

International Symposium of IAPS-CSBE & HOUSING Networks: 'Revitalising Built Environments: Requalifying Old Places for New Uses'

Instructions for the formatting of short papers and posters:

For poster presentation, you should provide **short paper and a poster/a graphic presentation** (digital& hard copy) of your research.

Short papers should be uploaded via symposium's online system (<https://www.conftool.com/culturespace2009/>) by selecting "Upload Contribution" option for your submission at "My submissions" page in doc, rtf or pdf file formats

- **Short papers should be uploaded no later then June 29th, 2009 , If any revision is necessary**, deadline of short paper and revised graphic presentations in digital format is **September 4th, 2009** for publication
- **Authors should bring the posters with them** and be prepared to pin them up in the areas assigned by symposium organizers and for the time periods specified by the symposium schedule when this becomes finalized.
- Posters should also be uploaded to the online system no later then **August 03rd, 2009, for publication .**

Short Paper Format

Each short paper should contain the following items:

Title

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

Presenting author's full address and contacts

Main body of the paper (1000 words excluding max. 5 bibliographical references, no figures and tables)

5 keywords

Corresponding/presenting author

The short paper for a poster should not be more then 1000 words. It should cover **the aim and the objectives of the research, definitions, research methodology and findings and results.**

You should save the file as a *word document* (.doc), *rich text format* (.rtf) or in *portable document format* (.pdf) format.

Name your text file after the principal author's name, for example: "Wiseman.txt".

Title arial, title case, bold and 16 points, aligned left, no line after the top margin, single space

Secondary title	arial, sentence case, 12 points, no line after title, single space
Names of author(s)	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
affiliation	arial, title case, 10 points, three lines after names, institution(s) and country of the author(s), single space
heading	arial, Title case ,bold , 12 points, full justified, five lines after affiliation
main text	arial, sentence case, 10 points, full justified, no lines after heading
spacing	single space

keywords and contact address

keywords,contact person title, full name, full address (open address / telephone / fax number / e-mail address at the right column of the page) , two lines after keywords

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

The bibliography should follow the main 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 2 pages

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

language All papers and information shall be written in English

poster / graphic presentation in digital format

Posters should be uploaded to the online system no later then **August 3rd, 2009, for publication.**

Submissions 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 as 3 (three) files detailed below:

1. "Poster/ Gr.Presentation" Working File (DOC, RTF, PDF, PSD): If your working file is in another format or bigger than 10 Mb. , please consider to upload it some where you could access trough internet (e.g. RapidShare, Easy-Share , etc) or bring it with you to symposium for a potential need of update.
2. "Poster/ Gr.Presentation" Camera Ready Exchange File (PDF): Camera ready (pre-press) pdf file of your poster's final version. Should be in PDF/x3 (2002-3) standart, less than 10 Mb. Mutiple pages should be combined as sole PDF file. ***if you could not reduce your file's size without reducing visual quality, please contact us to make us solve your problem.**
3. "Poster/ Gr.Presentation" Preview/Raster Image (TIFF): Should be A4(300dpi), Grayscale(8bit), TIFF (no-layer, no-compression), max. 10 Mb. This file would be used for preview and as a alternatif source for publication if other formats not work.

poster / graphic presentation / hardcopy

Each poster presentation should consist of up to two sheets each of size: **ISO A2** format **42 cm** (16.5 in) **width x 59.4 cm** (23.4 in) **height**, in portrait orientation (the

vertical dimension is 59.4 cm). Posters should be mounted on the foamboards and over-laminated (with non-glossy film).

Please use the *sample page/ template attached*.

Note: Authors should bring the posters with them and be prepared to pin them up in the areas assigned by symposium organizers and for the time periods specified by the symposium schedule when this becomes finalized.