



STYLE GUIDE

Papers

- All submissions must be in English.
- Papers must be original and not have been published already or accepted for publication elsewhere. Exceptions to this rule may be arranged on a case by case basis.
- Full papers should be between 3000 and 6000 words, including notes and references.
- Your paper must start with the title, followed by your name and affiliation. You may include here your postal address and an email address. In addition you may include a link to your own home page, etc.
- Your paper should be prefaced by an abstract of 300 words, which should specify the research question or issue that you are addressing, the context in which it arises and has significance, an outline of the enquiry itself, and the outcome. You should also make clear the connection between your paper and the conference theme.
- You may submit your paper in one of the following file types: text only (.TXT), rich text format (.RTF), MS Word (.DOC)
- Do not use 'styles' or anything else that may not transfer to another computer.
- Do not use multiple fonts and sizes as these will be standardised to a house style.
- Use only straight double quotation marks, i.e. UK keyboard character Shift-2, not 'smart/typographer's quotes.' Use single quotation marks throughout. Do not use double quotation marks except for quotations within quotations/titles.
- Do not format your text using 'tables' or similar. If you need to present a table keep it simple so that it can be converted into HTML for publication.
- Do not use headers or footers – these will be standardised to house style.

Images

- Images may be included in the text. However, they must also be supplied as a separate GIF or JPEG files.
- If images are not included in the text, their location should be shown thus: [IMAGE1.GIF], where IMAGE1.GIF is the image filename.
- Please supply text for captions or a list of illustrations with brief identifying information about the images, for publication.
- If published, photographs will be reduced to 240 pixels wide and diagrams to 500 pixels. Please supply images at these sizes so you control their legibility.
- Please check the appearance of images and text in the publication.
- Do not link your images (OLE). Include/embed your images in the text but also supply another separate copy of the image file.



References

- Citations should be in the Harvard (Author/Date) style, e.g. in the text (Biggs 2000: 209)
- A list of 'References' should be placed at the end of the paper, as follows: Biggs, M.A.R. 2000 'On Method: the problem of objectivity' in: Durling, D. and K. Friedman (eds.) *Doctoral Education in Design: foundations for the future*. Stoke-on-Trent: Staffordshire University Press, 209-214.
- Authors should follow *The Chicago Manual of Style*, 14th edition, Section 16.
- If footnotes are required you should not use your word-processor's automatic feature. You should place the note number in square brackets [1] and supply a separate numbered list with the note text at the end of your paper. Bibliographic references should be made using the Author/Date system, therefore notes should be used very sparingly. Do not put full bibliographic details in notes. Notes, like the main text, should use the Author/Date system to indicate bibliographic references.

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