TITLE OF THE PAPER

[Authors will be inserted automatically]

Abstract

[Abstract will be inserted automatically]

[---]

[---]

[---]

[---]

[---]

[---]

[---]

[---]

[---]

[---]

[Do not delete or modify the abstract area]

[Keywords will be inserted automatically]
[---]

1. Introduction

These instructions are intended to guide contributors to the 15th International Design Conference DESIGN 2018 when preparing papers. We kindly ask you to follow the enclosed instructions carefully.

The proceedings will be prepared in MS Word therefore it is critical for us to receive properly formatted papers using the MS Word template available for download on the conference website (http://www.designconference.org). The first submission of the paper for the review will be in PDF format only, while for the camera-ready papers the both formats, PDF and .docx, should be submitted.

We aim to make the publication of your paper as easy and free from errors as possible. This template is for both initial and camera-ready submissions based on notification of acceptance. Please delete all comments within the manuscript before submission. All changes in the document must be accepted or rejected before submission. The submitted paper should also not contain any markup.

Please note that the papers should be submitted exclusively using the ConfTool conference management system as instructed on Design Conference website. During the first step of the submission procedure via ConfTool, authors will be asked to insert an abstract (max 600 characters) and include at least three and up to five keywords. A minimum of three keywords will be from the predefined list on ConfTool and up to 2 will be of your choice.

In order to produce conference proceedings of a professional and consistent quality, this template is protected and cannot be modified. If the document is based on another template or if this template is modified, the manuscript will be returned to the authors for correction and reformatting.

1. Formatting requirements

When formatting your paper, please use Design Conference (DC) styles that are specified in the template. Instructions document was prepared by using the Design Conference template and can be used as an example. The Design Conference style names used in the template and instructions start with the “DC\_” characters that are followed by the name of the style (e.g. “DC\_Normal” for text paragraphs, “DC\_Heading1” for first level headings, “DC\_Figure\_Caption” for figure captions, etc.). The overview of properties for every style is available in the third section of this document.

* 1. Paper format

The page size is A4 (210 mm or 8.27-inch x 297 mm or 11.69-inch) with margins as specified: 25 mm left, 25 mm right, 25 mm top, and 32 mm bottom (this will give a text area of 160 mm width and 240 mm height). The length of the paper is limited to 12 (twelve) pages. No additional pages will be accepted. Due to layout reasons, the number of pages in the paper has to be even. Footnotes and custom headers or footers are not allowed. Please do not add page numbers.

Only the first page should have the conference mark in the page header (style: “DC\_Page\_Header”) as shown in this document. The conference logo should appear in the header of the first page only, in the upper right corner.

* 1. Automatically inserted data

Please note that authors’ names, contact details, keywords, and abstract will be inserted automatically from the ConfTool system during the preparation of the proceedings. Please, do not edit or delete these lines provided as placeholders in the template. Nevertheless, authors' names will appear in “DC\_Authors” style, keywords will appear in “DC\_Keywords” style, and abstract will appear in “DC\_Normal” style.

We advise authors to follow instructions about those elements provided in ConfTool and ensure that multiple instances (for example author’s name for the person contributing to more than one paper is written in the same way for all occurrences).

* 1. Title

The title of the paper should be written manually, at the top of the first page. The title should be in “DC\_Title” style. The right margin of paper title section is 4 cm.

* 1. Headings

All headings should be written in a sentence case (cap on the first word only). First level headings should be in “DC\_Heading1” style, second level headings should be in “DC\_Heading2” style, and third level headings should be in “DC\_Heading3” style. Please do not use headings levels four or lower.

When the headings styles are used, the heading will be numbered automatically. Otherwise, please add heading numbers, followed by dot character “.” and one space character before the text of the heading.

* 1. Main text

The main text should be in “DC\_Normal” style. Please do not use blank lines between paragraphs of main text. For highlighting characters in bold, please use the “DC\_Char\_Bold” style. For italic, please use the “DC\_Char\_Italic” style, for bold and italic use “DC\_Char\_BoldItalic”. SI units should be used throughout the paper.

* 1. Lists
		1. Unnumbered lists
* Unnumbered lists should use dot bullets as shown here.
* Use the style “DC\_List\_Bulleted” for unnumbered lists.
	+ 1. Numbered lists
1. Numbered lists should start with an ordinal number as shown here.
2. Use the style “DC\_List\_Numbered” for numbered lists with automatic numbering.
	1. Figures

Figures should be in line with text and centred on the page in “DC\_Figure” style. Please do not insert text boxes over the figures. The figures should be imported to the document in the highest possible quality taking into consideration needs of the hardcopy proceedings. Please avoid insertion of the graphical object as figures. We strongly recommend to import the figures into the document from an external file by using “Insert->Pictures from file” menu option.

