

The guidelines presented here are based on the model devised for the 4th Information Design International Conference, 3rd InfoDesign Brazil and 4th Congic – events organized by the Information Design Brazilian Society (Sociedade Brasileira de Design da Informação, SBDI: www.sbd.org.br). The access to this manuscript was kindly granted by its authors: Carla Spinillo, Priscila Farias and Romero Tori.

Guidelines for submitting papers to the 2nd International Symposium on Sustainable Design

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guidelines, submission, paper, model

The purpose of this document is to present the guidelines and orientation on how you should prepare your paper for submission to the joint conferences: 2nd International Symposium on Sustainable Design and 2nd Brazilian Symposium on Sustainable Design. At the same time this document can be used as a template for the paper elaboration as it is formatted accordingly to these guidelines. In case your paper is accepted, it will be published in the Conferences Proceedings. These guidelines are divided into five topics: (1) introduction to the conferences themes, and subscription form for papers and poster papers; (2) instructions on page layout; (3) copyright considerations, (4) instructions on how to submit the proposal, and (5) a submission checklist. You must follow these directions in order to have your paper considered for publication. Please read them carefully. All of the articles accepted will be reproduced exactly as submitted by the authors. Therefore, proofreading is the authors' responsibility. If your paper is not submitted according to the guidelines it will not be considered either for presenting at the Conference or for publication. Please do not hesitate to contact us (designsustentavel@anhemb.org.br). If any of the guidelines presented here is not sufficiently clear. We look forward to reading your paper proposal!

1 Introduction

Authors submitting proposals should follow the guidelines presented here. All submission should be sent to designsustentavel@anhemi.br. Authors will also be asked to indicate one or more topics (a maximum of 4), within the conference themes, to describe its contribution:

- Consumers, behaviour and lifestyles
- Products, services and product-services-systems (PSS)
- Developing country perspectives on Sustainable Design;
- Education for Sustainable Consumption and Production;
- Sustainable Design for: Tourism and travel; Household; Mobility; Entertainment; Agro-food.

All contribution must follow strictly the conference guidelines in order to be considered in the evaluation process. All contributions will be read by at least two reviewers. Authors will be notified by e-mail about the scientific committee final decision. A list of accepted paper will be available at the conference website after the conclusion of the evaluation process.

2 Page layout

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

Margins and paper size

The paper size adopted for submitting proposals is A4 (21 x 29.7cm). All page margins are set in centimetres, as follows: 2cm top margin; 3cm bottom margin (without page numbers), 4cm left margin, and 2cm right margin. Please do not insert page numbers, as they will be added into the existing margin after the Proceedings are assembled. We have numbered the pages on this document so that you can see how they will look like in the Proceedings when printed.

Spacing

Use single line space for the body of the text, and 6 points paragraph spacing after each paragraph. To set these specifications use the 'Format > Paragraph' boxes in the Microsoft Word menu.

Indenting

Do not indent the first line of the paragraph that follows a heading or subheading. This indicates the beginning of a section or subsection. The remaining paragraphs should have their first line indented in 0.5cm (tab stop position).

Column and justification

Use one-column format to set the text. The size of the column should be 15cm. By using the margin specifications above you will not have to set the column size, as your computer will automatically do it. Align the text left for your column format.

Text

Use the font Arial, regular, size 10 for the text of the paper. If you are unable to find this font in your word processor, please contact us for instructions on how to proceed.

Title of the paper

Use the following specifications for the title of your paper: font **Arial, bold, size 12**, indentation left (– 0.7 cm), no paragraph spacing, and single line space. To set these paragraph

specifications use the 'Format > Paragraph' boxes in the Microsoft Word menu. Use upper case (capital letter) only for the first letter of the paper title, except for words where it is grammatically necessary to use upper and lower cases in (e.g. name of persons, cities, etc).

Author lines

Authors must remove their names, names of their institutions or any other for of authorship indication from papers submitted for evaluation. If the paper is accepted for presentation and publication, a second version, including all information removed from the first one, will be asked.

