**DAI**

*Drawing for Accessibility and Inclusion*

 **Instructions for authors**

Contributions may be written in a language chosen among Italian and English.

The text must not exceed 15,000 characters, including spaces, but excluding the abstract (not longer than 1,500 characters, in the chosen language and in English), keywords (max. 5, in the chosen language and in English) and bibliography; it may be accompanied by images (max. 12) as well as a cover image measuring 13.7x5.6 cm.

The submission of a contribution implies that the work has not previously been published.

Authors must ensure that the content and images submitted for publication are not subject to copyright.

Particular attention must be given when citing sources and works by other authors; the author must cross-check each citation.

It is necessary to indicate all authors of a paper with theirfirst names and last names written out in full.

The Editorial Board of the Conference reserves the right to make any editorial changes considered appropriate.

Please note that the publication of the contribution in the Proceedings will be subject to the payment of the Conference registration fee by at least one author.

Each proposal submitted for publication in the Proceedings will be evaluated by two anonymous referees (double blind peer review). A third review would be asked in case of a negative one.

Contributions may be:

- accepted;

- rejected;

- returned to the author with comments or requests for modifications suggested by the referees. In this case, the author, if he decides to proceed with the proposal, must take these observations into consideration, make adjustments to his contribution (text and/or images and/or bibliographical references) and send it back to the Editorial Board.

Contributions submitted must comply with the editorial guidelines.

**Specifications for the preparation of contributions**

1. a text file with title, abstract, keywords, contribution and endnotes, in .doc or .docx format, in the chosen language;

2. a text file with figure captions, in .doc or .docx format, in the chosen language;

3. a text file with the bibliography, in .doc or .docx format;

4. one file in .jpg format for each image (max. 12 images + one 13.7x5.6 cm cover image);

5. a freely formatted .pdf file containing: title, abstract, text, images and captions in the chosen language (Italian or English); bibliography.

The name(s) of the author(s), his/their institution, or any other reference that could make him/them recognizable must NOT appear in this file.

**1. Text**

The author must name the file (with .doc or .docx extension) according to the following syntax: last name\_first name\_text.

Text font: Arial (11 pt, single spacing), for characters in Greek: GreekC;

The file must include, in the following order:

a. Focus

1. Drawing for Accessibility and Spatial Inclusion
2. Drawing for Accessibility and Socio-cultural Inclusion
3. Drawing for Accessibility and Cognitive Inclusion
4. Drawing for Accessibility and Psycho-sensory Inclusion

b. title of the contribution (in the chosen language, max. 100 characters, spaces included, no subtitle);

c. name(s) of the author(s);

d. author information: institution (Department and University), email address;

e. abstract (in the chosen language): max. 1,500 characters, spaces included. The abstract should briefly outline the context of the study, the state of the art on the subject, the research methodology applied, the results and conclusions of the study. Any citations, notes and bibliographical references should be avoided;

f. keywords (in the chosen language): max. 5 keywords for indexing the article;

g. text (in the chosen language): max. 15,000 characters, spaces included, excluding bibliography (to be attached in a separate file (see point 3).

The suggested text structure - not necessarily coinciding with the paragraphs - should be articulated into:

● objectives

● methods

● description of results and limits, with possible discussion on possible future developments

Particular attention must be given when citing sources and works by other authors; each citation must be cross-checked by the author.

The text can be divided into paragraphs (with no sub-paragraphs); notes will be endnotes, with in-text references written in Arabic numerals in brackets.

In the case of bibliographical references with a title present in the “bibliography file,” last name year, page(s) are written in brackets, e.g.: [Kemp 1994, pp. 123-125].

In the text, the reference number of each figure is placed in parentheses: e.g.: (Fig. 1), (Figs. 1, 2), (Figs. 1-5).

**2. Captions**

The author must name the file (with .doc or .docx extension) according to the following syntax: last name\_first name\_captions. Text font: Arial (11pt), for characters in Greek: GreekC.

Figure captions must be numbered sequentially: Fig. 00 (cover image), Fig. 1; Fig. 2; Fig. 3, etc.

**3.**

**Bibliography**

The author must name the file (with .doc or .docx extension) according to the following syntax: last name\_first name\_

bibliography.

