# “Ατμοσφάιρες Αυριο - Ambiances demain - Ambiances, tomorrow. Third International Congress on Ambiances in Volos, Sep. 2016

## Template and guidelines for the book of proceedings

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**Abstract.** This file provides a template and guidelines for writing papers for the third International Congress on Ambiances to be held in Volos, in September 2016. Papers accepted by the organizing committee and written in accordance with these instructions will appear in the book of proceedings delivered to congress delegates. Papers not complying with these guidelines will not be published in the congress proceedings. The authors are asked to upload their MS-Word formatted paper on the website of the congress http://ambiances2016.arch.uth.gr/openconf/author/upload.php) before May 3rd, 2016. Papers may be written in English, French or Greek. The abstract will be written in English only and it should not exceed 10 lines.

Keywords: 1 line of keywords, separated by commas

### Guidelines

The paper in MS-Word .doc format shall be written within this document template. The file’s name should contain the digit code of the proposal provided in the e-mail received by authors (e.g. 103.doc).

Papers are to be prepared in English, French or Greek. It is expected that authors will submit carefully written and proofread material. Technical terms should be explained. Acronyms should be written out at their first appearance.

The papers should not exceed 6 pages. The number of pages is defined according to this template, including the abstract and keywords, the text, figures, references and author’s presentation.

#### Document Format, Header and Footer

The template is based on the international A4 document format with 20 mm margins left, right and top, and 75 mm margin bottom. Select the A4 document format before writing your paper. Headers and footers will be set automatically. Do no overwrite them.

#### Font and Styles

The template uses Calibri font. It provides pre-formatted styles for the titles, abstract, figures, captions, footnotes and so on. Write your paper using these styles without modification or addition. “Title 1” pre-formatted style is for the title of the paper. “Title 2” is for the subtitle. Do not use it if your paper has no subtitle. The text is organized with “Title 3” and “Title 4” pre-formatted styles, corresponding to sections and subsections.

#### Footnotes

Footnotes might be used to clarify the text[[1]](#footnote-1). Do not use footnotes for citations of references, except for a reference to a URL.

#### Citations

Citations in the text should be in the Harvard style, e.g. Banham (1969), or (Banham, 1969, Barraqué, 1988). Use a footnote to refer to a URL[[2]](#footnote-2).

#### Tables and Figures

Tables and figures should be placed close after their first reference in the text. All figures and tables should be numbered with Arabic numerals. Table headings and figure captions should be centred below the tables and figures.

|  |  |  |  |
| --- | --- | --- | --- |
|  | *City* | *Population* | *Country* |
| *1* | Shanghai | 17,836,133 | China |
| *2* | Karachi | 12,991,000 | Pakistan |
| *3* | Istanbul | 12,946,730 | Turkey |
| *4* | Mumbai | 12,478,447 | India |
| *5* | Beijing | 11,716,000 | China |
| *6* | Moscow | 11,551,930 | Russia |
| *7* | São Paulo | 11,316,149 | Brazil |
| *8* | Tianjin | 11,090,314 | China |
| *9* | Guangzhou | 11,070,654 | China |
| *10* | Delhi | 11,007,835 | India |

Table 1. Cities and Populations

Insert the pictures in the MS-Word file, making sure that you have the right to use and reproduce them. Pictures should have correct dimensions with 300 DPI resolution at least.

Figure 1. If necessary, acknowledge the source of the picture in the caption

The proceedings will be printed in black and white. Make sure the figures and pictures are clearly legible in black and white printing. Avoid using references to colour in the figures.

### Acknowledgments

Acknowledgments have to be written before the references heading. We would like to thank Daniel Siret and Jean-Paul Thibaud because they authorize us to re-use the template made for the 2nd congress at Montreal (Sept. 2012).

### References

All references cited in the text, and only them, must appear in the references list. References are unnumbered and presented in alphabetical order. References must start with the name of the author and the year of the publication (between brackets).

For a book:

Banham R. (1969), *The Architecture of well-tempered environment*, London, Architectural Press

For a chapter of a book:

Barraqué B. (1988), Soleil-lumière, soleil-chaleur, deux conceptions du confort ?, in J.-P. Goubert (dir.), *Du luxe au confort*, Paris, Belin, pp. 85-113

For a paper in a journal:

Knight T.W. (1994), Shape grammars and color grammars in design, *Environment and Planning B: Planning and Design*, 21(6), pp. 705-735

### Authors

Insert at the end of the paper a short presentation for the authors. Indicate the title, position and e-mail address of the authors, as well as the institutions to which they are affiliated. Each presentation should not exceed 5 lines.

1. . Make sparing use of the footnotes. [↑](#footnote-ref-1)
2. . http://ambiances2012.sciencesconf.org [↑](#footnote-ref-2)