Walk Title. Subtitle

First name Last namea, First name Last nameb, First name Last name\*

aAffiliation name

bAffiliation name

\*Corresponding author e-mail:

**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 **10th December 2018**. Submit your proposal to the conference review system at: https://www.conftool.org/ead2019/ [STYLE: \_RwS Abstract]

Keywords: maximum 4 keywords; paper format; instructions; use of template

General Guidelines

In order to include all the information required for the Walk please complete Sections 1-4 below, and include your References. The General Guidelines here provide additional information for you as a Walk Organiser and can be removed prior to submitting your revised proposal.

You should submit your Walk proposal in PDF format using this template. There will be a final round of review, and all accepted proposals will be published in the proceedings, assuming that the Walk 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.).

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 1.1 is fine but Section 1.2.1 is not). For example:

1.1 Additional Guidelines [STYLE: \_RwS Heading 2]

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.

1. Walk Outline[STYLE: \_RwS Heading 1]

Please outline your walk, incorporating any comments from the reviewers.

1.2 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. Health and Safety

Please outline what, if any, Health and Safety measures need to be considered and put in place. Please also outline what contingency will be in place in the event of e.g. adverse weather (Scottish springtime is notoriously changeable!).

3. Participation

Please outline how participants will be selected and invited to sign up e.g. by using an Eventbrite page. Include details of ethical consideration for any use of data from participants, as well as considerations of accessibility.

4. Timeframe

Please include a detailed outline of the timing of the walk. This will ensure consideration is given to whether what is being proposed can be achieved within the time given.

References

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)

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. (*Remove this text prior to submission)*

Desmet, P. M. A., & Hekkert, P. (2007). Framework of product experience. *International Journal of Design, 1*(1), 57-66.

Bergen, D. (2002, Spring). The role of pretend play in children's cognitive development. *Early Childhood Research & Practice, 4*(1). Retrieved February 1, 2004, from http://ecrp.uiuc.edu/v4n1/bergen.html.

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Nielsen, M. E. (n.d.). *Notable people in psychology of religion.* Retrieved August 3, 2001, from http://www.psywww.com/psyrelig/psyrelpr.htm.

*Gender and society*. (n.d.). Retrieved December 3, 2001, from http://www.trinity.edu/~mkearl/gender.html.

Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence, 15*(5), 503-522. Retrieved May 20, 2000, from ProQuest database.

Lin, R. T. (2006). 訴說故事，營造情境--文化創意設計的情境故事 [Scenario and story-telling approach in cross cultural design]. *藝術欣賞*, 2(5), 4-10. [IF THE ORIGINAL ARTICLE IS NOT IN ENGLISH LANGUAGE, IT SHOULD BE TRANSLATED AND INSERTED IN PARENTHESIS, AS INDICATED HERE]

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. [\_RwS Author Bio and Acknowledgements]

**Author 2** add an author bio that describes research interests and main achievements in a maximum of 40 words.

**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.