

# DMSB 2019 – Author Guidelines for Full-Paper Submissions

## **PAPER**

Authors interested in presenting a paper should submit a full paper **by Sunday, 31 March 2019**. Full papers are expected to have a length of (2,500 – 3,000 words). The Design Modelling Symposium is aiming at creating scientifically as well as visually strong proceedings. Springer will first publish these as a book. The format of the book supports papers with large-scale visual representations. The Scientific Committee invites authors to submit, besides the visual representations used in the text of the paper, additional images or illustrations to underline the content of the papers. More details are given in the section “Photographs and Figures” beneath.

**The full paper must be blinded during the reviewing process** so that there is no information that can be used to discover the identity of the author. The paper must be uploaded as pdf-file plus either Word-file or Latex-file to the website [www.design-modelling-symposium.de](http://www.design-modelling-symposium.de). Out of the list of themes and topics, one keyword should be assigned to the paper. Where there is an overlap between the coverage of several themes and topics, authors should choose the one they consider the most appropriate.

## **INFORMATION**

The number of expected papers allows

- 1 (one) oral presentation per author only.
- Or / and 1 (one) poster per author only.

Papers will only be accepted from individuals who are prepared to present them in person at the Conference and have registered by the given deadline. In the case of multiple authors, at least one author must be present.

## **COPYRIGHT AND ORIGINALITY**

In submitting, contributors undertake that any paper submitted has not been published elsewhere before. Where parts of the paper have been previously published, it must be mentioned in the references. The copyright of the paper remains with the author, but a license to publish the paper in the proceedings of the Conference in one or more editions by printing and online by open access is granted to the editors. The authors undertake not to reproduce the paper elsewhere without acknowledging that it first appeared at the Design Modelling Symposium in Berlin, Germany in 2019.

## **LANGUAGE AND STYLE**

All papers must be written in British English. Check for consistent spelling of names, terms and abbreviations, including in tables and figure captions. Papers should be as brief as possible while maintaining clarity and intelligibility. A well-structured text and meaningful headings make it easier for the reader to get a general idea of the content.

## **GETTING STARTED**

This word document reflects the formatting of submissions to the DMSB 2019.

Use the default styles in Word to identify the heading levels. Use the standard Word functions for displayed lists, type styles such as bold or italics, the indexing function and the footnote function.

## LAYOUT OF TEXT

### Font

Use a single main font for the entire text, we recommend Times New Roman. For special characters, please use Symbol and/or Arial Unicode.

### Headings and Heading Numbering

Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered. Use the **decimal system** of numbering if your headings are numbered using the styles provided in this Word file. Never skip a heading level. In **cross-references**, for hyperlink purposes, refer to the chapter or section number (e.g., see Chap. 3 or see Sect. 3.5.1). In addition to numbered headings, two more (lower) heading levels are possible. Their hierarchical level should be identified with the help of Springer's templates or the standard Word or Latex heading styles.

### Symbols and units

Consistency of style is very important. Please always use the internationally accepted signs and symbols for units, so-called **SI units**.

See the examples below:

Consistency of style is very important. Please always use the official SI notations. See the examples below:

kg / m / kJ / cm instead of kg. (Kg) / m. / kJ (KJ) / cm.; 20°16' 32" SW instead of 20°16' 32" SW;

0.50 instead of 0,50; 9 000 and 9 000 000 instead of 9,000 and 9.000.000;

4 + 5 > 7 instead of 4+5>7 but –8 / +8 instead of – 8 / + 8.

### Terminology and Abbreviations

Technical terms and abbreviations should be defined the first time they appear in the text. The following can be used without further explanation though:

Mr ... Mrs ... Ms ... Dr ... PhD ... Prof. ... fig., figs. ... No., nos. ... Vol., vols. ... e.g., i.e. ... p., pp. ... a.m., p.m.

### Numerals and dates

Numerals should always be used for measurements and should follow the British method of decimal points to indicate decimals and commas to separate thousands, e.g. 6 inches, 7.55 meters and 1,234 camels. Time should be in words, e.g. seven years, the eighteenth century, and two o'clock, except when used: 1780, the 1780s. All other numbers up to ten are given in words, e.g. four seasons; larger numbers in figures, e.g. 1,234 camels. To avoid confusion write months in words instead of numerals, e.g. 30 January 1968. Days of the week and months should start with a capital letter, e.g. Monday, April.

### Names and countries

Do not translate names. They should however be transliterated, i.e. given in the Roman alphabet, e.g.

