Walk Title. Subtitle

First name Last namea, First name Last nameb, First name Last name\* LEAVE BLANK UNTIL FINAL ACCEPTANCE

aAffiliation name LEAVE BLANK UNTIL FINAL ACCEPTANCE

bAffiliation name LEAVE BLANK UNTIL FINAL ACCEPTANCE

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**Abstract:** These guidelines provide instructions to format your Walk Proposal for the 13th European Academy of Design Conference, ‘Running with Scissors’. Please write directly into the template or copy your finished text into it choosing ‘match destination formatting’. Please use the predefined formatting Styles, preceded with ‘\_RwS’: such as \_RwS Walk Title, \_RwS Abstract or \_RwS Paragraph. Do not change the predefined formatting settings in this document as the aim is to produce the conference proceedings using a consistent style. The Abstract should be no more than 150 words and one paragraph only. Please try to succinctly describe the theme of the walk, it’s aim, potential locations and/or route, any special requirements, and what participants might hope to get out of attendance. The deadline to submit your proposal is **28th September 2018**. Submit your proposal to the conference review system at: https://www.conftool.org/ead2019/ [STYLE: \_RwS Abstract]

Keywords: One, Two, Three, Four, Five

1. Introduction [STYLE: \_RwS Heading 1]

Please read the entire guide before submitting the Walk proposal as it will save time for you and make the review process easier for us. Please ensure your document is no larger than 10MB.

You should submit your proposal in PDF format using this template, omitting any references to authors or their affiliations to allow blind review. These details must be added after the proposal has been accepted.

Proposals to lead walks are welcome as part of the running with scissors theme. A Walk offers the opportunity to take your research out into nature or the built environment, or its purpose can be social, for enhancing wellbeing, or to create a sense of place. We anticipate proposals for walks will be diverse and fit around 4 timeframes: dawn, dusk, midday, and midnight (although please consider the safety of participants when preparing your proposal). Walks should be no longer than 2 hours for dawn; 1 hour 30 minutes for dusk/sunset; 1 hour for midday; and 30 minutes for midnight walks. It may be advisable to connect with local colleagues in order to consider the best routes.

Proposals should be approximately 600 words in length (excluding abstract and references). They should:

* Define the purpose: e.g. social, wellbeing, research networking, sense of place
* Outline a proposed date, time, duration, no. of participants, no. of guides, and a draft outline/map of potential routes.
* Include a maximum of 3 images or diagrams to illustrate the proposal
* Include consideration for accessibility. If the proposal is unsuitable for people with reduced mobility, visual impairments and/or other disabilities this should be made clear
* Consider timeframes carefully to complement the conference timetable to allow attendance at all keynotes and the a.m./p.m. sessions.
* Consider and outline how ethical issues have been addressed, including how any data will be gathered from participants.

For more information on Walks please see the conference website: <https://ead2019dundee.com/>

We expect clarity as well as high standards of scholarship within this alternative conference format. If English is not your native language, please let a fluent speaker or a professional proofreading service revise your contribution.

All accepted proposals will be published in the proceedings, assuming that the Walk hosts register to attend and run their Walk during the conference. The publication will have an ISSN/ISBN number and a DOI reference to ensure it appears in scholarly web-searches, and will be accessible from the conference website.

This template document itself uses the same formatting as required for the Conference so your proposal should appear visually very similar. You can access template styles for Titles, paragraphs, and other styles directly from the Quick Style Menu that is part of the Home Menu in Word. You can either write directly into the template or paste your finished text into it and choose ‘match destination formatting’ in the pop-up menu that appears when you paste in text. Do not change the predefined formatting settings in this document (such as paper size, orientation, margins, typeface, size, indents, spacing, headings, etc.).

2. Formatting rules

2.1 General Guidelines [STYLE: \_RwS Heading 2]

The main text of the submission should be formatted with [STYLE: \_RwS Paragraph]

If you require sub-sections within your proposal, these should be numbered, though not go deeper than one sub-section (i.e. Section 2.1 is fine but Section 2.2.1 is not).

Any tables should be formatted as Table 1 (below): left justified text for first column and centred columns thereafter, if possible. Only horizontal table grid lines should be used and the table should have the same width as normal text paragraph in order to fit exactly within the document margins. Add one empty paragraph of the [STYLE: \_RwS Paragraph] style following a table.

