Style Guide for Paper Submissions to the 6th Doctoral Design Conference

DDC ’19 : TransFormation

INTRODUCTION

This document describes the format of research papers submitted to the 6th Doctoral Design Conference (DDC ’19 : TransFormation) organised by UNIDCOM/IADE in Lisbon on the 22-24th May 2019. The conference has the theme of

At the end of the document is a [template paper](#samplepaper) which you should use as a structure for your own paper.

SUBMISSION RULES

1. Submission deadline

7th April 2019 at 11.59pm Western European Standard Time

1. Length

Papers have a fixed page limit of **8pages** including bibliography, figures, tables and appendices, formatted according to this template.

1. File format

You must submit your paper **electronically** in MS Word document format (with the extensions .doc or .docx)

1. File name

The paper must be named in the format: AuthorLastName\_FirstName\_PaperTitle.doc

1. Language

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

1. Eligibility for submission

We invite PhD students to submit research papers on the theme of transformation within the following categories:

* Interaction Design and User-centered Design
* Design for Social Innovation and Sustainability
* Design Principles and Practices
* Envisioning Futures
* Mapping Design
* Art and Visual Production
* Communication, Culture, and Consumption

**The papers must not have been previously presented at a conference or published elsewhere.**

1. Anonymous submission

All proposals undergo double-blind review. Therefore, **DO NOT include author or institutional information in the initial 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.

1. Where to submit

Your paper must be submitted to the EASYCHAIR Conference system: <https://easychair.org/conferences/?conf=ddc19>

1. After acceptance

If your proposal is accepted, you will have an opportunity to update it for publication in the conference proceedings.

CONTENT

1. Abstract

The abstract should provide a summary of the research paper, and should not exceed 200 words. This is the last part of the paper that you should write.

1. Keywords

The abstract should be followed by no less than three but no more than five keywords.

1. Introduction

You should provide a clear introduction to your research: you should include the background to your research, the questions that you set out to answer, and the rationale for carrying out the research.

1. Main body sections

You may choose whichever body sections best suit the format of your research, but you may wish to include sections on background, a literature review, methodology, research carried out, results, interpretations, future work etc.

1. Conclusion

You should end with a conclusion that provides a summing up and a reflection on the research covered in the paper.

1. Acknowledgements

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

1. References

* A bibliography 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).
* Use APA style, v.6., of referencing. For more information, consult the APA Publication Manual (6th edition).
* We recommend using reference management software for your references and bibliography, such as Zotero, Mendeley or EndNote.

Document structure

1. Paper size

A4

1. Margins

All margins = 2.54cm

1. Page numbering

Do not number pages.

1. Headers and footers

Do not add a header or alter the existing footer.

1. Footnotes

Footnotes[[1]](#footnote-1) should be set using 10-point Arialleft justified.

1. Figures, images and tables

Figures, tables and images should be placed **In Line With Text** as close as possible to the text that references 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*.

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).

1. Captions

Captions should us Arial10 point bold italic, and should be numbered (e.g: “Table 1“, “Figure 1”) and centred immediately below their corresponding image, table or figure.

1. 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)

1. Multimedia attachments and appendices

We encourage authors to submit multimedia attachments using common formats (JPEG, MPEG, MP3 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 Formatting

1. Typeface

Georgia

1. Text Styles

The following text styles are predefined in this document, and should be used to format your paper:

|  | Font size | Formatting | Line spacing | Space before | Space after |
| --- | --- | --- | --- | --- | --- |
| Title | 18 | Bold, Title Case, Centre aligned | Single | 10pt | 10pt |
| Subtitle | 16 | Italic, Title Case, Centre aligned | Single | 5pt | 10pt |
| Authors | 11 | Bold, Centre aligned | Single | 0pt | 0pt |
| Author affiliation | 11 | Italic, Centre aligned | Single | 0pt | 0pt |
| Section | 12 | Bold, All Caps, Left aligned | Single | 10pt | 5pt |
| Subsection | 11 | Bold, Title Case, Left aligned | Single | 10pt | 5pt |
| Body | 10.5 | None, Left aligned | Multiple at 1.25pt | 0pt | 5pt |
| References | 10.5 | None, Left aligned, Hanging indent of 0.5cm | Multiple at 1.25pt | 0pt | 5pt |
| Figure Title | 10 | Bold Italic, Centre aligned | Single | 0pt | 5pt |
| Figure Legend | 10 | Italic, Centre aligned | Single | 0pt | 10pt |

Example paper

On the following pages is an example paper and template. Please use this template to duplicate the style of the paper, using the pre-set style formats on the Style menu, as the table above. You should simply delete the dummy text and replace it with your own content, matching all styles.

Title of Your Research Paper

Subtitle if Required

Author/s:

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ABSTRACT

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**Keywords:** keyword1, keyword2, keyword3, keyword4, keyword5

INTRODUCTION

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MAIN BODY SECTIONS

Please add whichever main body sections and subsections are most appropriate for your paper.

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Figure Title

Figure Legend

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CONCLUSION

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ACKNOWLEDGEMENTS

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REFERENCES

References should be cited in the following way in the text:

(Borup, Brown, Konrad, & Lente, 2006) (Friedman, 2003) (Friess, 2008) (Gaver, 2012) (Guerín, 2001) (Hales, 2013) (Haraway, 1981) (Harman, 2018) (Jokela, 2002) (Madsen, 2010) (Wells, 1895)

The bibliography should be formatted in this way:

Borup, M., Brown, N., Konrad, K., & Lente, H. V. (2006). The sociology of expectations in science and technology. Technology Analysis & Strategic Management, 18(3–4), 285–298. https://doi.org/10.1080/09537320600777002

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Haraway, D. J. (1981). A Cyborg Manifesto: Science, Technology, and Socialist-Feminism in the Late Twentieth Century. In Simians, Cyborgs and Women: The Reinvention of Nature. Routledge.

Harman, G. (2018). Object-Oriented Ontology: A New Theory of Everything. London: Pelican.

Jokela, T. (2002). Making user-centred design common sense: striving for an unambiguous and communicative UCD process model. In Proceedings of the second Nordic conference on Human-computer interaction (pp. 19–26).

Madsen, M. (2010). Into Eternity: A Film for the Future.

Wells, H. G. (1895). The Time Machine.

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