**Spanish title (Calibri 14, bold, left-aligned)**

English title (Calibri 14, left-aligned)

Full name (Calibri 11)

Affiliation, e-mail (Calibri 10)

**Abstract**

Spanish abstracts will have a maximum extension of 150 words (Calibri 11, left-aligned).

English translation of the abstract, maximum 150 words long (Calibri 11, left-aligned).

**Keywords**

3-5 Spanish keywords, separated by comma (Calibri 11, left-aligned)

Keywords English translation (Calibri 11, left-aligned)

**Introduction**

Once the conference organizers communicate with the authors to confirm the acceptance of their conference paper proposal, authors will submit their full conference paper through the conference digital platform.

The submission package will include a .rar compressed folder (25 Mb max.) containing two .doc or .docx files – one for the main manuscript and the other for figure captions –, along with all paper figures in .jpg format.

The compressed folder will the named according to this model: theme\_Surnames\_Names

I.e.: 1\_Alcocer Ariza\_Andrea

The main manuscript will be named as: Surnames\_Names\_paper.

I.e.: Alcocer Ariza\_Andrea\_paper

The figures caption file will be named as: Surnames\_Names\_figuras

I.e.: Alcocer Ariza\_Andrea \_figuras

Figure files will be named as: Surnames\_Names\_figure number

I.e.: Alcocer Ariza\_Andrea\_1

Full conference paper submission deadline is Friday July 21st, 2023.

By submitting a full conference paper, authors declare that their submission is original, that it has not been previously published, and that they are authorized to publish all images included in it. When submitting through the conference platform, all authors will be asked to accept a *Declaration of authorship, good practices, and copyright transfer* (*Declaración de autoría, buenas prácticas y cesión de derechos)*.

**Page format**

All conference full papers will follow the style guidelines presented in this document. Not complying with the guidelines will result in the rejection of the conference paper, hence its exclusion from the Conference Proceedings.

Page format:

A4, vertical

Top and bottom margins: 2,5 cm

Left and right margins: 3 cm

Authors shall not include letterheads, footers, or page numbers.

**Text format**

All paragraphs will be left-aligned, single space, with no added space before and after paragraphs (0 pts.), no indentations, no added white space (empty lines) between paragraphs.

One empty line will be added before section titles, as well as before and after a quote longer than 40 words (go to "Quotes").

The editorial committee reserves the right to make all necessary adjustments for the publication of submitted texts.

**English title format**

Calibri 14, bold

**Spanish title format**

Calibri 14

**Main text format**

Calibri 11

**Footnotes format**

Calibri 10

**Text extensión**

Manuscripts will be written in English or Spanish and will have an extension of 3000 to 4000 words, without including footnotes.

**Text structure**

Manuscripts may be structured in different sections and subsections (two levels maximum).

Sections will not be numbered. Section titles format will be:

**Main section / First level section (Calibri 11, bold, left-aligned)**

**Subsection / Second level section (Calibri 11, bold, underlined, left-aligned)**

No indentations will be used. One empty line will be added before section titles, as well as before and after a quote longer than 40 words.

**Figures**

Each manuscript will feature a maximum of 7 figures. All of them will be submitted with enough quality to be readable either in printed or electronic format, independently of their nature (pictures, illustrations, tables, plans, diagrams, etc.).

By accepting the *Declaration of authorship, good practices, and copyright transfer* of the conference platform, authors confirm that they are properly authorized to publish all their figures. The editorial committee waives any responsibility on this regard.

All figures will be referenced in the manuscript, between hyphens (fig.1), including the according number from 1 onwards. Authors will avoid using composed figures with more than two or three images in a single figure.

Figures will not be included in the manuscript file, which will just mention their approximate location, following the format below and without interrupting any paragraphs:

Figura Alcocer Ariza\_Andrea\_1 (calibri 11, centred, red typeface color)

Figure captions will be submitted in a separate .doc or .docx file. Each figure caption will feature the number of the figure, its title, and its original source.

The editorial committee reserves the right to eliminate any unidentified or low-quality figure.

**Footnotes and references**

Authors will use footnotes in their manuscript. No endnotes will be accepted. Footnotes will be indicated with a superscript number right after the referenced word or sentence[[1]](#footnote-1).

Any bibliographic or archival source referred in the body in the text will be referenced accordingly in a footnote including the full reference note, following *The Chicago Manual of Style* (17ª ed.).

Texts will not include a reference section. Full references will be included as footnotes, following *The Chicago Manual of Style* (17ª ed.).

**Quotes**

All sources and authors must be correctly referenced. Authors will be exclusively responsible for the verification and correct formatting of their references, according to the format detailed below:

Textual quotes will follow *The Chicago Manual of Style* (17ª ed.).

When part of a quote is omitted, authors will use the formula […].

If a textual quote is 40 words long or shorter, the quote will be part of the main body of the manuscript, regular type, between quotes (" "), with its original source correctly referenced in a footnote.

I.e.: In reference to the Temple of Vesta in Rome, Joseph Rykwert argues: "Like the augural *templum*, the city was quartered, though there was no correspondence between their outlines"[[2]](#footnote-2).

If a textual quote is longer than 40 words, the quote will be formatted as a separate paragraph, advanced 1,25 cm to the right, no quotation marks, regular type, font size 10.

I.e.: In reference to the Temple of Vesta in Rome, Joseph Rykwert argues:

Like the augural *templum*, the city was quartered, through there was no correspondence between their outlines. The *templum* was always circular, the Roman city never was. On the other hand, when the abstract, notional *templum*, or at most the *templum* drawn on the ground, became incarnate in a building (as it did for countless Roman civic/religious purposes) this *templum minus* was never circular.[[3]](#footnote-3)

If a quote was originally written in a different language to that of the conference manuscript (in this case, other than English), a translation of the full quote will be provided in a footnote. The translation will appear between brackets, not Italics, without quotation marks, before the bibliographic reference. Formulas such as ‘translation by the authors’ will not be used.

I.e. About Mario De Renzi, the author points: “La progressiva semplificazione del linguaggio eclettico e il proceso di riduzione delle forme architettoniche si attua in De Renzi in maniera lenta e spesso contraddittoria"[[4]](#footnote-4).

1. Footnote format: Calibri 10, left-aligned. [↑](#footnote-ref-1)
2. Joseph Rykwert, *The idea of a Town* (New Jersey: Princeton University Press, 1976), 99. [↑](#footnote-ref-2)
3. Rykwert, *The idea of a Town*, 99. [↑](#footnote-ref-3)
4. [The progressive simplification of eclectic language and the reduction process of architectural shapes, take place in De Renzi’s (work) in a slow and often contradictory way.] Maria Luisa Neri, *Mario De Renzi: l’architettura come mestiere, 1897-1977* (Roma: Gangemi, 1992), 13. [↑](#footnote-ref-4)