

STYLE GUIDELINES

Below are the guidelines required for the final presentation of the papers. Please, read them carefully.

You can also find the proceedings from previous editions of the conference, as this may give answer to possible questions:

<http://www.unav.es/arquitectura/publicaciones/colecciones/actas/default.html>

For more information, please contact

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A. CONTENT

The documents will be submitted digitally, preferably Word or RTF formats. The approved articles will be adapted to the following requirements:

1. TEXT

The extension of the text is restricted to up to 20.000 characters (not including spaces; which corresponds to about 4.000 words). Once the text is in the phase of laying out for the publication, no corrections will be admitted.

2. NOTES, REFERENCES, QUOTATIONS

They are to be separated from the main body of text. They are to follow the 'Style Guidelines' stated below.

3. ILLUSTRATIONS

Graphic material is to follow a minimum of quality criteria. Photographs will be submitted digitally in one of the following formats: .tif, .eps, .psd, .jpg...; with a minimum resolution of 300 dpi.

It is important that photographs and drawings are properly labelled. All illustration is to be accompanied by a clarifying caption. Digital graphic documentation is not allowed to be reproduced with a size 125% larger than the original, with a resolution of 300 dpi.

The organising committee has the right of removing any damaged images or because of lack of quality.

IMPORTANT: It is a requirement to submit between 4 and 7 images.

All graphic material is to be free from Copyright.

Captions: The author is to write the captions, making clear to which image the text is referring to.

B. STRUCTURE

The article can be structured to a maximum of three levels:

Title — heading the article.

Subtitle — in capitals and separated from the main text.

Subtitle (bis) — in lower case and separated from the main text.

The main body of the article can only use two styles: normal and italics.

Italics is to be used only for titles of works or text in foreign language. For emphasis within the text, it should be scripted between simple quotation marks. This same format should for quotations within quotations.

C. QUOTATIONS AND BIBLIOGRAPHICAL REFERENCES

1. QUOTATIONS

Quotations in the text should be written between quotation marks, normal style. The same way applies to titles of articles. Bibliographical references should be marked with footnotes. References to illustrations should be indicated with the abbreviation 'fig.', lower case and in brackets. Both the quotation marks and the references should precede the punctuation in the text:

“This is the correct way for punctuating the article” 45 (fig.1).

“This punctuation is incorrect”. 45 (Fig.1).

When the quotations are extensive —200 characters or more—, they should be written with a uniform indentation on the left margin, between quotation marks and in slightly small font size. These quotations will never include reference to notes, that are to be located before or after the text.

“This is an example of a relatively extensive quotation. It should be written with a uniform indentation on the left margin and between quotation marks. This is an example of a relatively extensive quotation. It should be written with a uniform indentation on the left margin and between quotation marks”.

2. FOOTNOTES

Bibliographical references should be included in the following way:

AUTHOR'S LAST NAME (in capitals), Name (in lower case) or initial of the name, *Title of the book* (including subtitle and in italics), Publisher, City, Year of the edition, p. (page), (pp. in case of several pages).

For articles in collective works:

AUTHOR'S LAST NAME (in capitals), Name (in lower case) or initial of the name, “Title of the article” (between quotation marks), V. V. A. A. (various authors), in *Title of the book* (in italics), Publisher, City, Year of the edition, p. (page), (pp. in case of several pages).

For articles in journals:

AUTHOR'S LAST NAME (in capitals), Name (in lower case) or initial of the name, “Title of the article” (between quotation marks), in *Title of the journal* (in italics), Year, Issue number, p. (page), (pp. in case of several pages).

When one bibliographical reference is repeated, it can be abbreviated in the 3 following cases:

A/ When the work of that author is the only one referenced to within the article:

AUTHOR'S LAST NAME (in capitals), Initial of the name (with a dot in the abbreviation), op. cit. pp. (pages).

B/ When several works of that author are referenced to within the article:

AUTHOR'S LAST NAME (in capitals), Initial of the name (with a dot in the abbreviation), *Title of the book* (in italics; the first words of the title of the book followed by ellipsis might be chosen as way of referencing the title.) cit. pp. (pages).

C/ When referencing the same work in successive quotations:

Ibid. p. (pp. in case of referencing more than one page).