Guidelines for authors

Presentation of articles

EURAU'12

ABSTRACT. The instructions below fall into three categories. EURAU'12 would be grateful if authors could strictly respect these indications. The summary should not be longer than 12 lines. It is to be written in Verdana italic size 8, single-spaced.

KEYWORDS. a maximum of six significant words in English, are to be separated as keywords.

Author's Name and Surname* _ Author's Name and Surname**

*Institution
Professional postal and email addresses
Telephone or Fax Number

**Institution
Professional postal and email addresses
Telephone or Fax Number

1. Introduction

This document provides style guidelines which must be respected by authors. This document should be used as a model, particularly for the first page. Articles should be written in Word and no longer than 3500 words (Including the article, notes and references).

2. Languages

The whole article should be written in English, French or Portuguese, except for the Abstract and Keywords which will be written just in English.

3. Presentation of the draft text

The main text is to be written in Verdana, size 8, single-spaced, without breaks in the text. A space of 6 points is left after each paragraph (format > paragraph > space: 6 points). Authors are asked not to use Customized Text Formats in order to ensure the uniform appearance of articles published for EURAU'12.

Authors wishing to emphasise a term may use bold. Try to avoid using capitals as much as possible in either titles or the text itself.

4. Page Format

4.1. Margins

The pages are to respect the following characteristics:

– Width (or justification) of texts: 120mm exactly,

– Height of texts, including notes: 190mm maximum.

In Word, to obtain a text size of 120mm in width by 190mm in height, the margins to be used are as follows:

– File > page setup > Margins:

Top	5.35 cm exactly
Bottom	5.35 cm exactly
Left	4.5 cm
Right	4.5 cm
Header	4.4 cm
Footer	4.4 cm

4.2. Headers

No headers.

5. Composition of the first page

To compose the first page authors should use as a model this document's first page.

The title of the article must be concise and informative (3 to 8 keywords). The title should not exceed 80 characters and it is to be provided in Verdana bold size 18, single-spaced, aligned to the left. It is to be preceded by a carriage return and bordered at the top by a fine line of 20 points. (Format > Border > width 1/4; options > distance from the text > height: 20 points). It is to be followed by two blank lines, interspaced 12 points exactly. If there is a sub-title, it is to be bold size 14, single-spaced, preceded and followed by a blank line.

The Abstract and the Keywords are to be provided only in English, in light face italic size 8, lower case (except the terms *ABSTRACT* and *KEY WORDS* which must be in accentuated capitals at the beginning of each paragraph) and single-spaced. Keywords will not be more than 6 and the Abstract must not exceed 12 lines. The first paragraph will be bordered by a fine line at the top at a distance of 4 points and the last is bordered by a fine line at the bottom also at a distance of 4 points.

Author's first name and surname will be written in Verdana bold size 10, single-spaced.

The author's details (institution, professional postal and email addresses no phone or fax numbers) will be written in Verdana light face italic size 8, single-spaced. They are to be preceded and followed by a blank line.

In the case there are several authors, their names will be separated by a light face long dash. The institution(s) to which the author is associated will be given by one or several stars before the text.

6. Paragraphs titles

The titles of paragraphs should be aligned left, without indent, in decimal numbering (the numbering is always in roman even if the title which follows is in italic).

The format is as follows:

2. Level 1 title (24 points before, 12 after)

2.1. Level 2 title (24 points before, 12 after)

Titles must not be isolated at the foot of the page, and are always to be followed by a paragraph (format > paragraph > line and paragraph breaks > keep with next).

7. Notes

These are to be included at the end of the article in Verdana size 8, single-spaced, justified without indent, numbered from one within the article.

8. Figures, tables and pictures

Must be inserted within the Text (no more than 5 images), with a maximum width of 12cm and a maximum height of 10cm. Each one of them will have a name: Fig. X, and will be numbered from 1 within the article.

The legends will appear all together al the end of the article, after the Notes, as new paragraph named Legends. They are to be written in Verdana size 8 justified, without indent, preceded by the name (Fig.X) of the picture they are related to.

9. Enumerations

Authors will only use dashes, of differing sizes, if several levels exist. Bullet points and arrows are not to be used. An example:

– first level enumeration

- second level enumeration

For these enumerations, paragraphs are to be spaced by 3 points instead of 6 points. The text must always return to the start of the line.

10. Punctuation and spelling

— For texts written in Portuguese:

– The following marks [. , : ; ? %] have no space before them are to be followed by a space;

– Typographic quotation marks have no space within them;

– These symbols: = + - have a space before and after;

– Suspension points have no space before;

– These symbols: (brackets) {braces} [square brackets] have no space within them;

— For texts written in English, authors are asked to observe the rules of either British English according to the Oxford English Dictionary, or American English according to Webster.

11. Bibliography

Composed in Verdana roman size 8, interlined 12 points, the references are given in alphabetical order at the end of the article, spaced from one another by 6 points. Their reference is by type (TÁVORA, 1982. 52) for an author, or (CRANG et al., 2000. 66) for several authors.

– For books: title in italic, the rest in Verdana.

– For journal and proceedings, title of the journal/conference in italic, the rest in Verdana.

– For internal reports and thesis: all text is in Verdana.

Here are some examples:

CHOAY, Françoise. *Espacements: l'évolution de l'espace urbain en France*. Milano, Skira Editore, 2003.

CRANG, Mike; THRIFT, Nigel. *Thinking Space*. London, Routledge, 2000.

FERRÃO, Bernardo. *O conceito de património arquitectónico e urbano na cultura ambiental vimaranense*. http://www.cm-guimaraes.pt/files/1/documentos/470413 .pdf [consulted in May, 2009].

GEHL, Jan. *Life Between Buildings, Using Public Space*. Arkitektens Forlag, 1996.

SOLÀ-MORALES, Manuel de. *Spazio, tempo e città*. in Lotus International, n° 51, Milano, 1986.

TÁVORA, Fernando. *Da Organização do Espaço*. Porto, Edições do Curso de Arquitectura da ESBAP, 1982.

12. Biography

Authors are to indicate in a few lines (no more than 250 words), at the end of the article, the essential points of their career with an insistence on their areas of scientific interest. This text is to be composed in Verdana italic size 8, single-spaced, justified without indent, separated from the last line of the article by two blank lines, the author's name in bold, and the text in light face. A blank line is to be inserted between each author. For example:

J.I.M. is an architect, graduated in the School of Architecture of … He has a PhD in… (School of Architecture of …. and at present is a Senior Lecturer at the same university. He's work covers architectural as well as urban projects. He coordinates the Research Team … from the School …which is now focused on…

13. Submission of articles

Participants must send their articles, in pdf format, before the June 18, 2012, to paper@eurau12.arq.up.pt