# Introduction

This document describes the formatting guidelines for the preparation of the camera-ready final submission of proceedings papers for ICED. We aim to produce conference proceedings of a professional and consistent quality. We will be grateful if you carefully follow the instructions outlined in this document. This template with instruction is itself formatted as required for paper submission.

For the camera-ready final submission, we require you to submit a revised paper after taking into ac­count all the reviewers’ comments. Please keep in mind that your submission should be production- and publication-ready, so please ensure that all information and formatting is as you would like to see it in print. Before uploading the files, please spare some time to read all the instructions in this template.

This submission must be done electronically in two formats – DOC/DOCX and PDF. The cover page for the paper containing the title of the paper, names of authors, affiliations of authors, abstract and keywords for the paper will be produced based on data that you enter in the ConfTool conference management system. Therefore, the document that you upload in the ConfTool should commence with the Introduction section as in this template. You will have the opportunity to review the automatically produced cover page, but please ensure that all information entered into ConfTool is accurate.

Please note that the uploaded document, commencing with the Introduction section until the References section, Acknowledgments or Appendix, as appropriate for the authors, should not exceed a maximum of nine (9) pages. Importantly, this document should NOT contain the title of the paper, names of authors and affiliations, abstract or keywords. For easing the preparation of the proceedings, please ensure that the document you upload contains an odd number of pages.

In order to produce conference proceedings of a professional and consistent quality, this template is protected and cannot be modified. If the document is based on another template or if this template is modified, the manuscript will be returned to the authors for correction and reformatting.

# 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 and gutter 0 mm. Please don't add page numbers!

## Styles overview

Please do not change the applied styles, including condensing or expanding font spacing, as this affects final typesetting. The styles provided in this template are:

Normal; 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.

If passages of your text shall appear bold or in italics, use the “Bold” or “Italic” style, respectively. However, please be aware that formatting changes to bold or italic afterwards can be changed only using option "Undo" or by deleting formatted text. You can also use the designated character styles for subscript and superscript text, e.g. A12.

Please ensure that all titles, subsection headings, figure captions, and table captions are in title case, not uppercase.

Please use following styles for equations, figure captions and table captions:

Equations (Equation Number)

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. See also Section 3.5.

(Insert Picture)

Not a style for text but this automatically sets a 12 pt spacing before the picture, at the same time centring 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 Section 3.3.

Figure Caption

Arial 10 pt, italic, centred, space before 6 pt, after 6 pt. Left and right indent 8 mm. To be used for figure captions. See also Section 3.3.

Table Caption

Arial 10 pt, italic, centred, space before 6 pt, after 6 pt. Left and right indent 8 mm. To be used for table captions. See also Section 3.4.

Note: The template has no automatic numbering of figures and tables, to give authors full flexibility.

# Heading 1: Section

Arial black, 11 pt, 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: References/Acknowledgements

Arial bold, 11 pt, flush left. To be used for headers of references and acknowledgements. Note that sections on References and Acknowledgements do not contain any section number.

## Lists

* Non-numbered 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.

Items in non-numbered and numbered lists can be continued in new paragraphs using the “Stan­dard Indent” style which has an indent corresponding to the “Bulleted List” and “Numbered List” styles.

* Non-numbered lists of the second order use a dash (–) instead of a dot. The “Bulleted List 2” style should be used – style normal plus bullet, left indent 8 mm, 4 mm hanging paragraph style.

Items in non-numbered lists of the second order can be continued in new paragraphs using the “Stan­dard Indent 2” style which has an indent corresponding to the “Bulleted List 2” style.

1. Numbered lists should be numbered 1, 2, 3, etc. The “Numbered List” style should be used.

Items in numbered lists can be continued in new paragraphs using the “Stan­dard Indent” style.

* The “Bulleted List 2” can also be used in connection with the “Numbered List” style if a num­bered item has (non-numbered) sub- items.

## 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.



Figure 1. Example of a figure

To ensure that your figures are published correctly, please always set your figures with the correct size and with 300 dpi resolution before importing them to Word. Please do not import a large figure to Word and then resize it, as this will affect the image's resolution.

Please follow Cambridge University Press's [journals](https://www.cambridge.org/core/services/authors/journals/journals-artwork-guide) artwork guide ([linked here](https://www.cambridge.org/core/services/authors/journals/journals-artwork-guide)).

## 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.

Table 1. Example of a table

|  |  |  |
| --- | --- | --- |
| Use of “Text flush left” style in table | Use of “Text centred style” in a table | Use of “Text flush right” style in a table, e.g. for figures |
| Use of “Text flush left” style in table | Use of “Text centred style” in a table | Use of “Text flush right” style in a table, e.g. for figures |

Depending on whether the text items in the individual cells of the table should be positioned flush left, centred or flush right use the appropriate styles “Text flush left”, “Text centred” or “Text flush right”, respectively (see examples in the table). Apart from “Text flush left”, “Text centred”, “Text flush right”, all other settings in these styles are as in the “Body text” style (Times New Roman, 11 pt line spacing single spaced).

To ensure that your tables are published correctly, please double check your tables for column head style deviations, uneven spaces between columns, and font-size inconsistencies.

## Equations

Use the “Equations” style as a starting point for equations. This style contains a right aligned tab to put the number 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.

$U = R ∙ I$ (1)

## Other details

* SI units should be used throughout the paper.
* It is very important that you complete the entry for the paper in ConfTool with the information that you wish to be entered in the cover page of the paper (author details, contact address, paper title, abstract and keywords).
* Please avoid using footnotes. However, if footnotes are placed [[1]](#footnote-1), the footnote text must be formatted [[2]](#footnote-2) using the “Footnote” style.