Instructions for accepted papers only

Authors whose paper was accepted for presentation and publication must prepare and submit a new version containing the names of the authors after the title. Use a new line for each author. Author names must be presented in the following order: first name, middle name or initial (if applicable) and last name (surname). After the surname, an endnote must be included. Author endnotes must contain the institution, country of origin, and e-mail of each author.

For the author line use: font Arial, regular, size 11; alignment left with indentation of -0,7cm; single line space; no paragraph spacing before the author line, and 60 points of paragraph spacing after the author line. An example of how the author line should look like is shown at the beginning of this document.

Keywords and abstract

Provide 3 to 5 keywords for your paper (font Arial, size 9). They should be placed before the abstract in one line. Use one line space ('enter' once) to separate the keywords from the abstract.

The abstract should be approximately 200 words in length and it should appear on the first page of your paper. Use also font Arial, size 9 for the abstract. Paragraph and column specifications are the same adopted for the body of the text. The abstract should be aligned left, single line space, and no indentation.

Headings

We suggest you use three-level headings for your paper. When using headings in your paper, follow these guidelines:

- first level heading: **Arial 11 pt., bold**, indentation left (- 0.7 cm), paragraph spacing of 24 points before the heading and 6 points after the heading;
- second level heading: **Arial 10 pt., bold**, no indentation, paragraph spacing of 12 points before the heading and 6 points after the heading;
- third level heading: *Arial 10 pt., italic*, no indentation, paragraph spacing of 12 points before the heading and 6 points after the heading.

Use upper case (capital letter) only for the first letter of headings, except for words where it is grammatically necessary to use upper and lower cases in (e.g. name of persons, cities, etc). To set these paragraph specifications use the 'Format > Paragraph' boxes in the Microsoft Word menu.

Bullets and numbering

When using bullets, they should be set as follows:

- square bullets (font: Wingdings, size 12),
- bullet position: indent at 0,7cm,
- text position: indent at 1,3cm.

When using numbering, they should be set as follows:

1. number font: Arial, regular, size 10
2. number format: 1.; 2.; 3. and so on.
3. number position: left, align at 0,7cm,

4. text position: indent at 1,3cm.

To set these specifications use the 'Format > Bullets and numbering > customize' boxes in the Microsoft Word menu.

Figures and tables

If you will use tables or figures such as drawings, photographs and diagrams, please follow these guidelines:

- figures and tables should be included in the body of your paper, align left and near the paragraph they refer to;
- use picture wrapping style in line with text (click twice the figure to set this specification in the 'Format picture > Layout' menu);
- use a paragraph line space to separate tables and figures from the text which follows them;
- caption of figures and tables should be placed at the top of the figure/table, set in font Arial, regular, size 8, and align left;
- figures and tables should be numbered consecutively (e.g. Figure 1, Figure 2/ Table 1, Table 2 and so forth). This applies to all figures, whether they are photographs, drawings or diagrams;
- figures should be in .tiff or .jpeg format; preferably in black and white;
- if you do not hold the copyright of the figures, please state in the caption the permission for using them within brackets, as shown in the example below (see copyright consideration in section 3).
- Captions must appear in the same page as the figure. In order to control that using Microsoft Word, you may select the caption text, and format the paragraph so to "keep with next [paragraph, which has the figure]".

Figure 1: A photo example



- table headings and the text/numbers within a table should be in font Arial, size 9. Use **bold** for tables headings and regular type style for table text. Align both table headings and table texts left, with single line space;
- lines and borders of tables should be set as shown in the example that follows:

Table 1: Example of table format

Table heading	Table heading	Table heading	Table heading	Table heading
Table text	01	05	09	13
Table text	02	06	10	14
Table text	03	07	11	15
Table text	04	08	12	16

Quotations

To quote an author within the body of the text use 'single quotation marks'. 'Quotations that exceed three lines should be separated from the body of the text (press 'enter' once) as shown below.

For such quotation use font Arial 9, regular, alignment left. Single line space, paragraph indentation of 0,5cm, and paragraph spacing of 6 points after each paragraph of your quotation (if applicable). To set these specifications use the 'Format > Paragraph' boxes in the Microsoft Word menu (Spinillo 2002: 6).

Paper length

Papers submitted need to be below 8000 words in length (maximum file size: 10 MB).

