Workshop Proposal Title. Subtitle

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

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**Abstract:** These guidelines provide instructions to format your Workshop 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 Proposal Title, \_RwS Paragraph or \_RwS Picture. 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 workshop aims, context, methodology and potential outcomes/outputs, 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 proposal as it will save time for you and make the review process easier for us.

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.

Workshop Proposals should be **600 words in length** (excluding abstract and references) with a maximum of 3 images. We expect proposals to be for interactive sessions that accommodate up to 20 people: allowing participants to learn through doing, and for the workshop leaders to engage in active research. They should explore new ideas, practices, understanding or methods. Proposals will demonstrate a demand or interest for the subject area, possibly linked to a Track theme, or a Special Interest Group. 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 workshop leaders register to attend the conference and deliver the session. 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 your proposal requires sub-sections, 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 choice and presentation of your visual material. As the proceedings will be published in digital form you have the opportunity to include up to 3 good quality colour images that help to present your research and its context. 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 proposal with **the fields** **unlinked** to your bibliographical database.

3. Submission

In preparing your workshop 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 submission should be in PDF format. Should your proposal 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 in the ConfTool conference management system: <https://www.conftool.org/ead2019/>
* Accepted Camera Ready Proposals will also be submitted via ConfTool

Please consider the following questions:

* Is the outline of the workshop clearly described?
* Is the aim clearly stated?
* Is there sufficient referencing?
* Have research ethics been addressed appropriately?
* Are any images or figures clear, relevant and well-described?
* Are benefits to participants noted?
* Does the proposal conform to the proposal 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]