

## **Instructions for the formatting of revised abstracts and papers for the proceedings**

### **1. revised abstract**

Revised abstracts should be uploaded via symposium's online system (<https://www.conftool.com/culturespace2009/>) by selecting "Upload" option for your submission at "My submissions" page as "Revised Abstract" file in PDF format.

Each abstracts should contain the following items:

Title

Author(s) name(s) and affiliation(s)

Presenting author's full address and contacts

Abstract of the paper (600-700 words excluding references)

5 keywords

Corresponding/presenting author

### **2. paper format**

All the papers that have been selected for publication should be uploaded via symposium's online system (<https://www.conftool.com/culturespace2009/>) by selecting "Upload Final" option for your submission at "My submissions" page in following three file formats (Max. File size for each type is 10 Mb).

Authors should send each paper in **three file formats**:

1. **Original Working File (DOC or RTF):** Should contain all figures, notes, bibliography and etc.. This file shows us how your paper must look like. The paper should not be more then **10 pages**.
2. **Camera Ready File (PDF):** Should contain all figures, notes, bibliography and etc.. This file shows us how your paper must look like. The paper should not be more then **10 pages**.
3. **Source package (ZIP):** Should contain text (txt) and figures (i.e. each diagram, photo, or a table) in separate files. This file would be used as source for publication and required format.

### **TEXT**

Name your text file after the given **submission ID**, for example: "486.txt".

<b>Title</b>	arial, title case, bold and 16 points, aligned left, no line after the top margin, single space
<b>Secondary title</b>	arial, sentence case, 12 points, no line after title, single space
<b>Names of author(s)</b>	arial, title case, 12 points, bold, aligned left, three line after secondary title, author(s) first name/ last name ( bold and 12 points), single space
<b>affiliation</b>	arial, title case, 10 points, three lines after names, institution(s) and country of the author(s), single space
<b>heading/Abstract</b>	arial, Title case, bold, 11 points, full justified, five lines after affiliation
<b>text of the abstract</b>	<b>140-150 words</b> , arial, sentence case, 9 points, full justified, no lines after heading
<b>spacing</b>	single space

**keywords and contact address**

keywords, contact person title, full name, full address (open address / telephone / fax number / e-mail address) , two lines after keywords

**main headings**

arial,12 points, sentence case, bold, separated by one line from the previous paragraph, one line after heading.

**sub-headings**

arial, 11 points, sentence case, bold, separated by one line from the previous paragraph, no line after sub-heading.

*Do not use any numbering system in subheadings. Use secondary subheadings only when absolutely essential for format or clarity.*

*When there is not sufficient space at the bottom of the page to begin a new section including text, transfer the heading to the top of the next page.*

**main text**

arial, sentence case, 10 points, full justified, no lines after heading

**tables and figures**

arial, italic and 9 points; tables and figures should be numbered consecutively, legends should appear immediately above the table, below the figures, leave a space for all tables and figures into the text, if possible, be included on the same page as they are first discussed.

Where a particular figure to be placed within the text should be indicated as follows:

**Insert Figure 1 here.**

The heading should have the first letters of all main words in capitals; one line above and below tables and figures.

*Table 1. Ownership of Household*

*Figure 1. The Design, Meaning and Use of Housing and Home*

**All figures** must have proper captions and sources. Please include these in a text file, File names of figure should be named with the number and captions following the submission ID, thus: 486\_ Figure.1.captions

**o Raster Images:**

- § Should be preferred as vector graphics if available.
- § Should be in TIFF, JPEG, GIF file formats.
- § Should be gray-scale (8-bit depth).
- § Should be at least 300 DPI resolution.
- § Max. File size is 1 Mb.
- § should be saved in TIFF, JPEG, or GIF format and named with the given submission ID and figure number, thus: 486\_figure1.tif

**o Vector Graphics:**

- § Should be in EPS format.

**o Tables:**

- § Should be saved in a tab-delimited format (txt). In Microsoft Excel, save as simple text (.txt), with each table in a separate file. Name file with given submission ID , followed by underscore table, thus: 486\_table\_1.txt. If tables are created in a text program, such as MS Word, they should be imported into Excel or any other data sheet, and then saved as tab-delimited, simple text format.

**Notes and references**

**headings:** arial, Title case, bold, 11 points, full justified, separated by two lines from the previous paragraph, no line after heading. One line between notes, references and acknowledgments **text:** arial, sentence case, 9 points, full justified, no lines after heading.

Notes should be kept to a minimum and should be formatted as endnotes. In the body of the text include the notes at the end. The bibliography should follow the notes in the main body of the text.

For references in the text, please give the lastname of the authors and the year of publication, for example: Turgut (1998) or (Turgut, 1998). Use 1998a, 1998b, etc if there are more references in the same year. Give the page number for any quotation taken from a citation. At the end of the text, list references in alphabetical order by author, and in ascending chronological order for each author. First and last page numbers are required for journal articles and book chapters. Please provide a translation of foreign-language titles.

Please follow the samples provided below.

Lawrence R, 1990, "Public collective and private space: a study of urban housing in Switzerland" in *Domestic Architecture and the Use of Space: An Interdisciplinary Cross-Cultural Study* Ed. Kent S (Cambridge University, Cambridge) 73-91

Mazumdar S, Mazumdar S, 1992, "Cultural traditions and domestic space: An example from India" in *Architecture and Culture* Eds Donais T, Trevor B, Kayari E (Carleton University, School of Architecture, Ottawa, Canada) 340-343

Kandiyoti D, 1977, "Some implications of social change for housing design" *Middle East Technical University Journal of Faculty of Architecture* 3 101-117

Kezer Z, 1999 *The Making of a National Capital: Ideology, Modernity, and Socio-Spatial Practices in Early Republican Ankara* Ph.D. Dissertation, College of Architecture, University of California, Berkeley

Herzfeld M, 1991 *A Place in History: Social and Monumental Time in a Cretan Town* (Princeton University, Princeton)

Pamuk O, 2005, "The Pamuk Apartments: Growing up among the ruins of the Ottoman Empire" *The New Yorker* 7 March pp 34-41

**length** not to exceed 10 pages including photographs, tables and diagrams

**margins** **PLEASE see the templates ( sample pages )**

**language** All papers and information shall be written in English