## Checklist before submission

Please delete all the comments in the manuscript before submission. All changes in the document must be accepted or rejected before submission. The submitted paper should also not contain any markups.

# Submission of manuscript

We aim to make the publication of your paper as easy and free from errors as possible. This template is for both submissions - initial (paper submission for peer reviewing and the final, camera-ready submission based on notification of acceptance.

Please submit your paper electronically through the ConfTool found on the ICED website.

During the first step of the submission procedure via ConfTool, authors will be asked to insert an abstract (max 1200 characters) and include at least 3 and up to five keywords. A minimum of 3 keywords will be from the predefined list on ConfTool and up to 2 will be of your own choice.

#### Acknowledgments

This is an optional section. We will be grateful if you carefully follow all the instructions outlined in this template.

#### References

Citations to published work throughout your paper should be made using the Harvard notation, i.e., in the main body of your text including references using the surname(s) of the author(s) and year. For example, a portion of a paper might contain a sentence such as:

This work is grounded in systematic approaches to design (Pahl and Beitz, 1988), building on the work of Jensen and Andreasen (2010), and the affordance-based relational theory developed by Maier and Fadel (2009a; 2009b). Chakrabarti et al. (2011) present an overview of computer-based design synthesis research.

To cite multiple sources within a single parenthesis, please use this format (Pahl and Beitz, 1988; Chakrabarti et al., 2011).

For the use of citation tools, the following styles can be used: Citavi - Harvard (Emerald), Endnote - Harvard UL, Mendeley - Emerald journals (Harvard)

Each reference needs to include the Digital Object Identifier (DOI), if the reference has a DOI. The DOI can be found on the source website or in the CrossRef database (www.[crossref.org](file:///C%3A%5CUsers%5CStanko%5CDesktop%5Ccrossref.org)).

Please ensure that every reference cited in the text is also included in the reference list (and vice versa).

The list of references must be sorted in alphabetical order as shown below (based on Harvard referencing style):

Cash, P., Hicks, B. and Culley, S. (2015), “Activity Theory as a means for multi-scale analysis of the engineering design process: A protocol study of design in practice”, Design Studies, Vol. 38, pp. 1–32. http://doi.org/10.1016/j.destud.2015.02.001

Chakrabarti, A., Shea, K., Stone, R., Cagan, J., Campbell, M.I., Hernandez, N.V. and Wood, K.L. (2011), “Computer-Based Design Synthesis Research: An Overview”, Journal of Computing and Information Science in Engineering, Vol. 11 No. 2, p. 021003. <http://doi.org/10.1115/1.3593409>

Maier, J.R.A. and Fadel, G.M. (2009a), “Affordance based design: A relational theory for design”, Research in Engineering Design, Vol. 20 No. 1, pp. 13–27. <http://doi.org/10.1007/s00163-008-0060-3>

Maier, J.R.A. and Fadel, G.M. (2009b), “Affordance-based design methods for innovative design, redesign and reverse engineering”, Research in Engineering Design, Vol. 20 No. 4, pp. 225–239. <http://doi.org/10.1007/s00163-009-0064-7>

Pahl, G. and Beitz, W. (1996), Engineering Design: A Systematic Approach, Springer, Berlin. http://doi.org/10.1007/978-1-4471-3581-4

The following list is useful for full references:

Book: Author, A. (year of publication), Title of Book, Publisher, Place of publication. DOI (if present).

Book chapter: Author of chapter, A. (year of publication), “Title of chapter”, In: Author A. (Ed.), Title of book, Publisher, Place of publication, pp. (insert page numbers). DOI (if present).

Journal: Author, A. (year of publication), “Title of Article”, Title of Journal, Vol. X (insert volume number) No. Y (insert issue number), pp. (insert page numbers). DOI (if present).

E-journal: Author, A. (year of publication), “Title of Article”, Title of Journal, Vol. X (insert volume number) No. Y (insert issue number), Available at: (insert URL without hyperlinks) (accessed date). DOI (if present).

Other Electronic Source: Author, A. (year of publication/last updated), Title. [online] Publisher. Available at: (insert URL without hyperlinks) (accessed date). DOI (if present).

Conference Paper: Author, A. (year of publication), “Title of Paper”, Title of Conference, Location, Date of conference, Publisher, Place of publication, pp. (insert page numbers). DOI (if present).

Report: Organisation/Author (year of publication), Title of Report, Publisher, Place of publication.

Thesis: Author, A. (year of publication), Title of Thesis, Designation, Awarding institution. DOI (if present).

For in-text citations the following list should be useful:

Book, Book chapter, Journal, E-journal, Other Electronic Source, Conference Paper, Thesis: (Author, year of publication) / (Author1 and Author2, year of publication) / (Author1 et al., year of publication), or Author (year of publication) / Author1 and Author2 (year of publication) / Author1 et al. (year of publication)

Report: (Organisation/Author, year of publication)

Use “Heading 4” for sections on References, Acknowledgements and Appendix. Use the “Reference List” style for the reference entries themselves.

#### Appendix

This is also an optional section. Please remember that the whole document you submit must not exceed 9 pages and preferably contain an odd number of pages.

For special requests and information about the paper template and formatting please contact the ICED Team: iced@designsociety.org

1. Use “References->Insert Footnote” menu option to automatically place a footnote. [↑](#footnote-ref-1)
2. Footnote text must be in “Footnote” style. [↑](#footnote-ref-2)