**4. Images**

Each file (with .jpg extension) must contain a single image and must be named according to the following syntax (numbering the images sequentially): last name\_first name\_Fig.00 (cover image), last name\_first name\_Fig.01, last name\_first name\_Fig.02, etc.

The number of images accompanying the text can be a maximum of 12 (in jpg format, 300dpi, on a print base (max. width 13.7 cm); the maximum size of the image must be 13.7x23.2 cm); moreover, a cover image must be presented (in jpg 300 dpi format, measuring 13.7x5.6 cm). The image numbers must correspond to those cited in the text.

**5. Pdf for Blind Peer Review**

The author must name the file according to the following syntax (the file will then be renamed by the system, removing the author's name and replacing it with the corresponding code): last name\_first name\_rw.

The text contained within the file must be the same as that contained in the various files in .doc or .docx format, but it must be anonymous, in order to ensure a proper evaluation by the referees.

For this purpose, the name(s) of the author(s) and author information must not appear. The file must include the native language or English version of the file, containing:

a. the Focus

b. title of the contribution;

c. abstract;

d. text with endnotes, figures, captions and bibliography.

The images can be inserted in the position preferred by the author, according to the layout adopted, strictly functional to sending the contribution in anonymous form to the referees.

**SUBMISSION**

**Note for Authors**

Files must preferably be included in a single compressed folder in .zip format (named: last name\_first name).

Please note that the Proceedings volume is in digital open-access form; for this reason, the size of the images must be limited.

Contributions should be sent via WeTransfer to **submission@disegnodai.eu**

 **INDICATIONS FOR WRITING TEXTS**

1. title in Italian (if the text is in Italian).

2. title in English: max. 100 characters, spaces included (no subtitle);

3. first name and last name of the author(s);

4. institution (if any) and email address for each author; if the contribution successfully passes the evaluation, this information and email address will be published.

5. abstract: max. 1,500 characters, spaces included;

6. keywords: max. 5 keywords in the author’s native language and English;

7. text: the text must not exceed 15,000 characters (including: spaces, endnotes; excluding: bibliographical references, sitography and archival sources; name(s) of author(s), email address, institution, abstract, keywords, sheets, captions); for the writing of the text see the dedicated paragraph below;

8. bibliographical references and sitography (introduced by "References") in alphabetical order; for the formatting of the "References," see the dedicated paragraph below;

9. images: the images, max. 12, must be numbered and accompanied by captions; images must be presented in .jpg format with a resolution of 300 dpi on a print base (max. width 13.7 cm); the maximum dimensions of the images are 13.7 x 23.2 cm;

10. captions must be numbered sequentially; they must be brief (max. 300 characters, including spaces), and must contain the source of the image (author's drawing, author's photograph, or a precise bibliographic reference, including figure number and page number).

The text must be written in Italian or English, max. 15,000 characters including spaces; excluding: abstract, keywords, bibliography.

Thetitle must be concise and descriptive, max. 100 characters, spaces included.

The first paragraph may be referred to as "Introduction."

The last paragraph may be referred to as "Conclusions.”

Paragraphs should not be numbered; sub-paragraphs are not used.

Any "Acknowledgements/Thanks" must not be included in the endnotes, but following them, in a final paragraph.

Insert a 2-line space between the text and the title of the next paragraph.

Insert a 1-line space between the title of the paragraph and the text of the paragraph.

Do not insert blank lines between paragraphs.

**Image reference number**: in the text, the reference number of an image is placed in parentheses and preceded by Fig. or Figs.; if there are two images, the numbers are separated by a comma; if there are more than two images and they have sequential numbering, the numbers are separated by a hyphen.

E.g.: As shown in the drawing of Serlio's Treatise (Fig. 12), the proportioning etc…

E.g.: As shown in the drawings of the Treatise (Figs. 12, 13), the proportioning etc...

E.g.: As shown in the drawings of the Treatise (Figs. 12-18), the proportioning etc...

**In-text bibliographical references** are placed inside brackets and include:

[Author's last name, year of publication, page number(s) preceded by "p." or "pp."].

All sources cited in the text must necessarily be included in the list of references.

E.g.: … as affirmed regarding the issue [White 2010, p. 22].

E.g.: ... as affirmed regarding the issue [White 2010, pp. 21, 22].

