

<Insert the title of your paper here using UPPER CASE>

By: <Insert your name here>

<Insert your company's/airport's name here>

IAAE Canada Accreditation Candidate

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INTERNATIONAL ASSOCIATION OF AIRPORT EXECUTIVES CANADA

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## **Executive Summary**

The Executive Summary will provide to the reader a summary of the paper. This section must be able to stand alone as a logical, clear concise summary of the paper and highlight the key issues that are relevant to Canadian airport professionals. For a standard paper, complete this section after completing all other sections and limit the Executive Summary to one or two pages in length.

*\*General Notes: Text displayed in italics provides guidance to the writer and must be deleted before submitting the document. All text enclosed within angle brackets "< >" shall be replaced with the appropriate text. The Table of Contents should be updated prior to submitting the document; to do so, right click on the Table of Contents and choose "Update Field" and then select "Update Page Numbers Only" or "Update Entire Table" as required.*

Additionally, the reader should identify up to two pages of definitions, essential to understanding the text, as a separate subsection or as a glossary. Footnote instructions are contained under section References. Within the paragraph, footnote numbering can be achieved by placing the cursor where you would like the numbering to be located and then selecting 'Format' (at top of screen) and then 'Font' from the drop-down list. Then select (or check off) 'superscript' from the effects list and then click 'OK'. Simply type the number of your footnote for referencing.

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## **1. Introduction and Objective**

As an opening statement, provide a clear definition of what the topic is and how it will be useful to airport professionals. This introductory paragraph or two will simply lead the reader into an all-inclusive summary of your topic and how you developed this paper.

### **1.1 Objective**

In this section, provide the reader with a statement of what your topic strives to deliver through its findings, conclusions and recommendations. This is critical in that the 'body' of your paper should address whatever you identify in this section.

### **1.2 Background**

In this section, provide the reader with any relevant background or historical material that is necessary to have a clear understanding of your topic and your objective.

### **1.3 Methodology**

In this section, provide the reader with a description of the method you used to develop the topic. This paper requires significant research through literature, regulatory documents, personal experiences and interviews of other experts. You should describe the steps you took to complete this paper.

## **2. <The Body: Insert Appropriate Title Here>**

### **2.1 <Body Title 1: Insert Appropriate Title Here as Required>**

In this section, provide the reader with a fully supported discussion of your topic based on the objectives you outlined in section 1.1. You may elect to insert objectives as the body titles to clearly demonstrate your connection with the objectives. Keep in mind, this section should offer your findings, theoretical evidence and support so that your topic is fully validated.

### **2.2 <Body Title 2: Insert Appropriate Title Here as Required>**

This section (and other subsequent sections below) builds on the previous to offer definitive, progressive, identifiable logic through each of the objectives.

\*General Notes: To add sequential body titles; simply highlight the title line, right click 'copy', select the line below where you would like the next title with left click, and right click 'paste'. The title will be automatically formatted and numbered. To delete a body title, simply highlight the title and press 'delete'. Don't forget to update the Table of Contents by selecting 'Update Entire Table' so that it is automatically updated.

### **2.3 <Body Title 3: Insert Appropriate Title Here as Required>**

This section (and other subsequent sections below) builds on the previous to offer definitive, progressive, identifiable logic through each of the objectives.

## **2.4 <Body Title 4: Insert Appropriate Title Here as Required>**

This section (and other subsequent sections below) builds on the previous to offer definitive, progressive, identifiable logic through each of the objectives.

## **3. <Conclusion or Recommendation>**

In this section provide the reader with conclusions (numbered if necessary) that are clear, concise opinions of the author. Conclusions should be quantifiable and objective. Conclusions could be as simple as summarizing what the reader has already read or as complex as offering new lessons or processes to the reader. If it is a recommendation, it should suggest specific actions to improve present situations and should not simply re-state the conclusions. This is the culmination of your research and writing which clearly ties back to the introductory rationale and supporting arguments.

## **4. Glossary**

**<Insert Word to Be Defined Here>**<Insert definition or explanation of word here. When only a few unfamiliar terms appear in the report, they should be explained in the text (preferably not in footnotes), and a glossary is unnecessary. A glossary is included only when there are many specialized terms likely to be unfamiliar to the intended audience. Normally, the items in a glossary are entered in alphabetical order. This is included in the reference material when there are many short forms apt to be unfamiliar. The first time an abbreviation or acronym appears in the text, the complete term should be written out immediately before the short form. Ensure the reader has full understanding by including example if required>

**<Insert Word to Be Defined Here>**<Insert definition or explanation of word here.>

**<Insert Word to Be Defined Here>**<Insert definition or explanation of word here.>

**<Insert Word to Be Defined Here>**<Insert definition or explanation of word here.>

## **5. Appendices**

### **5.1<Insert Title of Appendix A. here As Required>**

In this section provide the reader with supporting documents that strengthen the delivery of your topic. These may present detailed material, descriptions of methodology or equipment, or other items not essential to a basic understanding of the paper or manuscript.

Each supporting document shall be a separate Appendix (e.g. Appendix B. will follow as required) on a separate sheet. Copy and paste the above Appendix title for automatic formatting and numbering (e.g. copying section 5.1 below will result in section 5.2 automatically)

## **6. References**

### **Book Example:**

<Insert footnote number here Insert Author Last Name, First Name and Initial, Insert Title of Book, Insert Publisher's Name, Insert Place of Publishing, Insert Date Published.>

<sup>1</sup>Ashford, Norman & Wright, Paul H., Airport Engineering Third Edition, Wiley-Interscience, New York, U.S., 1992>

### **Article Example:**

<Insert footnote number here Insert Author Last Name, First Name and Initial, "Insert Title of Article", Insert Publisher's Name, Insert Month Publisher (volume, number, etc), Insert Year Published.>

<sup>2</sup>Broadbeat, Edward, A."My Experiences While Traveling Canada" Airports International, Volume 2, Number 12, May, 2001.

### **Web Document/Page Example:**

<Insert footnote number here Insert Author Last Name, First Name and Initial, Copyright Date/Year of Web Document, "Insert Title of Web Document", Insert Publisher's/Web Site's Name, Insert Web Page URL, Insert Date Web Document was Accessed.>

<sup>3</sup>Smith, John. 2004, "How to Buy a Snow Plow" Canadian Airport Magazine, <http://canairportmag.com/howtosnow.html>. Accessed July 22, 2004.

Footnotes identify quotations, acknowledge sources of facts, and explain points where putting the explanation in the text would confuse the reader. They are used to prove a point, buttress the text and clarify meaning. They give credit to words, facts and ideas other than one's own, and allow the readers to verify the information. They should be numbered consecutively and placed in the list of references. This lists documents related to the subject of the report and is furnished as supplementary information (as distinct from the list of references).

A quotation that is three typewritten lines or less remains part of the text, with quotation marks around it, and is superscripted for a footnote. Quotations longer than three typewritten lines are indented four spaces from both and left and right margins, appear without quotation marks, and are superscripted for footnotes. Very long quotations should be paraphrased in the text and put into a footnote complete reference should be made to the footnoted quotation.