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Abstract | These guidelines provide instructions to format your full paper for the 'Design Culture(s)' conference. 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 '_DCs': such as _DCs Paper Title, _DCs Abstract or _DCs Paragraph. 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 try to include briefly both the motivation/background, approach/method and results/conclusion. Avoid quotation and citing references in your abstract in order to keep it easy to understand for non-experts of your field. The deadline to submit your full paper is **1st February 2020**. Submit your paper to the conference review system at https://www.conftool.org/cumulusroma2020 [STYLE: _DCs Abstract]

KEYWORDS | ONE, TWO, THREE, FOUR, FIVE

1. Introduction [STYLE: _DCs Heading 1]

Please read the entire guide before submitting the full paper as it will save time for you and make the review process easier for us.

You should submit your full paper 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 full paper has been accepted.

Full papers should be up to **4000 words in length** excluding abstract and references. We expect high standards of scholarship and clarity in terms of establishing context, explicating methods of inquiry, and reporting results. If English is not your native language, please let a fluent speaker or a professional proofreading service revise your contribution.

All accepted papers will be published in the proceedings if at least one of the authors register to conference and present the work. As part of the Cumulus proceeding series, the publication will have an ISSN/ISBN number and it will be accessible from the conference website.

This template document itself uses the same formatting as required for the Conference so your full paper should appear visually very similar. 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 Microsoft 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.).

2. Formatting rules

2.1 General Guidelines [STYLE: _DCS Heading 2]

The main text of the submission should be formatted with [STYLE: _DCs Paragraph]

The sections of your paper 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).

Tables should be formatted as Table 1 (below): 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: _DCs Paragraph] style following a table.

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

Table Rows [STYLE: _DCs Table]	Cell one	Cell two
Second Row	1	2
Third Row	2	3
Fourth Row	4	5

Short quotations within the text should be marked with double quotation marks: 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 one line should be formatted as below, again within 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: _DCs Long quotation]

For lists of material you can either use a bulleted list:

- Cumulus; [STYLE: _DCs Bullet list]
- Roma;
- 2020.

Or a numbered list:

1. Cumulus; [STYLE: _DCs Numbered list]
2. Design;
3. Cultures.

2.2 Images

Please think carefully about the presentation of any visual material. As the proceedings will be published in digital form you have the opportunity to include good quality colour images or other media files that help to present your research and its context.

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: _DCs 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. [STYLE: _DCs Caption].

2.3 Referencing

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 paper with **the fields unlinked** to your bibliographical database.

3. Submission

In preparing your paper for 'Design Culture(s)' please note the following:

- We are aiming to produce a high-quality conference proceedings. Please follow as closely as possible this template structure and associated style guidelines;
- Your initial full paper submission should be in PDF format. Should your paper be accepted, final submissions (including author names and affiliations) will be both in Word and PDF format to allow us to prepare the conference proceedings;
- You can submit your full paper in the same conference management system that have received your (already accepted) abstracts: https://www.conftool.org/cumulusroma2020;

Please make sure you can answer 'yes' to all the following questions:

- Is the context of the work clearly described?
- Is the contribution that is made clearly stated?
- Does the paper conform to the paper template?
- Has the paper been independently proof read?

References

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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]

About the Authors:

Author 1 add an author bio that describes research interests and main achievements in a maximum of 40 words. [LEAVE BLANK UNTIL FINAL ACCEPTANCE] [_DCs Author Bio and Acknowledgements]

Author 2 add an author bio that describes research interests and main achievements in a maximum of 40 words. [LEAVE BLANK UNTIL FINAL ACCEPTANCE]