



# CHANGING CITIES VI: “Spatial, Design, Landscape, Heritage and Socio-Economic dimensions”

24-28 June 2024, Rhodes Island, Greece

## Instruction for authors

**NOTICE: Use the SAMPLE Abstract & SAMPLE Paper in order to write yours!!!**

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### **EXTENDED ABSTRACT Guideline**

Authors are required to submit **an extended abstract 400 to 500 words and not exceed one page** and this may be submitted via the **online submission system**. **It is important to follow exactly the Sample Abstract given to you.** It should describe briefly the aims as well as the results and conclusions of the scientific work. Abstract must be written in clear and grammatical English and it should include the title of the paper, the name(s) and affiliation(s) of the author(s) and up to 5 keywords.

Abstracts can be submitted for either oral or poster presentation.

### **Main information about ABSTRACT format is:**

#### **Page setup-Typing**

- ✓ Manuscript should be written in English, using PC-based MS Word software.
- ✓ Paragraph - Line Spacing- Single
- ✓ A4 paper size with 2 cm margins from all sides

**Title** - Times New Roman, 16 pts, bold, centered.

- ✓ The title of the article should be written one line space (point 12) down from the top of the typing area.
- ✓ Only the first letter of the first word should be a capital and the rest in lower case letters unless proper nouns are used.

**Names of authors-affiliations** - Times New Roman, 12 pts, bold, centered.

- ✓ The names of the authors should be written in lower case letters.
- ✓ Separated from the title by one line space.
- ✓ The name of the authors should be written with the surname in full and the first name just the initial (ex. J. Gordon).
- ✓ The name of the authors should be followed by their affiliations: organization and full address, centered, point 11 characters.
- ✓ Specify by asterisk the corresponding author.
- ✓ Leave one line space and write the e-mail, phone or fax of the corresponding author only, centered, point 11 characters.

**Abstract Text** - Times New Roman, 12 pts, justified.

- ✓ Extended abstract should be up to 400-500 words and not exceed one page, headed by the word Extended abstract, and separated by the e-mail, phone or fax of the corresponding author by one line space.
- ✓ Write the text of the abstract starting from a new line.
- ✓ Text should be written Times New Roman 12 pts.
- ✓ Paragraph - Line Spacing- Single
- ✓ The abstract should be self-contained. Do not cite references in the abstract.

**Keywords** - Times New Roman, *Italic*, 11 pts.

- ✓ In a new line, after the last line of the abstract, set the word Keywords followed by up to five keywords that best fit to the content of your article.

The submission process is online from the same profile you create for registration. Please submit your abstracts as a **Word file attachment** (not a pdf file) via the **online submission system** (see below for the "**Visit the Online Submission System**" button).

### **FULL PAPER Guideline**

A **full paper**, up to **10 pages** Manuscripts (oral or poster presentations) is **OPTIONAL** and may be submitted via the **online submission system**, written according to the instructions for authors.

#### **Main information about PAPER format is:**

##### **Page setup-Typing**

- ✓ Manuscript should be written in English, using PC-based MS Word software.
- ✓ Paragraph - Line Spacing- Single
- ✓ A4 paper size with 2 cm margins from all sides

**Title** - Times New Roman, 16 pts, bold, centered.

- ✓ The title of the article should be written one line space (point 12) down from the top of the typing area.
- ✓ Only the first letter of the first word should be a capital and the rest in lower case letters unless proper nouns are used.

**Names of authors-affiliations** - Times New Roman, 12 pts, bold, centered.

- ✓ The names of the authors should be written in lower case letters.
- ✓ Separated from the title by one line space.
- ✓ The name of the authors should be written with the surname in full and the first name just the initial (ex. J. Gordon).
- ✓ The name of the authors should be followed by their affiliations: organization and full address, centered, point 11 characters.

- ✓ Specify by asterisk the corresponding author.
- ✓ Leave one line space and write the e-mail, phone or fax of the corresponding author only, centered, point 11 characters.

**Abstract Text** - Times New Roman, 12 pts, justified.

- ✓ Abstract should be up to 400-500 words and not exceed one page, headed by the word abstract, and separated by the e-mail, phone or fax of the corresponding author by one line space.
- ✓ Write the text of the abstract starting from a new line.
- ✓ Text should be written Times New Roman 12 pts.
- ✓ Paragraph - Line Spacing- Single
- ✓ The abstract should be self-contained. Do not cite references in the abstract.

**Keywords** - Times New Roman, *Italic*, 11 pts.

- ✓ In a new line, after the last line of the abstract, set the word **Keywords** followed by up to five keywords that best fit to the content of your article.

