

Author Guidelines

Deadline

The deadline for all final paper submissions is Friday July 1st, 2022. If you miss the deadline, you can still present at the symposium, but we cannot guarantee that your paper will appear in the proceedings.

Submission

Please submit your paper via the EasyChair system, using the account you set up when submitting your proposal. Instructions will be distributed to authors of accepted papers via the EasyChair email system. Please ensure your paper is in Word (.docx or .doc) format.

Length of Papers

The length of the papers are as follows:

- Full “long” papers (or paper+demo) accepted for the conference: 8 pages (max)
- Optionally, presentations accepted as a short paper, demonstration, artist talk, panel session, installation or performance: A short paper consisting of up to 3 pages (max)

Paper Style and Format

In order to help you to produce a paper that needs the minimum of editing before publication, we are providing a starter document, which includes all the formatting you are likely to need.

- a. For a full paper or “paper with demo”, please use the Full Paper Template, available as a Word “docx” file download at the bottom of the [Guidelines](#) section of the symposium’s website (up to 8 pages).
- b. For a short paper in combination with a demonstration, artist talk, panel session, installation or performance, please use the Short Paper Template, available as a Word “docx” file download at the bottom of the [Guidelines](#) section of the symposium’s website (up to 3 pages).

It is essential that you use one of these starter documents as a template and replace the sample text with that for your paper, so that you use the required Word styles. **Authors not using the correct template, but just simulating the look of the template, will be requested to reformat their paper using the template before copyediting and publication can be considered. If you are unsure, please consult a local Word expert.**

Specific Formatting Guidelines

Additional guidelines not covered by the above instructions, which will help the editors considerably with subsequent copyediting:

- Papers should be submitted as a Word document (ideally .docx or if needed .doc format). If this is a problem for you, please contact anna.skutley@uca.ac.uk ASAP.
- Full papers should be a maximum of 8 pages, including images, figures, diagrams and references. Short papers are a maximum of 3 pages.
- Please do NOT use footnotes or endnotes to add explanatory notes or additional information to your text or to attribute quotes. These should be included inline in the main text if needed. Do not use footnotes or endnotes for bibliographic citations; please put references in the REFERENCES section at the end and use the Harvard reference system. The symposium's citation style is without a comma between the author and year – e.g., “(Bowen & Diprose 2022)”. For multiple entries, separate these with semicolons “(Bowen 2022; Diprose 2022)”. For specific pages or a page use, for example, “(Bowen 2022, pp.1–8)” or “(Diprose 2022, p. 9)”. The reference entry style at the end of the paper is, for example: “Bowen, J. P. and Diprose, G. (2022) ...”. Please do not use subsections in the references and do be consistent in the style across different references. For online references, include the date of access at the end, for example: “(retrieved 20 March 2022).” The inclusion of a DOI when known, with a hyperlink, is encouraged – e.g., “DOI: 10.14236/ewic/EVA2022.1”. Important: References should be listed in alphabetical order by author surname with no subheadings.
- Please include images inline with the text, not in absolute locations. Images should be inserted in the document at the position and at the size you want them to appear. Importantly, please position all images inline in the text and not as an absolute position in the paper since copyediting and reformatting is hindered if you do the latter. If you include images in your paper (and this is encouraged) it is helpful to compress them (but not change their physical dimensions); otherwise, the size of the Word document can become very large. It is possible to compress images in an image editor before inserting them or within Word you can do so after insertion by selecting the image and then you should see a Compress option. In order to print clearly images should be at the “print” resolution (e.g., 220dpi to 300dpi); e.g., if the printed size will be 6 inches (effectively the full width of a page) then the image should be 1,800 pixels wide. Please check the Word Help or with us if you have difficulties or questions.
- Ensure you use the correct style for all parts of the document. The symposium style includes special Word styles for the title, abstract, keywords, author, email, section headings, normal text, figure caption legends, quotations, references, etc. Please use the correct styles

without changes. Capitalise the first letters of main words in the title. Do not capitalise subsection headings or a subtitle if included. Make sure the page headers have the title and author list matching the front page. If you have not used Word styles before, seek help from a Word expert if needed.

- Avoid double spaces or spaces at the end of paragraphs. This includes at the end of sentences. Do include a line between paragraphs to space them out since paragraphs are not indented and are justified.
- Use British English spelling and grammar. You can set Word to do this and check all red (spelling) and green (grammar) underlines in Word, which is correct as often as not. Use “-ise” spelling as in Visualisation!
- Do not worry too much about fine tuning page breaks, etc. Your paper will be copyedited so these could well change anyway. We may move images slightly if needed to improve page breaks. Overall, avoid any non-standard formatting. Keep it simple, please!