Ivan Grigorievich Bubnov (1872-1919)

### Emphasis and Special Type

**Italics** should be used for emphasised words or phrases in running text, but do not format entire paragraphs in italics. In addition, use italics for species and genus names, mathematical/physical variables and prefixes in chemical compounds. **Bold** formatting should only be used for run-in headings and **small capitals** for indicating optical activity (D- and L-dopa). **Sans serif** (e.g. Arial) and **non-proportional font** (e.g. Courier) can be used to distinguish the literal text of computer programmes from running text.

### Boxes

Do not set entire pages as boxes, because this affects online readability.

### Footnotes

Always use footnotes instead of endnotes and never use footnotes instead of a reference list. Footnotes should not consist of a reference citation. Footnotes should not contain figures, tables and/or the bibliographic details of a reference.

### Equations

In **Word**, use the Math function of Word 2007 or 2010, MathType or Microsoft Equation Editor with Word 2003 to create your equations and insert the graphic into your text file as an object. In **Latex**, use the Math environment to create your equations. Prepare the whole equation in this way and not just part of it.

### Tables

Give each table a caption. Add a reference citation to the table source at the end of the caption, if necessary. Number tables consecutively using the chapter number (e.g. Table 1.1 for the first table in Chap. 1) and ensure that all tables are cited in the text in sequential order. Do not write “the following table”. Use the table function to create and format tables. Do not use the space bar or multiple tabs to separate columns and do not use Excel to create tables as this can cause problems when converting your tables into the typesetting programme and other formats.

Simple, one-column lists should not be treated as tables. Use the displayed list function instead. Save the tables in the same file as text, references and figure captions. Do not manually insert table rules in the paper, because they cannot be retained.

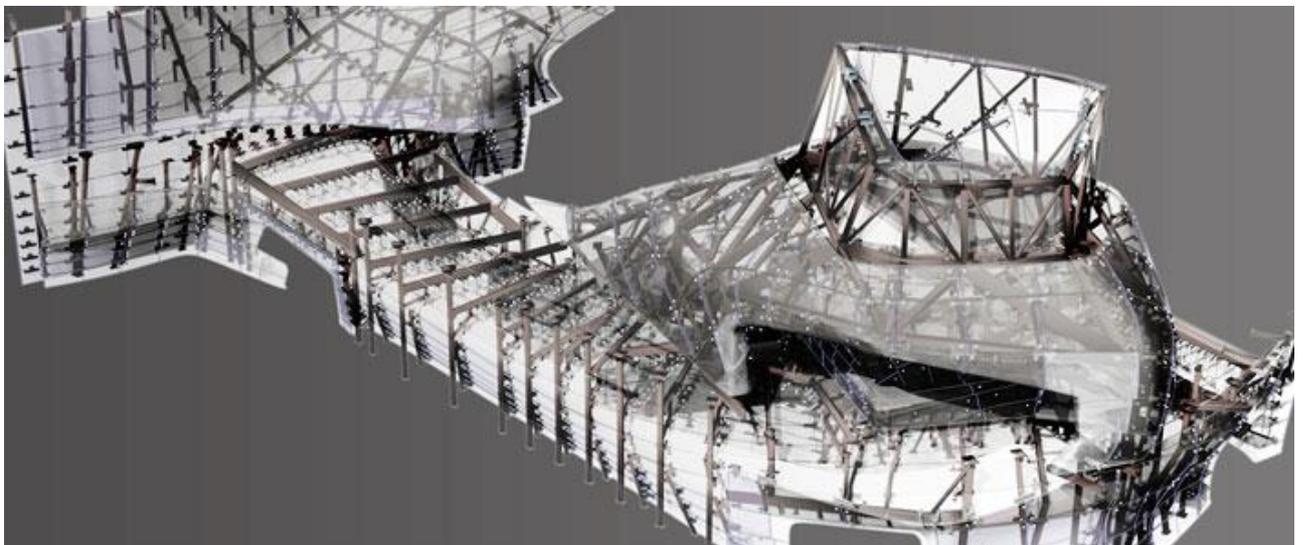
## FIGURES AND ILLUSTRATIONS

### Numbering

Ensure that all figures are cited in the text in sequential order. Do not write “the following figure”.

### Figure Captions

Give each figure a concise caption, describing accurately what the figure depicts. Include the captions at the end of the text file, not in the figure file. Identify all elements found in the figure in the figure caption and use boxes, circles, etc. as coordinate points in graphs instead of colour lines. If a figure is reproduced from a previous publication [Figure 1], include the source as the last item in the caption.