Figure captions should be labelled with “Figure” followed by the ordinal number of the figure. Figure captions must be placed below the figure in “DC\_Figure\_Caption” style. Figures should be referenced in the main text using “Figure” with an initial capital letter. Within a caption use soft returns (i.e. manual line breaks, “Shift-Enter”) only. Do not use automatic figure captioning and referencing.

Example of using inserting figures and figure caption can be seen below (Figure 1).



1. Figure caption
	1. Tables

Tables should be centred on the page, and the text inside the table cells can be left-aligned (style: “DC\_Table\_Left”), right-aligned (style: “DC\_Table\_Right”), or centred (style: “DC\_Table\_Center”). It is recommended that the tables do not spread over multiple pages.

Table captions should be labelled with “Table” followed by the ordinal number of the table. Table captions must be placed above the table in “DC\_Table\_Caption” style. Tables should be referenced in the main text using “Table” with an initial capital letter. Do not use automatic table captioning and referencing.

An example of using tables and table captions can be seen below (Table 1).

1. Table caption

|  |  |  |
| --- | --- | --- |
| Table text left | Table text middle | Table text right |
| Use character styles to make table text bold (DC\_Font\_Bold) or italic (DC\_Font\_Italic) |

If a text paragraph follows the table, please leave the one blank line between the table and the paragraph. This is not necessary in cases when a new heading follows the table.

* 1. Equations

Equations should be left aligned with 1 cm left indentation and contain an equation number at the right margin in “DC\_Equation” style.

 (1)

Subscript and superscript characters within the text can be added using the “DC\_Char\_Subscript” and “DC\_Char\_Superscript” styles.

1. Style overview

Tables 2 and 3 give an overview of properties for each style to be used for the preparation of the Design Conference papers. Be aware that these styles are already built in the paper template.

1. Overview of Design Conference paragraph styles

|  |  |
| --- | --- |
| Style name | Style properties |
| DC\_Page\_Header | Times regular, 10 pt, single line, no spacing |
| DC\_Authors | Times regular, 12 pt, left aligned, single line, 24 pt space after |
| DC\_Keywords | Times italic, 12 pt, left aligned, single line, 24 pt space after |
| DC\_Author\_Data | Times regular, 10 pt, single line, no spacing |
| DC\_Normal | Times regular, 11 pt, justified, single line, no spacing |
| DC\_Title | Times bold, 14 pt, all caps, left aligned, single line, 24 pt space before and 24 pt space after |
| DC\_Heading1 | Times bold, 13 pt, left aligned, single line, 12 pt space before and 3 pt space after |
| DC\_Heading2 | Times bold, 12 pt, left aligned, single line, 12 pt space before and 3 pt space after |
| DC\_Heading3 | Times italic, 11 pt, left aligned, single line, 12 pt space before and 3 pt space after |
| DC\_List\_Unnumbered | Times regular, 11 pt, justified, single line, 6 pt space after changing to other style, 0.5 cm hanging indent and 0.5 cm tabs, dot bullet |
| DC\_List\_Numbered | Times regular, 11 pt, justified, single line, 6 pt space after changing to other style, 0.5 cm hanging indent and 0.5 cm tabs, automatic numbering |
| DC\_Figure | Times regular, 11 pt, centred, single line, 12 pt spacing before |
| DC\_Figure\_Caption | Times bold, 11 pt, centred, single line, 3 pt space before and 6 pt space after |
| DC\_Table\_Left | Times regular, 10 pt, left aligned, single line, 1 pt space before and 1 pt space after |
| DC\_Table\_Center | Times regular, 10 pt, centred, single line, 1 pt space before and 1 pt space after |
| DC\_Table\_Right | Times regular, 10 pt, right aligned, single line, 1 pt space before and 1 pt space after |
| DC\_Table\_Caption | Times bold, 11 pt, centred, single line, 12 pt space before and 3 pt space after |
| DC\_Equation | Times regular, 10 pt, left aligned, single line, 6 pt space before and 6 pt space after |
| DC\_Acknowledgment | Times regular, 10 pt, justified, single line, no spacing |
| DC\_References | Times regular, 10 pt, justified, single line, no spacing, 0.5 cm hanging indent |

1. Overview of Design Conference characters styles

|  |  |
| --- | --- |
| Style name | Style properties |
| DC\_Char\_Bold | Default paragraph font, bold |
| DC\_Char\_Italic | Default paragraph font, italic |
| DC\_Char\_BoldItalic | Default paragraph font, bold italic |
| DC\_Char\_Subscript | Default paragraph font, subscript |
| DC\_Char\_Superscript | Default paragraph font, superscript |

Acknowledgment

Acknowledgement(s) (if any) should be in DC\_Acknowledgement style. Acknowledgment should be placed before references, with the title in unnumbered second level heading.

