



AUSTRALASIAN INSTITUTE
OF MARINE SURVEYORS

Symposium Paper & Case Study Submission Policy Statement



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Purpose and Scope

This policy sets out the requirements, standards and conditions applying to the submission, review, acceptance and presentation of papers or case studies for the symposium. It is intended to promote high standards of ethical, professional and academic conduct, support a fair and transparent review process, and protect the integrity of the symposium program and any associated proceedings or publications.

Eligibility and Submission Requirements

All submissions must be made in accordance with the symposium call for papers, formatting instructions, submission deadlines and any additional guidance issued by the symposium organisers.

The submitting author is responsible for ensuring that the submission is complete, accurate, properly formatted and submitted by the applicable deadline. The symposium organisers may decline to consider incomplete, late or non-compliant submissions.

Each submission must clearly identify the title of the paper, the name and affiliation of each author, and any other information reasonably required by the symposium organisers to assess the paper.

Authors must ensure that all information provided during submission is accurate and current at the time of submission.

Originality and Prior Publication

By submitting a paper, the submitting author and any co-authors warrant that the submission is the original work of the author or authors, except where material from other sources is properly quoted, cited or otherwise acknowledged. Submissions must not contain plagiarised, fabricated, falsified, misleading or deceptive material.

Unless expressly permitted in writing by the symposium organisers, a submission must not be under consideration by another conference, symposium, journal or publication at the time of submission, and must not have been previously published in substantially the same form.

Where a submission builds on prior work by the author or authors, that prior work must be appropriately disclosed and clearly distinguished from the new contribution.

Authorship and Author Responsibilities

Authorship must be limited to individuals who have made a genuine and substantial intellectual or professional contribution to the paper. The submitting author warrants that all named authors have reviewed and approved the final version of the submission, consent to its submission, and agree to be bound by this policy and any symposium submission conditions.

The submitting author acts as the primary contact with the symposium organisers and is responsible for communications regarding the submission, including requests for clarification, revisions, acceptance decisions and presenter arrangements. Any change to authorship after submission may only be made with the prior approval of the symposium organisers and may require the written consent of all affected authors.

Conflicts of Interest and Disclosure

Authors must disclose any financial interest, sponsorship, employment relationship, consulting arrangement, personal interest, institutional affiliation or other circumstance that may reasonably be perceived to influence the content, conclusions or recommendations of the paper. Such disclosures must be made at the time of submission or as soon as the relevant circumstance becomes known.

The symposium organisers may determine how any disclosed conflict is to be managed, including by requesting additional information, requiring a disclosure statement, assigning alternate reviewers or imposing conditions on acceptance or presentation.

Permissions, Confidentiality and Privacy

Authors are solely responsible for obtaining all rights, licences, permissions and consents necessary for the use of any third-party material included in the submission, including text extracts, images, tables, figures, diagrams, charts, photographs, case studies and proprietary data.

A submission must not include confidential, commercially sensitive, personal or otherwise restricted information unless the author or authors are entitled to disclose that information and have obtained all necessary permissions or consents. Where a submission refers to identifiable individuals, organisations, vessels, sites, incidents or projects, authors must ensure that privacy, confidentiality and consent obligations have been satisfied and that publication or presentation will not unlawfully or improperly disclose protected information.

Review and Editorial Discretion

All submissions may be reviewed by the symposium organisers, program committee members, reviewers or other persons appointed for that purpose. The symposium organisers may determine the review process to be applied, the evaluation criteria, and whether a submission is accepted, rejected, waitlisted or accepted subject to revision.

The symposium organisers may request amendments, clarifications, supporting information or evidence in relation to any submission and may impose reasonable conditions on acceptance. Decisions of the symposium organisers in relation to the review, selection, scheduling and presentation of papers are final.

Acceptance and Presenter Obligations

If a paper/case study is accepted, at least one author or approved presenter must comply with any registration, attendance, timing, presentation format and other presenter requirements notified by the symposium organisers. Failure to meet these requirements may result in the paper/case study being withdrawn from the program or excluded from any proceedings or post-event publication.

Accepted authors must present material that is materially consistent with the accepted submission, subject to any revisions approved by the symposium organisers. The symposium organisers reserve the right to amend session titles, scheduling and program arrangements as reasonably necessary.

Withdrawal and Amendments

Authors must promptly notify the symposium organisers if they wish to withdraw a submission or if they become aware of a material error, omission, authorship dispute, conflict of interest or ethical concern affecting the submission. The symposium organisers may permit, refuse or impose conditions on any requested withdrawal or amendment, having regard to the stage of the review or publication process and the interests of the symposium.

Where a significant issue is identified after acceptance, the symposium organisers may withdraw the paper from the program, require corrections, decline publication, or take any other reasonable action necessary to protect the integrity of the symposium.

Compliance with Laws and Professional Standards

All submissions must comply with applicable laws, regulations, professional standards, codes of conduct and ethical obligations relevant to the subject matter of the paper and the conduct of the author or authors. Where a paper involves regulated activities, technical advice, safety matters, investigation findings, human participants, sensitive data or other specialised subject matter, the author or authors are responsible for ensuring that all relevant approvals, consents and compliance requirements have been met.

Organiser Rights and Non-Compliance

The symposium organisers reserve the right, at their absolute discretion, to reject, withdraw, remove or decline to publish any submission that does not comply with this policy, the symposium guidelines or any other applicable submission requirement.

The symposium organisers may also request further information, evidence, declarations or undertakings from authors where ethical, legal, procedural or quality concerns arise.

Submission of a paper constitutes acceptance of this policy and any additional terms and conditions issued by the symposium organisers. Authors remain responsible for the content of their submissions at all times.

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