) p.192 (1979)
Kruger, J, 1996, Paper title. Proc. 13th Int. Corr. Congress, paper No.2

Tips for structuring an essay:

An Abstract (also known as a Summary or Synopsis) may not contain any information that is not in the essay. It typically contains:

Background

Aim of paper

Scope of essay, ie. what is discussed

Main conclusions and recommendations

The Conclusions must demonstrate that the aim of the essay was fulfilled.

If, at any stage, you wish to withdraw your essay or cancel your participation at the conference, please let us know immediately.

Following is an example of the layout:

(Set all margins at 2 cm – Font Arial 16-point, WORD)

Instructions for typing an essay. Use sentence case in title with any acronyms (e.g. PRX, PoP) in caps

(Centre title of paper with overflow or subtitle on next line)

(Change to Arial 12-point for rest of paper – author(s) details on second line down)

AN Author

(Author's Institution of study, address, tel and email address on second line down)

University of ABC, P O Box 3854, Pretoria, 0001

Tel: 019 123-4567; Email: author1@satc.co.za

(On fifth line down start typing abstract in single spacing, immediately followed by full paper, centre the word ABSTRACT)

ABSTRACT

The title of the paper should be in Arial 16 scalable font. Then change font to 12 point Title of paper, author(s) name(s) and address(es) must all be centered as shown above and may be spread over two or more lines if necessary. An abstract (preferably one paragraph only) must be included on the front page and the essay commenced immediately after it. All imagery, including but not limited to photographs, graphs,

tables, and figures used in the essay must be the property of the author/s. If an image is reproduced from another source, and the copyright is not owned by the author/s, then express written consent must be obtained from the copyright holder. Reproduced images, or images amended from another source should have the citation to the original source included in the caption. Note that authors usually rescind their copyright of images to the publisher when the images are published in a journal, book, magazine, etc.

Please note the following when typing your paper:

- Set all margins at 2 cm.
- Use single spacing in a 12-point scalable font (no smaller!). Font: Arial.
- Do NOT number the pages.
- The paper must not exceed 5 x A4 pages – including tables, diagrams, drawings and references.
- Headings and numbering as follows:
 - 1 MAJOR HEADINGS IN UPPERCASE**, left justified 12-point bold, one blank line above and below.
 - 1.1 Intermediate headings in lower case, left justified, underlined. One blank line above and below.
 - 1.1.1 Minor headings in lower case italics, left justified. Text to follow immediately thereafter.

If you have any queries or problems please contact Jacqui Oosthuyzen (Secretariat)
Mobile: +27 (0)83 324-9622

We look forward to receiving the essays.



(Ms) JACQUI OOSTHUYZEN
SATC Secretariat