References

The references heading should be unnumbered second level heading. Citations to published work throughout your paper should be made using the Harvard notation, i.e. in the main body of your text including references using the surname(s) of the author(s) and year. For in-text citations please follow: (Author, year of publication) / (Author1 and Author2, year of publication) / (Author1 et al., year of publication), or Author (year of publication) / Author1 and Author2 (year of publication) / Author1 et al. (year of publication). Use a semicolon (;) for separating multiple references inside brackets.

For example, a portion of paper might contain sentences such as: “This work is grounded in systematic approaches to design (Pahl and Beitz, 1996), building on the work of Jensen and Andreasen (2010), and the affordance-based relational theory developed by Maier and Fadel (2009a, 2009b). Chakrabarti et al. (2011) present an overview of computer-based design synthesis research”.

Each reference needs to include the Digital Object Identifier (DOI) if the reference has a DOI. The DOI can be found on the reference source website or in the CrossRef database (http://www.crossref.org).

Please ensure that every reference cited in the text is also included in the reference list (and vice versa).

The list of references must be sorted in alphabetical order as shown below (based on Harvard referencing style):

Books

Author, A. (year of publication), Title of Book, Publisher, Place of publication. DOI (if present):

Pahl, G. and Beitz, W. (1996), Engineering Design: A Systematic Approach, Springer, Berlin. doi: 10.1007/978-1-4471-3581-4

Book chapters

Author of chapter, A. (year of publication), “Title of chapter”, In: Author A. (Ed.), Title of book, Publisher, Place of publication, pp. (insert page numbers). DOI (if present):

Finger, S., Rinderle, R. (2002), “Transforming behavioural and physical representations of mechanical designs”, In: Chakrabarti, A. (Ed.), Engineering Design Synthesis, Springer-Verlag London, UK, pp. 303-317. doi: 10.1007/978-1-4471-3717-7

Journals

Author, A. (year of publication), “Title of Article”, Title of Journal, Vol. X (insert volume number) No. Y (insert issue number), pp. (insert page numbers). DOI (if present):

Cash, P., Hicks, B. and Culley, S. (2013), “A comparison of designer activity using core design situations in the laboratory and practice”, Design Studies, Vol. 34 No. 5, pp. 1-32. doi: 10.1016/j.destud.2013.03.002

Conference papers

Author, A. (year of publication), “Title of Paper”, Title of published proceeding (which may include place and date(s) held), Publisher, Place of publication, pp. (insert page numbers). DOI (if present).

Hatchuel, A., Le Masson, P. and Weil, B. (2004), “CK theory in practice: lessons from industrial applications”, Proceedings of the DESIGN 2004 / 8th International Design Conference, Dubrovnik, Croatia, May 17 – 20, 2004, The Design Society, Glasgow, pp. 245–258.

Electronic source

Author, A. (year of publication/last updated), Title. [online] Publisher. Available at: (insert URL without hyperlinks) (accessed date). DOI (if present):

Martin, R.L. (2017), Using Design Thinking to Build Commitment to a New Idea. [online] Harvard Business Review. Available at: https://hbr.org/2017/01/use-design-thinking-to-build-commitment-to-a-new-idea (accessed 12.05.2017).

Report

Organisation/Author (year of publication), Title of Report, Publisher, Place of publication:

The Design Society (2012), Design Society White Paper No. 1/2012 Engineering Design Research, Design Society, Rome, Italy.

Thesis

Thesis: Author, A. (year of publication), Title of Thesis, Designation, Awarding institution. DOI (if present):

Gericke, K. (2011), Enhancing Project Robustness: A Risk Management Perspective, PhD thesis, Technische Universität Berlin.

For the use of citation tools the following styles can be used: Citavi - Harvard (Emerald), Endnote - Harvard UL, Mendeley - Emerald journals (Harvard).

At the end of the paper, please leave the space intended for corresponding author’s data which will appear in “DC\_Author\_Data” style.

[Corresponding author data - this will be inserted automatically]

[---]

[---]

[---]

[---]

[---]

[Do not delete or modify the author's data area]