FINAL FULL PAPER INSTRUCTIONS FOR AUTHORS

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ABSTRACT (300 WORDS MAX)
The proceedings of Interior Futures ‘11 will be published in printed form. All papers and summaries must be submitted electronically to Paul Taylor (paulandrew.taylor@northumbria.ac.uk). In this document the instructions on how to format the full paper are outlined. Please note that this document is formatted as an Interior Futures ‘11 paper – all papers must fully comply with the formatting in this document.

Keywords: Paper format, instructions, use of template

1 INTRODUCTION
You have been invited to submit a paper that will be considered for publication in the planned Interior Futures ‘11 conference proceedings. We require you to submit your paper electronically in Word format. All papers should be restricted in length to a maximum of 2000 words. Following the event we aim to produce conference proceedings of a professional and consistent quality. We will be grateful for your help by carefully following the instructions outlined in this guide. This instruction itself is formatted as an Interior Futures ‘11 final paper.\(^1\)

2 PAPER LAYOUT AND STYLES
All settings like paper size, margins and styles are embedded in this template. You do not have to make any document settings. The page size is 210 mm x 297 mm (DIN A4), the margins are: top 20 mm, bottom 25 mm, left 25 mm, right 25 mm, gutter 0 mm.

2.1 Styles overview
The styles provided in this template are:

Normal/Standard: Body text and Default Paragraph Font
Times New Roman, 11 pt, justified. Line spacing single spaced. To be used for all body text. Please note that there is no line space between normal paragraphs.

CONFERENCE HEADER
Arial, 9pt, all caps, bold. Used for the header on the first page. Please include the conference header exactly as in this document.

CONFERENCE HEADER + FONT: NOT BOLD
Used for the second line of the conference header.

TITLE
Arial black, 16 pt, all caps, flush left. space before 24 pt, after 12 pt. To be used for paper title.

Equations (NN)
Times New Roman italics, 11 pt, flush left, left indent 8 mm, space before 6 pt, after 6 pt, tabulator at right. To be used for the Equations. The equation number should not be italic. See also 2.5.

*Figure Caption*

Arial 10pt, italic, centred, space before 6 pt, after 6 pt. Left and right indent 8 mm. To be used for figure captions.

*Table Caption*

Arial 10pt, italic, centred, space before 6 pt, after 6 pt. Left and right indent 8 mm. To be used for figure captions.

Please note: The template has **no** automatic numbering of figures and tables, to give author(s) full flexibility. Fill in numbering according to your needs.

**HEADING 1: SECTION**

Arial black, 11 pt, all caps, flush left, space before 12 pt. To be used for section headers.

**Heading 2: Sub-section**

Arial bold, 11 pt, flush left, space before 12 pt. To be used for sub-section headers.

**Heading 3: Sub-sub-section**

Arial bold italic, 10 pt, flush left, space before 12 pt. To be used for sub-sub-section headers.

**HEADING 4: ABST/REF/ACKN**

Arial bold, 11 pt, all caps, flush left. To be used for headers of abstract, references and acknowledgements.

Please note: The Template has **no** automatic numbering of headings, to give author(s) full flexibility. Fill in numbering according to your needs (on heading levels 1 and 2 only!), but as a default use the numbering style used in this document.

*Insert Picture*

Not a style for text but this automatically sets a (12 pt) spacing before the picture, at the same time centering the picture – necessary for the correct placement of pictures. If an inserted picture seems to ‘disappear’ behind the text above, you have neglected to choose this style for this section. See also 2.2.

*Keywords*

Times New Roman italic, 11 pt, flush left. Space before 12 pt, after 12 pt. To be used for the keywords.

*Text in table*

Times New Roman, 11 pt, centred. To be used in tables. See also 2.3.

The styles ‘Conference header’ and ‘page number’ are **not** to be used by the author(s), they are built into the template.

**2.2 Figures**

Figures in your paper should be inserted with the ‘Insert Picture’ style selected, otherwise they might not be inserted properly. Use the ‘Figure Caption’ style for the figure’s legend (below the figure). Within a caption use soft returns (i.e. manual line breaks, ‘Shift-Enter’) only. The figures should be numbered Figure 1, Figure 2, etc., and should be referenced in the main text using Figure with an initial capital letter.
2.3 Tables
Use the ‘Table Caption’ style for the table headers. The tables should be numbered Table 1, Table 2, etc., and should be referenced in the main text using Table with an initial capital letter. Use the ‘text in table’ style for the table body.

<table>
<thead>
<tr>
<th>Cell of table</th>
<th>Cell of table</th>
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</tr>
</thead>
<tbody>
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<td>Cell of table</td>
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</tbody>
</table>

2.4 Lists
• Unnumbered lists should preferably use a dot as a bullet. The ‘Bulleted List’ style should be used – style normal plus bullet, 8 mm hanging paragraph style. Unnumbered lists may alternatively use a dash (–) instead of a dot.
1. Numbered lists should be numbered 1, 2, 3, etc. The ‘Numbered List’ style should be used. Items in unnumbered and numbered lists can be continued in new paragraphs using the ‘Standard Indent’ style with has an indent corresponding to the ‘Bulleted List’ and ‘Numbered List’ styles.

2.5 Equations
Use the ‘Equations’ style as a starting point for equations. This style contains a right aligned tab to put after the equation. Each equation should be numbered consecutively throughout the paper using Arabic numbers in parenthesis: (1), (2), etc. The equation number should not be italic.

\[ U = R \cdot I \]  

(1)

2.6 References
References to published work should be numbered consecutively throughout the paper using Arabic figures in square brackets. Please, observe the distinction between references to Journals [1], [2], a published book [3] and a conference proceeding [4]. Use the ‘Header 4;Abstract/References’ style for the reference header. Use the ‘Reference List’ style for the reference entries themselves. Please note that the ‘Reference List’ style does not provide automatic numbering of the references to give author(s) full flexibility. Fill in numbering according to your needs.

2.7 Other details
• Please include a centered page number in line with the footer. The Footer style is Times New Roman 10 pt.

3 SUBMISSION OF MANUSCRIPT
We aim to make the publication of your paper as easy and free from errors as possible.

Initially we require you to submit your abstract electronically in Word format via email to Paul Taylor, paulandrew.taylor@northumbria.ac.uk by 15th October 2010.

By 5th November you will be informed whether your abstract has been accepted as a paper or poster to be presented at the conference.

In the second step (submission of paper) we will ask you to provide a full paper version for blind peer review, again via email to Paul Taylor. The deadline is 10th December 2010.
Following feedback you will be asked to submit a final version, ready for publication by 11th February. This version will address changes required by the reviewers and will include author names and affiliations.

REFERENCES


