

GUIDE FOR WORKSHOP AUTHORS

Subtitle (if used)

FIRST A AUTHOR, SECOND B AUTHOR

The Institute and Country Authors 1 and 2 (if same)

and

THIRD C AUTHOR

Institute and Country Author 3 if different to Authors 1 and 2

Abstract. These instructions are intended to guide contributors to the *NSF Workshop on Studying Design Creativity* when preparing papers. The abstract is in 10 pt Times New Roman with 11 pt leading. Maximum of 100 words.

1. First Order Headings

Text area is 197 mm x 120 mm with running headers. Keep all text and artwork within this boundary. First-order headings are 11pt Times New Roman, bold, upper/lowercase letters. Paragraphs after a heading begin at the left-hand margin, subsequent paragraphs are indented 6 mm. Text is in 11 pt Times or Times New Roman with 13 pt leading. Citations are in the Harvard style, e.g. Minsk (2005) where author's name appears in text, or where authors' names are not cited specifically in text, add citation in parentheses with no commas (Bernus and Chase 2006; Minsk 2005). Paragraphs immediately following a heading are not indented.

Second and subsequent paragraphs indented 5 mm from the left-hand margin, with no extra space between the paragraphs.

2. Another First Order Heading

This text after another first order heading begins at the left-hand margin.

2.1. SECOND ORDER HEADINGS

Second order headings are in 10 pt caps, beginning at the left-hand margin.

NOTE: If a second order heading follows a first order heading then use this format:

2.1. SECOND ORDER HEADINGS

2.1.1. Third Order Headings

These headings are typeset in 11 pt italics, with upper case letters for main words.

NOTE: If a third order heading follows a second order heading then use this format:

2.1.1. Third Order Headings

Equations are left justified from the paragraph indent with a space before and after and equation number at right-hand margin.

$$x^2y^2 + Ax^2 + 2Bxy \quad (1)$$

3. Figures

Each figure is numbered and inserted in the text after the first reference to it. Figure captions are in 10 pt Times New Roman, 11 pt leading, placed below the figure, centred and have the following style, figure number in italics, figure caption not in italics:

[FIGURE]

Figure 1. Figure caption

4. Tables

Each table is inserted in the text after the first reference to it. Tables are numbered and table captions (in 10 pt Times New Roman) are placed above the table, centred, and have the following style:

TABLE 1. Table caption

[TABLE]

5. Running Heads

Include running headers in the style indicated, numbering from page 1, but do not use a header on the title page. You will need to change the even header to the names of the author(s) and the odd header to the title of your paper. Running headers should only occupy one line allowing for page numbers.

Acknowledgements

The heading for acknowledgements is the style of a first order heading but is unnumbered. The acknowledgements are in 10 pt, 11 pt leading.

References

References are in 9 pt, 10 pt leading, unnumbered and in alphabetical order. Please conform to the following style, note no stops after initials:

Bernus, JS and Chase, MA: 2006, Decision making in a networked environment, in H Eschenauer, J Koski and A Osyczka (eds), *Technology and Communication*, Springer-Verlag, pp. 376–396.

Minsk, ML: 2005, Process models for cultural integration, *Journal of Culture* **11**(4): 49–58.

Smythe, JS (ed.): 2004, *Applications of Artificial Intelligence to Communication*, CMP and Springer-Verlag,.