Table 1. Table layout. Captions for Tables are placed above. [\_RwS Table title].

|  |  |  |
| --- | --- | --- |
| Table Rows [STYLE: \_RwS Table] | Cell one | Cell two |
| Second Row | 1 | 2 |
| Third Row | 2 | 3 |
| Fourth Row | 4 | 5 |

Short quotations within the text should be marked with double quotation marks e.g.: Lawson also has a broad understanding of design when he mentions: “Professional designers such as architects, fashion designers and engineers” (Lawson, 2004, p.5). Longer quotations of more than three lines should be formatted as below, without double quotation marks:

More of the goods and services produced for consumer across a range of sectors can be conceived of as ‘cultural’ goods, in that way they are deliberately inscribed with to generate desire for then amongst the end uses sold to consumers in terms of particular clusters of meaning indicates the increased importance of ‘culture’ to production circulation of a multitude of goods and services. (du Gay, et al, 1997, p.24) [STYLE: \_RwS Long quotation]

For lists of material you can either use a bulleted list:

* European; [STYLE: \_RwS Bullet list]
* Academy;
* Design.

Or a numbered list:

1. Running; [STYLE: \_RwS Numbered list]
2. With;
3. Scissors.

2.2 Images

Please think carefully about the presentation of any visual material. As the proceedings will be published in digital form you have the opportunity to include good quality colour images that help to present your research aims and context, and the visual description of the Walk. Please only use photographs, figures or artwork for which you have copyright clearance or permission. Ensure images are credited and cited as appropriate.

Where possible please make images:

* Large enough to see clearly;
* Of good resolution (200dpi);
* Optimised to be less than 350Kb;
* Cropped appropriately.

If you are using diagrams, info graphics, or other schematics please ensure that:

* You present information clearly;
* You use the Calibri font;
* All text is legible;

After you insert an image into your document, select it and use the style named [STYLE: \_RwS Picture]. The image should have the same width than the formal paragraph and fit exactly within the document margins if possible and reasonable. Images are followed by a caption with figures numbered sequentially – Figure 1, Figure 2, etc.



Figure 1. Captions are placed under the pictures. Ensure that your caption adequately describes what you want your reader to see in the picture, highlighting any areas that they should focus on or relationships that you might want them to see. Include image credits. [STYLE: \_RwS Caption].

2.3 Referencing

Referencing should follow the APA, Author-date, Style Guide as explained in the official guide: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx> (slides 13-25)

In order to guarantee a truly blind review, you need to anonymise also any reference to your own publications. These should be cited as (Author, 2015) in the main text and inserted in the reference list in the following way:

Author (2015). *Journal article*
Author (2016). *Conference paper*

If you use reference management software such as EndNote or Word Citation & Bibliography make sure that you submit your paper with **the fields** **unlinked** to your bibliographical database.

3. Submission

In preparing your Proposal for ‘Running with Scissors’ please note the following:

* We are aiming to produce a high-quality conference proceedings. Please follow as closely as possible this template structure and associated style guidelines;
* Your initial Walk Proposal submission should be in PDF format. Should it be accepted final submissions (including author names and affiliations) will be both in Word and PDF format to allow us to prepare the conference proceedings;
* You can submit your Proposal using the ConfTool conference management system: https://www.conftool.org/ead2019/
* Accepted Camera Ready Proposals will also be submitted via ConfTool

Please make sure you can answer ‘yes’ to all the following questions:

* Is the research context and aim of the Walk clearly stated?
* Is the draft outline of the Walk clearly described?
* Have research ethics and issues of accessibility been addressed appropriately?
* Are all references included?
* Are any images or figures clear, relevant and well-described?
* Does the proposal conform to the paper template?
* Has the proposal been independently proof read?

References

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Author (2012). *Journal article.* [GENERIC REFERENCE TO THE AUTHORS’ OWN WORKS UNTIL FINAL ACCEPTANCE, FULL REFERENCE SHOULD BE INSERTED AFTER THE BLIND REVIEW]

Author (2015). *Conference paper.* [REFERENCE TO THE AUTHORS’ OWN WORKS UNTIL FINAL ACCEPTANCE, FULL REFERENCE SHOULD BE INSERTED AFTER THE BLIND REVIEW]

About the Authors:

**Author 1** add an author bio that describes research interests and main achievements in a maximum of 40 words. [LEAVE BLANK UNTIL FINAL ACCEPTANCE] [\_RwS Author Bio and Acknowledgements]

**Author 2** add an author bio that describes research interests and main achievements in a maximum of 40 words. [LEAVE BLANK UNTIL FINAL ACCEPTANCE]

**Acknowledgements:** this section is optional. You can use this section to acknowledge support you have had for your research from your colleagues, student’s participation, internal or external partners’ contribution or funding bodies. [LEAVE BLANK UNTIL FINAL ACCEPTANCE]