

Instructions to authors for the preparation of papers for CSAAR Conference Proceedings

Failure to comply with these instructions may result in your paper not being included in the proceedings.

Before you start to prepare your paper please read the following checklist:

- Papers must be produced electronically and be PC compatible.
- Papers must be prepared using the template MS Word template for CSAAR.
- Papers must be submitted in both MSWord format and if possible as PDF format.
- Papers text must not exceed **16 pages** in length; including paper body, references, images & tables
- How to use the MS Word template:
 - Copy the template into a folder on your computer.
 - Double click the template to start a new document. Ensure that the *CSAAR toolbar* appears on screen, this will be used to apply formatting to your document. If it is not visible, go to *Tools* → *Customize* → *Toolbars* and ensure that the box next to *CSAAR TOOLBAR* is ticked.
 - **If you want to** use the template to write your paper from scratch, start by keying the title of your paper into the line marked [**Click here and type Paper Title**]. Continue keying in your paper in the appropriate places, substituting the text currently within the square brackets [], with that of your own. Ensure you always press the carriage return key at the end of the preceding text when you intend to follow it with a new style.
 - Or, **if you want to** apply a style to text you have already keyed, first of all highlight the text in your paper for which you want to apply the correct style, then using the *Select Formatting Style* drop-down headings in the *CSAAR toolbar* select the appropriate heading by clicking on it

PUBLISHING AGREEMENT

Ensure you sign and return the **PUBLISHING AGREEMENT** form which was sent to you with these instructions. It can be downloaded from our web site.

TEMPLATES – make sure you use the MSWord template. Get them from our website at:
<http://www.csaar-center.org/ContributorsInstructions.htm>

TEXT AREA - The area in which you are to key your text is 190mm deep x 115mm wide. Keep all text, tables and artwork within this boundary. Ensure that the margins are consistent on all pages. Paper margins must be equal on both sides and equal on the top and bottom.

MAIN TEXT LAYOUT - You should set the main text in 10 point Times New Roman (normal), not in bold, using single line spacing. All text should be produced as a single column and JUSTIFIED throughout. See Example pages for reference, and see provided MS Word Template.

THE FIRST PAGE - This contains the title of the paper, the author names, organization and country (do NOT put the full postal address or your email address), the abstract, keywords, and the first part of the paper. Start the title of your paper 35mm down from the top of the specified typing area in Times New Roman font, size 16 point bold left aligned. The first letters all capitalized. Follow this (with one 16pt line space in between) on a new line, write the authors' names, without degrees or qualifications, in Times New Roman font, size 12 point, normal, aligned left..

Follow this, on a new line, with the authors' department, organization and country only (do not enter an email address and do not write the full postal address), in Times New Roman font, size 11 point, aligned left, italic.

Now start the **abstract**, with the heading three line spaces below the last line of the address and set in Times New Roman, size 12pt bold. Leave one line space and then start the text of the abstract, set in Times New Roman font, size 10 point, normal, justified with single line spacing. The abstract will consist of approximately 300 words. It must not run over onto the next page.

KEYWORDS - It is essential that you supply up to six keywords that best describe the content of your paper. The Keyword heading together with the chosen words should appear on a new line immediately following the last line of the abstract, set in Times New Roman 10pt italic with 9 pt space before, as in the following example:

Keywords: e-studio, digital design, architectural design education, design methods.

HEADINGS - Headings should be aligned left. Please number your headings using the system shown below.

1 Main Section Headings

These should be set in 12pt Times New Roman, bold, upper/lowercase letters, with one complete line space above and below. The text following a main heading should not be indented.

1.1 Second level headings

These should be set in 10pt Times Roman bold, with one complete line space above and below. The text following a secondary heading should not be indented.

1.1.1 Third level headings

These should be set in 10pt Times Roman bold, with one complete line space above, but none below. The text following a third grade heading should not be indented.

1.1.1.1 Fourth level headings These should be set in 10pt Times Roman bold with one line space above. Leave two character spaces after the heading, do not insert a full stop and run the text on, as shown here.

PARAGRAPHS - Paragraphs immediately following a heading are not indented. **Second and ALL** subsequent paragraphs indented 5 mm from the left-hand margin, with 6 pt extra space between the paragraphs. .

TABLES - Tables must be set as part of the text. Smaller type sizes may be used, providing they are clearly legible, to enable the table to fit the space. All tables must have a caption centered over the table. If the caption is more than one line, then the second and subsequent lines must be left aligned with the first word of the caption and should be set justified. Captions should be numbered sequentially starting with number 1, i.e. Table 1, Table 2. Leave one line space above and below tables. Large tables may be set landscape, i.e. sideways on the page, reading up.

FIGURE CAPTIONS - Captions to figures, (photos, diagrams, illustrations) should be set text size and centered below the figure. If the caption is more than one line in length please follow the alignment style as given in the table captions, above. All figures must be numbered sequentially starting with number 1, i.e. Figure 1, Figure 2. Leave two line spaces between the caption and the text.

PHOTOGRAPHS, ILLUSTRATIONS, AND FIGURES. –

These must be integrated within the paper and positioned in the correct part of the page. Photos and figures etc. should be placed either at the top or bottom of the page type area, positioned centrally on the width of the page and close to their text reference. They should not appear on the opening page (first page) or after the references and must fit within the page text area. **Use tiff image format, at least 80ppi.**

COLOURED IMAGES – While it is accepted to include color images in our paper, they will be reproduced in gray

(black/white) in the proceeding book. However, they will appear in CSAAR on-line electronic library in color. **You should consider the conversion to black and white carefully, for what may appear to be clear when in color, may make little sense when viewed in black only.** Colored figures must be embedded in the pages of your paper, preferably as .TIF files. Try and avoid saving figures in other file formats, ie, gif or jpeg.

REFERENCES - References should be collected at the end of the paper. References are in 10 pt, unnumbered and in alphabetical order. Please note that all citations must be in the hanging indent format with the first line flush to the left margin and all other lines indented. Single spaces are placed after all punctuation (periods, commas, colons, semicolons) in a reference citation and at the end of sentences in the text. Please conform to **the APA style** (download form CSAAR site).

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work.
- Reference list entries should be alphabetized by the last names of the first author of each work.
- If you have more than one article by the same author(s), single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.

Do check your final paper to ensure that references within the text correspond to the reference list at the end.

FOOTNOTES - Footnotes to the text should NOT be used.

CONSISTENCY OF STYLE - Be consistent in the use of punctuation, figures, capital letters and abbreviations, and symbols.

When finished, double-check the whole paper thoroughly and ensure that all figures, captions, tables, equations etc. are legible, as these often present problems.

For further information on conferences organized by CSAAR:

<http://www.csaar-center.org/conference>