Template and Instructions for Preparation of Your Conference Paper

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ABSTRACT

This is an example paper and template to duplicate exactly with respect to the required format of your paper. Please duplicate the style (fonts, font sizes, spacing, headings, reference style, etc.) of your paper using this example. **Notice that only the first letter of each significant word in the title is uppercase. Prepare your title EXACTLY as Shown Above**. Right justify your name, e-mail address and affiliation information (do not use titles, such as Ph.D., Prof., etc.). Abstract should not exceed 200 words. The font type and size for your abstract and main text must be Calibri (10) points, for references, figures and tables caption use Calibri size (9) points. Your paper must be formatted to fit A4. Top, bottom, left and right margins: 2,54 cm. Manuscripts must be typed single-spaced. Simply type your paper text in the appropriate areas and it will automatically format correctly. To avoid large gaps between words in fully justified text, turn on hyphenation. **Paper size must not exceed (8) formatted pages**. When submitting your paper, name your word document file using the following file name format “AuthorLastName\_FirstName\_PaperID.doc”. Your formatted word document paper (.doc or .docx) must be submitted to EASYCHAIR Conference system. If your proposal is accepted, you will have an opportunity to update it for publication in the proceedings. The proposal submission deadline is 7:00 p.m. Central Europe time on Sunday, May 7, 2018.

**Keywords**: A list of up to five words, separated by commas. 10 point Calibri justified

INTRODUCTION

This document describes the format of contributions submitted to the 5th Design Doctoral Conference DDC’18, Transgression. The text must be justified, using the font Calibri – 10 points, line spacing single + space after.

Papers submitted to DDC’18 do have a fixed page/size limit of **8pages** including bibliography, figures, tables and appendices, formatted according to this template. The papers may not have been previously presented or published.

Contributions should be submitted in **electronic format (word document)**.

# **MULTIMEDIA ATTACHMENTS**

We encourage authors to submit multimedia attachments using the more common formats (JPEG, etc.) to complement and enrich the textual submissions. For appendices larger than 10Mb, you should ask for the DDC’18 Organizing Committee agreement beforehand.

# **TEXT AREA AND MARGINS**

Documents should be formatted in justified text, to A4 page size, with top, bottom, left and right margins: 2,54 cm. **Header and footnotes should be set off 1.25 cm from margins. Do not number pages. Do not use headers or footers.**

**TEXT FORMATTING**

Text format should follow the guidelines set forth in the following sections organisation, layout and style. Table 1, shown in appendix, summarises the styles used in this document.

## Language

We only accept contributions written in **English language**. In case of acceptance, the Oral Presentation should also be made in English.

## Normal Text

Normal text should be justified on both margins using 10point *Calibri* font and line spacing single + space after – 6 points.

A numbered list is made of normal text, where a number sets off each line:

1: Items in numbered lists should be indented by 0,63 cm.

Bulleted lists also use normal text, where each line is preceded by a special symbol:

* Text in a bulleted list is also indented by 0.63 cm.

Highlights in the text should be made by *italic* text.

## Titles and Author Information

After the paper Title (*Calibri* 24 point bold, only the first letter of each significant word in the title is uppercase), may appear a Subtitle, if meaningful (*Calibri 22* point bold).

Following this appears the author first and last names (*Calibri* 11 point font), affiliations (*Calibri* 11 points, Italic), right justified and e-mail address. If there are more than three co-authors, the layout should use multiple lines containing only names and affiliations.

All proposals undergo double-blind review. Therefore, **DO NOT include author or institutional information in the initial proposal**. The only exceptions are Workshop and Discussion Panel proposals. If your proposal is accepted, you will be instructed to add authors’ names and affiliations in the final draft for publication in the proceedings.

## Citations and References

Footnotes[[1]](#footnote-1) should be set using 9-point *Calibri* left justified. All bibliographic references should use the **APA System, v.6** of Referencing.

**SECTIONS**

Section headings should be set in Calibri 14 pt bold font in all caps, left justified.

## Subsection Headings

Subsection headings should be set in Calibri 12 point bold with all words Capitalised.

FIGURES, TABLES, IMAGES AND CAPTIONS

Figures, tables and images should be placed as close as possible to the text that reverences them. These elements should not appear without being referred to in the body text or without a caption. Whenever possible, these should be as wide as the text or appear centred, if narrower, *without exceeding the document margins*.

Captions should use *Calibri* 9 point bold, and should be numbered (e.g: “Table 1“, “Figure 1”) and centred immediately below their corresponding image, table or figure.

## Equation Numbers

When numbering equations, enclose the numbers in parentheses and place them flush with the right margin. Here is an example:

2007 – 1957 = 50 (1)

## Symbols and Abbreviations

Use only standard symbols and abbreviations. The use of SI (metric) units is required. Consult the APA Publication Manual (Tables 4.4 and 4.5).

ACKNOWLEDGEMENTS

If there are acknowledgements, these should appear at the final, immediately before the references.

REFERENCES

Use APA style, v.6., of referencing.

References should be placed at the end of the text, listed alphabetically by the surname of the first author. Do NOT number references. Hanging indentions are preferred, with no additional spacing between references. Citations in the text should contain the author's surname and year of publication in parentheses (e.g., Johnson, 2012). For more information, consult the APA Publication Manual (6th edition).

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1. Footnotes should appear on the page containing the reference. [↑](#footnote-ref-1)