Title

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 Paper for the 14th European Academy of Design Conference, ‘Safe Harbours’. 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 ‘\_SH’: such as \_SH Proposal Title, \_SH Paragraph or \_SH 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 follow the template outline below to provide all of the necessary information requested. Proposals should be submitted to the Conference management system at: <https://www.conftool.org/ead2021/> by 17th May 2021.

[STYLE: \_SH Abstract]

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

General Guidelines [STYLE: \_SH Heading 1]

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 final paper has been accepted. All accepted papers will be published in the proceedings. 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.

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: \_SH Paragraph]

If your paper 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 - see section 3 for an example).

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: \_SH Long quotation]

You can either use a bulleted list:

* European; [STYLE: \_SH Bullet list]
* Academy;
* Design.

Or a numbered list:

1. Safe; [STYLE: \_SH Numbered list]
2. Harbours;

Table 1. Table layout. Captions for Tables are placed above. [\_SH Table title].

|  |  |
| --- | --- |
| **Name** | **Email** |
| Gregor Samsa | gregor.S@metamorphosis.com |
| Joseph Key | Joseph.K@court.com |

Any further tables required should be formatted in this way: 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: \_SH Paragraph] style following a table.

2. Second section

This is a second section. It contains a subsection. The subsection contain an image but not a table.

2.2 Images

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).

Please think carefully about the choice and presentation of your visual material, if included. 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: \_SH 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: \_SH Caption].

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)

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.

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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]

Author Bios:

**Author 1** add an Author bio that describes your background and any other achievements in a maximum of 40 words. [LEAVE BLANK UNTIL FINAL ACCEPTANCE] [\_SH Author Bio and Acknowledgements]

**Author 2** add an Author bio that describes your background and any other achievements in a maximum of 40 words.

**Author 3** add an Author bio that describes your background and any other 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. [LEAVE BLANK UNTIL FINAL ACCEPTANCE]