

## **GUIDANCE ON SUBMITTING A FULL PAPER**

### **1. FULL PAPER & ABSTRACT ACCEPTED**

The content of each Full Paper to be submitted must be in line with the abstract previously submitted and approved. The CITY FUTURES IV Local Organizing Committee may decide not to accept the Full Paper submitted if a clear dissonance is recognised with the initial abstract.

### **2. COPYRIGHT**

The authors are entirely responsible for obtaining the authorization to use any material subject to copyright.

### **3. FORMATTING RULES FOR SUBMITTING ORIGINAL PAPERS**

3.1. The texts should be uploaded via conference site: <http://cityfutures2019.com>

3.2. All full papers should be written in English (UK or US).

3.3. The articles should be between 5,000 and 7,000 words (A4 word format, including bibliography, figures and tables);

3.4. Do not include page numbering.

3.5. All text should be written in Times New Roman, size 11, justified paragraph, with a start retreat of 1.5 cm, line spacing of 1.5, pages with a margin of 2.5 cm left and 2.0 cm above, below and to the right. The text structure should be divided into sections (or items), numbered in arabic numerals.

3.6 The Title of the Full Paper should be written in Times New Roman 14 BOLD followed in another line by the Track in which the paper was Submitted written in Times New Roman 12 BOLD, followed on another line by the authors' names (First name and last name, with multiple authors separated by commas) in Times New Roman 12 BOLD. Title and authors should be centred. This should be followed on another line by the authors' affiliations and contact email address.

3.7. The Abstract should be included as submitted to the Conference under the Abstract heading and up to 8 Keywords included under the separate Keywords heading.

3.8. The headings and subheadings should be in Times New Roman (CAPITAL AND BOLD) size 12. Leave a blank line between the end of a paragraph and the title of the next section, as well as between the title and the text of the next section.

3.9. Include a header on all pages. The header from the second page on should include at left side the title of the paper and at right side the symbol of the conference.

3.10. The tables and figures should be included in the same word document as the text and should be numbered in Arabic numerals, using Times New Roman 11 and single line spacing. Each figure should have a resolution equal or greater than 300 dpi. The authors are urged to comply with the basic rules of cartographical representation and, whenever possible, graphic conventions

should be used instead of grey scales. Tables and figures should be mentioned in the text. Their titles should be short, expressive and be translated to English. The titles and legends of tables and figures are written in Times New Roman, 11, bold, single line space, and the source should be included.

3.11. Direct quotations of up to three lines should be inside the text, in double quotation marks. Direct quotations of more than three lines should be presented in indented paragraph 4 cm, in Garamond 11, single line spacing. Leave a blank line before and after the quote.

#### **4. FORMATTING RULES FOR BIBLIOGRAPHIC REFERENCES**

4.1. The bibliography should include all references cited in the text and only these. The references should be prepared according to APA standards ([www.apastyle.org](http://www.apastyle.org)).

4.2. The authors are cited in the text only by last name, followed by the date of issue (eg Gripp, 1994). In case of two authors, the surnames must be separated by "and" (eg Benn and Evans, 1998). When there are more than two authors, cite only the first followed by *et al.*

#### **5. CONTENT**

5.1. It is suggested that the paper contents should include: research background, justification, relevance and objective(s); theoretical / conceptual framework / hypotheses; methodology; analysis and discussion of results / findings; conclusions. The titles and subtitles should be indicative of the content and support the paper's structure and organisation.