*Figure 1: Parametric construction model for the Louisiana State Museum and Sports Hall of Fame, Natchitoches, La. Trahan Architects, New Orleans. Image courtesy by David Stasiuk for Method Design/Case. Archpaper 2014/10/14.*

### Figure and Illustration files

A figure is an object that is drawn or photographed. It does not consist solely of characters and thus cannot be keyed. Do not submit tabular material as figures. Figures should be numbered consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Authors are invited to submit additional images and illustration, which are helpful to clarify the project or certain aspects of it. These images should be marked with the prefix ‘X’ in the filename.

## Quotations

*Quotations should be used as follows:*

Soane said “Caesar used the immortal phrase ‘Veni Vidi Vici’ to express his satisfaction.”

Quotations longer than three lines should be formatted without speech marks and separated from the text using the quotation tag. So the quotation will be written in 9 pt by 12 pt and indented automatically:

Do four had been unable to distinguish between the points of yield and rupture in his wire, although he did note a constriction where the wire failed. Vicat’s wire had been differently manufactured, and there was a clear distinction between the two. Vicat’s no. 18 wire (3.1 mm) yielded at 53.3 kg/mm<sup>2</sup>, ... (Peters 1987, p.149)

## CONCLUSIONS

Conclusions should state concisely the most important propositions of the paper as well as the author’s views of the practical implications of the results.

## REFERENCES

### Reference Citations

Cite references in the text with author name/s and year of publication in parentheses (“Harvard system”):

- One author: (Miller 1991) or Miller (1991)
- Two authors (Miller and Smith 1994) or Miller and Smith (1994)
- Three authors or more: (Miller et al. 1995) or Miller et al. (1995)

If you refer in the text to the bibliography, use the following style: (Author year), (Author, in press); (Author, in prep.); (Author, unpubl.); (Author, pers. comm.). Place the author’s last names (without initials), the date of publication and the page(s) in parentheses, e.g.:

(Author 1983, p. 23)

(Author 1989a, pp. 34-36)

(Author1; Author2, in press, Tab. 4)

(Author1 et al. 1989, plate XII) instead of (Author1; Author2; Author3 1989, plate

### Reference List

Include a **reference list at the end of your paper** so that the readers of single papers of the eBook can make full use of the citations. Please do not include a reference list in a preface or an appendix. Include all works that are cited in the chapter and that have been published (including on the internet) or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes as a substitute for a reference list.

Entries in the list must be listed alphabetically except in the numbered system of sequential citation. The rules for alphabetization are:

- First, all works by the author alone, ordered chronologically by year of publication.
- Next, all works by the author with a co-author, ordered alphabetically by co-author.
- Finally, all works by the author with several co-authors, ordered chronologically by year of publication.

Smith, A.B., 1996a: Development...

Smith, A.B., 1996b: Facilities...

Smith, A.B.; Jensen, M.C., 1996. Effects of...

Smith, A.B., 1997: Computer...

The order for books and journals are respectively:

Last name, First name's Initials (ed.), year: Book title. City: Publisher.

Last name, First name's Initials, year: Title of article. Journal volume number (series number if necessary), page numbers.

Please note the full stop at the end of each reference! Separate multiple authors by semicolons! Examples for books, journals, proceeding (in this order) are given as following:

Kurrer, K.-E., 2008: The History of the Theory of Structures. Berlin: Ernst & Sohn.

Campbell, J.W.P., 2004: Nicholas Hawksmoor's Building Notebook. Construction History Society Journal 20, pp. 21-44.

Huerta, S.; Ruiz, A., 2006: Some Notes on Gothic Building Processes. In: Dunkeld, M. et al. (eds): Proc. Second Intern. Congress Construction History, Cambridge, pp. 1619-1632.

Unpublished material should be listed at the end of the reference list sorted as per archive names. If there are more than one reference to one archive, entries should be in the order as referred to in the paper, e.g.:

The National Archives, London (NA):

NA a, SUPP 17/1455.

Historical Archive of the MAN-Aktiengesellschaft, Augsburg (MAN):

MAN a, 352/f/1-3.

## **ACKNOWLEDGEMENTS**

Only necessary acknowledgements should be placed at the end of the paper and kept as brief as possible.

## **FILETYPES**

Authors are asked to submit the paper as Microsoft Word (.doc /.docx) or Latex file and as pdf file.