3 Copyright considerations

The proceeding will be published on a Creative Commons license (required attribution of author, non-commercial use) (see details on <http://creativecommons.org/licenses/by-nc/2.5/>).

To avoid violation of copyright laws, please do not quote at length from one source, or use figures from previously printed sources without providing a signed copyright release. This also applies to visuals produced by the authors that have been published in another source, and the copyright has been transferred to that publisher. Authors who do not provide a signed copyright release will have their papers returned. We will deal with copyright violations rigorously.

4 Submitting papers

All contributions must be sent to designsustentavel@anhembi.br.

All contributions will be read by at least two reviewers. Author(s) name(s) must be removed from papers submitted for evaluation, in order to preserve the anonymity of the process. Authors' names and other authorship indications (such as institution name) must be substituted by the text <REMOVED FOR BLIND REVIEW>.

Dates and deadlines

Authors will be notified of the results of the referees' decision as soon as we have them. The table below shows some important dates and deadlines authors should be aware of.

Table 2: Dates and deadlines

<i>Activity</i>	<i>Date</i>
Papers submission	28 JUNE
Authors informed of results and revisions	02 AUGUST
Revised papers submission	02 SEPTEMBER
Publication of titles and authors of accepted articles	02 OCTOBER
Symposium meeting	05 NOVEMBER
Papers publication and presentation in the web	05 NOVEMBER

Please make sure you meet the deadline for paper submission! Late submissions would cause inconvenience to the conference organising committee. Help us to keep to our schedule!

5 Submission checklist

The checklist below will help you make sure you have not forgotten or overlooked any of the guidelines for paper submission.

	Item	Check
Paper layout	Margins and paper size	
	Spacing	
	Indenting	
	Columns and justification	
	Text	
	Title of the paper	
	Author line	
	Keywords	
	Abstract	
	Headings	
	Bullets and numbering	
	Figures and tables	
	Quotations	
	Footnotes	
	Acknowledgement	
References		
Paper length		
Copyright consideration	Acceptance of Creative Commons license	

Acknowledgement

If you want to acknowledge contributions made or support given to the development of your paper, place them at the end of the main text, before the 'References' section, under the heading (first level heading) '**Acknowledgement**' (singular form). In the version submitted for evaluation, remember to substitute the names of individuals and institutions that might reveal your authorship by the text <REMOVED FOR BLIND REVIEW>.

References

Author-date style for references is adopted for the papers. References in the text should follow the style: (Wogalter 1998; Richards 2000:40-42; Wogalter, Dejoy, & Laughery 1999:33).

All references cited in your paper should be listed alphabetically and chronologically in the reference section, under the heading **References** (see specifications for first level headings). To set the references use font Arial 9, alignment left, single line space, paragraph negative indentation of -5cm, and paragraph spacing of 6 points after each reference. To set these specifications use the 'Format > Paragraph' boxes in the Microsoft Word menu. The examples below show how the references should be listed:

Articles in journal/chapters in book

Plancton, C. 2000. Sustainability Revolution and its Impact on the Design Profession. *Sustainable Design*, 9, 2/3, pp. 87-110.

Wogalter, M. S., Dejoy, D. M. & Laughery, K. R. 1998. Changing Consumer Behaviour Through Design. In: M. S. Lottar, D. M. Joy & K. R. Montgomery (Eds.). *Sustainable Consumption and Production*. London: Taylor & Taylor, pp. 15-23.

Books and unpublished material

Dood, E. & Butt, A. 1996. *Communicating Sustainability on Product Surfaces*. London: Technology Publications.

Santos, C. 2009. *Soluções Universais para os Problemas do Mundo*. Tese de doutorado não publicada. Departamento de Assuntos Aleatórios, Universidade do Céu, GB.

References from the Internet

AIGA 2009. About AIGA. In: *Home: Aiga*. < <http://www.aiga.org/content.cfm/about>>, 20/12/2008.

i The names of authors and institutions must be removed from the text in the version submitted for evaluation. In case the paper is approved, a new version must be produced and submitted, containing the information removed. In the version for publication, the name of each author must be in a different line, followed by an endnote like this one, containing the institution and country of origin.

ii Institution, country, <e-mail address>.

iii Institution, country, <e-mail address>.