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INSTRUCTIONS TO AUTHORS **for the preparation of papers/ proposals**

Papers/Proposals must be submitted by the 30th of October, 2017

Kindly upload through your registered account- website:

<http://icomosga2017.org/upload-proposals/>

GENERAL INFORMATION

- Particular attention is to be paid to reference all sources used and cite any works by other author(s)/ professional(s).
- Every quotation has to be carefully checked by the author.
- Paper/Proposal has to be an original work and cannot be replicated.
- The onus of correctly representing and referencing information, figures and case studies rests with the author(s).
- Decision to accept paper/proposal and speaker presentation by Scientific Committee is final.
- Language:** English (or French for abstracts accepted in French).
- Font :** All text to be in Times New Roman ONLY.
- LENGTH:** Paper/Proposal length should be maximum 2200 words, including footnotes, references, figure captions, etc. Additionally, an abstract of maximum 300 words and biography of 50 to 70 words should be included. The paper/proposal length should not exceed 12 pages.
- Papers/Proposals must be prepared in the following text format A4 (.doc or .docx) AND pdf.
- The paper/proposal should be named in the following format:

Surname of author(s)_ST0X_proposal

- A separate folder for figures (high resolution) should be submitted.
- The folder and figures should be named in the following format:

Folder naming format: Surname of author(s)_ST0X_figures

Figure naming format: Surname of author(s)_ST0X_fig01

- The folder size should be less than 7mb.
- Refer to .doc or .docx format for preparation of papers/proposals as attached.**
- Contact us:** If you are not clear about any of the instructions or would like further information on formatting, please contact the co-ordinator at GA2017-Symposium@ICOMOS.org

FIRST PAGE

- The first page contains the title of the final consolidated paper/ proposal, author name(s), organisation and country, the abstract, keywords, and the first part of the paper/proposal.
- Margins:** Superior (header) of 2cm, inferior (footer) of 2cm, 2.5cm to left and 2.5cm to right of page should be MAINTAINED throughout.
- Symposium sub-theme:** Size 12 points, bold, single line, center justified.

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- Titles:** Size 14 points, CAPITALS, bold, single line (max 2 lines/130 characters), center justified.
- Author(s):** Name Surname1, Name Surname 2, Name Surname3 (size 12 points, normal, no academic or professional prefix).
- Affiliation:** 1Institution address, Country, size 11 points, normal. Do not include the complete postal address.
- Abstract:** The abstract should consist of maximum 300 words. Size 11 points, single line. It must not run over onto the next page. Please do not include references within the abstract text.
- Keywords:** It is essential that you supply up to 6 keywords that best describe the unique content of your paper/proposal. Size 11 points, single line, separated by commas, English (add also French, if the accepted abstract is in French).
- Please write a brief but clear description of the work, including objectives, methodology and conclusion.

MAIN TEXT LAYOUT

- Font:** You should set the main text in size 11 points, normal, using single line spacing. All text should be produced as a single column and JUSTIFIED throughout.
- Bold** and Strikethrough in the body text are NOT permitted. Italics should be used for words only in a language other than English (or French, if the accepted abstract is in French).
- Paragraphs:** Text can be divided into paragraphs.
- Headings:** Should be left aligned, size 12 points, bold.
- Second level headings:** Only if really necessary, should be formatted in size 11 points, bold.
- Biography of author:** 50 to 70 words have to be included at the end in the last section of the entire paper/proposal, size 11 points, normal.

QUOTATIONS

- Quotation of text, archival sources, direct speeches, journals, titles of books, conferences or seminars or associations must be enclosed within chevrons i.e. «.....».
- Within chevrons, text to be formatted as normal; or within Italics if the quoted text is in a language other than English (or French, if the accepted abstract is in French).
- Footnote reference to quotation is inserted after chevrons and a full stop ends the sentence i.e. «.....»1.
- Omitted parts of text in quotations should be indicated within parentheses i.e. (...).
- Comments by authors within quotations are indicated by the use of square brackets i.e. [....].
- Websites may be quoted as follows <www.incredibleindia.org>.
- Particular content or ideas, as well as dialectal expressions or figurative expressions have to be emphasised using inverted commas i.e. „.....“
- Please, check the typographical character used for inverted commas i.e.

USE THIS: “...”

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AND NOT: "... "

USE THIS: “

AND NOT: ’

FOOTNOTES AND REFERENCES WITHIN TEXT

- Text size 9 points, normal.
- All footnotes must be numbered sequentially starting with number 1, and inserted automatically using the Word command (ALT+CTRL+F).
- Footnotes can be used for **explanations**, details or **reference to archival sources**,

WHILE references have to be indicated within brackets with the surname(s) (only) separated by comma, year, pages numbers as follows:

(Khan 2015:17); (Habib 2013:13-27, 45; Khan 2015:17); (Khan 2013:19-29; Habib 2017:17); (ICOMOS 2009).

FIGURES (GRAPHICS, DIAGRAMS, TABLES, PHOTOGRAPHS AND MAPS ETC.)

- MAXIMUM of five figures per paper/proposal for publication may be submitted.
- These must be integrated within the electronic file and positioned in the correct place on the respective pages.
- Figures should be placed either at the top or bottom of the page, positioned centrally on the width of the page and close to their text reference. They should not appear on the opening page (first page) or after the references and must fit within the page text area. Boxing text between two figures on a page should be avoided as this may make reading more difficult.
- Please ensure that all spelling and annotations (numbers, letters, symbols and captions) conform to their usage in the text.
- All illustrations should be supplied (integrated in the text and also with a single folder) at a resolution of 300dpi with the required finished size, preferably saved as tiff. files, or, alternatively as jpeg.
- Please provide clear legible text or legend included within the figures (graphics, diagrams, tables, photographs and maps etc.).

