Guidelines for DesignEd Asia Paper Formatting for Camera Ready Submission

Margaret Ho¹, Mandy So¹, and Sylvia Tzvetanova2

¹School of Design, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong, sdmargho@polyu.edu.hk, DesignEd.Secretariat@polyu.edu.hk;
2ABC University, London, England, DesignEd.Paper@polyu.edu.hk

abstract:

This paper presents guidelines for DesignEd camera ready submissions. The abstract should be 150 words of maximum length. The paper should be 4,000 words of a maximum length including the title, the abstract and the references.

Keywords: Guidelines, Camera-ready, Word document

1. The Layout of the Paper

Please follow the instructions below when setting the page layout of your paper. This document shows how the camera ready paper should look like.

The paper style template is in the ‘Styles and Formatting’ menu of this Word document. You may select the section of the text you like to format and choose ‘DesignEd’ formatting from the ‘Styles’ list.

For the Proceedings, the paper size for submitting proposals is A4. The text area is 16 cm horizontally by 24.5 cm vertically. The standard font for the DesignEd camera-ready submissions is Century Gothic for the titles & subtitles and Verdana for body texts. The following list presents the other components of the style:

* Paper size is A4;
* The text outstands 1 inch (2.5 cm) from the top, bottom, left and right of the edges of the document;
* Paper titles are Century Gothic, 20pt, bold, and single spacing, aligned left;
* Author names are Century Gothic, 11pt, bold, and single spacing, aligned left;
* Contact details are Century Gothic, 8pt, single spacing, aligned left;
* Abstracts are Verdana, 9pt, 1.5 lines spacing, aligned left;
* The keywords are 9pt bold, aligned left. Please supply 3 keywords;
* Body text is Verdana, 9pt, 1.5 lines spacing, aligned left;
* References are Verdana, 8pt, single spacing, aligned left.

All pages should be numbered.

1. 1. Section and subsection heads

There should be 6 points space after section heads. Section heads are, at each level:

Section head: 14pt single spacing, all caps, aligned left.

Subsection head: 13pt single spacing, all caps, aligned left.

2. Tables and Figures

Figures should appear within the text. Figures and tables should be enumerated and referenced: (Figure 1) or (Table 1). Footnotes, figure captions and table captions are 8pt. Captions are aligned left as are the tables and the figures themselves. All figures and tables are aligned to the left of a page and appear either on the same page as the first reference to the figure or table or on the first page after the first reference.

Figure 1: DesignEd Asia Header.



|  |  |
| --- | --- |
| 27 July (Sun) | Deadline for Abstract Submission |
| 8 September (Mon) | Notification of Acceptance of an Abstract |
| 6 October (Mon) | Deadline for Full Paper Submission |
| 20 October (Mon) | Notification of Acceptance |
| 3 November (Mon) | Deadline for Final Paper Submission |
| 7 November (Fri) | Deadline for Presenters Registration |

Table 1: DesignEd Asia Important Dates.

3. including References in the text

References should follow the format indicated in the references section, organized in alphabetical order and should appear at the end of the document. The references inside the text should appear this way: (Tzvetanova, Tang and Justice 2006).

References:

Tzvetanova, Tang and Justice (2007) Evaluation of Emotional Web Usability, 12th International Conference on Human-Computer Interaction, Beijing, July 22-27.

Tzvetanova, Tang and Justice (2006) Design of Emotional Web Interface Using InSite Factors, Design and Emotion, Gothenburg, Sweden, September 27-29.

Tzvetanova, Tang and Justice (2006) Modelling Emotional Interfaces Using OutSite and InSite Factors, Design Computing and Cognition, Eindhoven, Netherlands, July 10-12