## **Headings**

Leave one line space from the keywords and start writing the main text of the article. Headings should be set aligned left, and consecutively numbered (e.g. 1. INTRODUCTION, 2. MATERIALS AND METHODS, etc.). The main headings should be separated by one line space from the text above and below, in bold capital letters. The secondary headings should be separated by one line space from the text above, in bold characters and consecutively numbered (e.g. 1.1 Literature review, 1.2 The present situation, etc.). Only the first word should be a capital and the rest in lower case letters, in bold characters.

## **Tables**

Tables should be included in the main text, preferably after they are cited and as close as possible to their first citation and should be consecutively numbered by Arabic numerals. Write the word "Table" and the corresponding number (in bold characters) and then the table caption above the table columns. Table caption should be separated by the text above by one line space. Tables should be referred in the text by Table 1, Table 2 and so on.

## **Figures**

All drawing, graphs and photos should be as clear as possible, in colors and should be included in the text as an integrated file. Figures should not exceed the margins of the typing area and should be consecutively numbered by Arabic numerals. Write the word "Figure" and the corresponding number (in bold characters) and then the figure caption below the figure. Figure numbering should be in the order that they are first cited in the text and as close as possible to their first citation. Figure should be referred in the text by Figure 1, Figure 2 and so on. Note that the entire manuscript, including figures, will be about 20 % reduced of their original size, for publishing requirements.

## **Equations**

Equations should be separated by the text above and below by one line space, justified and consecutively numbered by Arabic numerals. Place the number of equations in parentheses at the right page margin and refer to them by Equation 1, Equation 2 and so on in the text.

## **Units-Chemical formulas-Numbers**

Please ensure that the following system is used for all scientific and laboratory data: kg for kilogram, L for liters and g for grams. Chemical formulas should also be correct e.g. CO<sub>2</sub> (not CO2). Decimal numbers must have a dot ‘.’ as a decimal point and not a comma ‘,’. For example 2.5 (not 2,5). Groups of three digits in numbers greater than 999 should not be separated by a space or comma, e.g 2500 (not 2 500 or 2,500).

## **References**

References to works cited in the article should be numbered consecutively in the text and should be placed in square brackets. References should be listed at the end of the text in the order that they appear in text, headed by the word ‘References’. Use the format recommended below for journal articles, conference proceedings, books, standard test methods, electronic publications.

### **Example for Journals**

1.Gospodini, A. 2020). ‘Urban Design: The evolution of concerns, the increasing power, challenges and perspectives’, *Journal of Urban Design* 25(1): 16-20, DOI: 10.1080/13574809.2019.1706894

### **Example for Conference proceedings**

2. Makropoulou, M., Gospodini, A. 2015. ‘Investigation of urban microclimate in urban open spaces at a Greek medium-sized city’, in A. Gospodini (ed) *Changing Cities II- Spatial, Design, Landscape I & socio-economic dimensions*, e-Book of Proceedings of the 2nd international conference on Changing Cities, 22-26 June 2015 Porto Heli, Peloponnese, Greece, Thessaloniki: Grafima Publications, ISBN 978-960-6865-85-6, pp. 1959-1971

### **Example for Books**

3. Gospodini, C. A. Brebbia, E. Tiezzi 2008, (eds), *The Sustainable City: Urban Regeneration and Sustainability*, UK: WIT Press (p. 737). ISBN:978-1-84564-128-3

### **Example for Electronic publications**

4. <http://changingcities.prd.uth.gr/registration/paper-submission/> (accessed October 15, 2014).



### **PRESENTATION guidelines**

Oral presentations that participants contribute to last **10-15 minutes**. One of the authors or co-authors must give the presentation for the article. Presentations **must be sent** to the Organizing Committee of the Conference via email [umlab@uth.gr](mailto:umlab@uth.gr), at least **one week** before the start of the conference, **mentioning the ID number of your abstract**.

Each presentation will be launched with assistance from a volunteer.

### **POSTER guidelines**

Poster presentations that participants contribute are held in a separate discussion session. Authors can present details of their work and answer questions from the audience.

Since the posters will not be printed, we want your work to be presented as best as possible. For this, we would like to point out the following:

- ✓ The poster should not exceed A1.
- ✓ To have a resolution of 300 dpi
- ✓ The font should be in a size that can be read in an online presentation.
- ✓ The format should be in jpeg.

The poster **must be sent** to the Organizing Committee of the Conference via email [umlab@uth.gr](mailto:umlab@uth.gr), **two weeks** before the start of the conference, **mentioning the ID number of your abstract**.