FIGURE CAPTIONS

- Captions to figures should be size 9 points, italics and centred below the figure.
- Leave two line spaces between the caption and the text. Do not set captions in **bold** or strike-through.
- The source of all figures must be appropriately credited in each caption.
- All figures must be numbered sequentially starting with number 1. The captions will follow the format: figure number, place, subject, details as per following examples:

Fig.1- Red Fort (Delhi, India). Diwan-e-Khas, main entrance, details of the decorations.

- Credits for images to be included in the captions within brackets i.e.

Fig.3- Mehrangarh fort (Jodha Heritage).

- Figures should be cross referenced to a list of Figures **at the end of the document.**

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ABBREVIATIONS AND PUNCTUATION

- First names are quoted within the text with the first character in capital (i.e. M. Hussain, R. Ramos).
- Spell out numbers one through one hundred. Round numbers followed by hundred, thousand, hundred thousand, million, and so forth should also be spelled out. Numbers with two words should be hyphenated (thirty-seven).
- Numbers for years, pages etc. must be digitized (a. 1995, p. 204).
- Spell out references to particular centuries: the twentieth century, eighteenth-century history, mid-eighteenth-century architects, a late nineteenth-century historian.
- Note: no apostrophe before the "s": the 1880s and 1890s (not "80s and "90s).
- Use month-day-year format, with months always spelled out: October 10, 2002. No punctuation when only month and year are given: August 1947.
- Periods should be indicated as follows: 1947-51 (indicates from 1947 to 1951).

BIBLIOGRAPHICAL REFERENCES

- Bibliographical References, size 11 points, normal should be included within one section at the end of the paper/proposal in alphabetic order. Refer to examples below for referencing.
- Do check your final paper/proposal to ensure that references within the text correspond to the list of references at the end of the document.
- For referencing the figures in the list of figures, please use the following form:

(Fig. 1); (Fig. 1-2); (Fig. 1, 5) (more appreciated) OR
within the text ... as illustrated in Figure 9...

REFERENCE EXAMPLES

Book

1. One author

Format:

Last name of author, First name initial (year of publication). *Title of the book*. Place of publication: Name of Publication House. Page nos.

Examples:

Liddle, S. (2011). *Delhi 14 Historic Walks*. New Delhi: Westland Ltd. p. 7-11.

Peck, L. (2008). *Agra: The Architectural Heritage*. New Delhi: The Lotus Collection. p. 8.

Habib, I. (1995). *Essays in Indian History: Towards a Marxist Perception*. New Delhi: Tulika Books. p. 15-21.

2. Two or more authors

Format:

Last name of first author, First name initial of first author and Last name of second author, First name initial of second author. (year of publication). *Title of the book*. Place of Publication: Name of Publication House. Page nos.

Example:

Fritz, John M. and Michell, G. (2003). *Hampi*. Mumbai: India Book House. p. 42-67.

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Editor and translator

Format:

Last name of author, First name initial of author. (year of translation). *Title of the book.*

Translated by First name Last name of translator/ editor. Place of translation.

Example:

Yoganda, P. (1995). *Autobiography of a yogi*. Translated by Ben Kingsley. Canada.

Chapter or other part of a book

Format:

Last name of author, First name initial of author. (year of publication). *Title of the book: name of chapters.* In *chapters (name of edited chapters)* edited by First name Last name of editor, Place of publication: Name of Publication House. Page nos.

Examples: Fritz, John M. and Michell, G. (2003). *Hampi: Introducing Hampi, Exploring Hampi*. Mumbai: India Book House. p. 50-65.

Paper in journal

1. Article in a print journal

Format:

Last name of author, First name initial of author. (year of publication). "Name of article". *Name of journal*. Page nos.

Example:

Smith, J. I. (2009) "Importance Of Public Participation during Urban Development". *Inside Outside* 104. p. 52-58.

2. Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL.

Example :

Kossinets, G. and Duncan J.W. (2009). "Origins of Homophily in an Evolving Social Network". *American Journal of Sociology* 115 (2009): 405-50. Accessed February 28, 2010. doi:10.1086/599247.

<http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

3. Article in a newspaper or popular magazine

One author

Format:

Last name of author, First name initial of author. (Month Date, Year). "Title of article". *Name of newspaper/ magazine*. Page nos.

Example:

Devidayal, N. (August 6, 2011). "Landscape of Pluralism". *The Times Of India*. p. 4.

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Two or more authors

Last name of first author, First name initial of first author and Last name of second author, First name initial of second author. (Month Date, Year). "Title of article". *Name of newspaper/ magazine (italics)*. Page nos.

Example:

Jha, N. and Kanwar, T. (May 8, 2014). "Exploring Public Art As a Space Making Tool". *The Times Of India*. p. 6.

Thesis (Master degree or PhD)

Format:

Last name of author, First name initial of author. (Year of submission). 'Title of thesis', name of degree (short form), Name of Institution issuing degree, Location of institution.

Example:

Vidyasagar, A. (2015). „ Landscape of Ghats“, B.Arch. Sushant School of Art and Architecture, Delhi.

Website

Considering that such content is subject to change, include an access date or, if available, a date that the site was last modified.

Example:

Intachdelhichapter.org. (2010). Heritage walks. [online][Accessed May 15, 2010].