E.g.: ... as affirmed regarding the issue [White 2010, pp. 11-22].

If several texts by the same author are cited, the last name is indicated only once, followed by the dates separated by a semi-colon.

E.g.: … as results from White's studies [White 2010; 2017].

If the same author, in the same year, is present with two bibliographical citations, the reference will have a letter following the year. The same letter will be indicated in the bibliographical references after the year of publication, in parentheses.

E.g.: … as affirmed regarding the issue [White 2010a, pp. 11-22].

E.g.: … the issue has been systematically addressed [White, 2010b, p. 3].

**Endnotes**

Endnotes must be numbered sequentially and may contain a brief comment or other remark that the author deems appropriate. If the endnote refers to a text cited in the list of references, the text will be referred to in summary form: the author’s last name year of publication, p./pp. xx.

In the text, the reference number of an endnote will be placed inside brackets.

In the endnotes, the reference number will also be placed inside brackets.

E.g.: (in the text): ... as stated by Prof. White [2].

E.g.: (in the endnotes):

 [1] White 2015, pp. 11-14.

 [2] As stated by Prof. White [...]: White 2014, p. 123.

**In-text direct quotations:**

Quotations are inserted within the text (same font, font height and line spacing), using double quotation marks.

("xxxxx").

Any quotation within a quotation should be placed inside single quotation marks (“xxxx ‘xxxxxxxx’ xxxx”).

E.g.: One can therefore agree with White when he observes that "for Leonardo da Vinci the painter ‘is master of all the things that can befall the mind of man,’ as we read in his *Treatise on Painting*" [White 2017, p. 38].

**Italics**

In italics: titles of books, magazines, periodicals, films, works of art, newspapers, exhibitions, courses and teaching modules.

Italics are always used for terms in a language other than that of the contribution, with the exception of words that have entered into common use, such as, for example: spaghetti, paparazzo.

**References**

A list of "bibliographical references" will be included at the end of the contribution, introduced by the title "References."

In general:

- it is necessary to include the edition of the text that has actually been consulted, including:

author, year, page numbers;

E.g.: Panofsky, E. (1961). *Perspective as a Symbolic Form and other Writings*. New York.: Zone Books. [First ed. *Die Perspektive als "symbolische* *Form."* Leipzig-Berlin 1927].

- do not include the name of the translator unless this is, for some reason, strictly necessary;

- if the same author, in the same year, is present with two bibliographical citations, these are distinguished by adding a letter to the date of publication, written in parentheses.

E.g.: Redford, M. (1984a). *Descriptive Geometr*y. New York: Thompson.

E.g.: Redford, M. (1984b). *The History of Representation.* New York: Thompson.

- never use small capitals;

- reduce capital letters to a minimum;

- do not use underlining;

**Book (print)**

Author's last name, initial(s) of first/middle name. (Year of publication). *Title of work*. Place of publication: Publisher.

If there are more than three authors, the reference of the first author, followed by "et al." is used.

E.g.: Redford, M. (1984). *Descriptive Geometry*. New York: Thompson.

E.g.: Redford, M., Green, G. (1984). *Descriptive Geometry*. New York: Thompson.

E.g.: Redford, M. et al. (1984). *Descriptive Geometry*. New York: Thompson.

If the same author, in the same year, is present with two bibliographical citations, these are distinguished by adding a letter to the date of publication, written in parentheses.

E.g.: Redford, M. (1984a). *Descriptive Geometry*. New York: Thompson.

E.g.: Redford, M. (1984b). *The History of Representation*. New York: Thompson.

**Work with editor**

Editor’s last name, initial(s) of first/middle name (Ed.). (Year of publication). *Title* *of work.* Place of publication: Publisher.

E.g.: Redford, M. (Ed.). (1984). *Descriptive Geometry*. New York: Thompson.

**Monograph contribution/essay**

Last name of the contribution/essay’s author, initial(s) of first/middle name. (Year of publication). Title of contribution/essay. In Initial(s) of editor’s first/middle name. Editor’s last name (Ed.). *Title of monograph*, p./pp. Place of publication: Publisher.

E.g.: Redford, M. (1984). Topographical Projections. In N. White (Ed.). *Descriptive Geometry*, p./pp. New York: Thompson.

**Magazine article (print)**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of article. In *Title of magazine*, No., p./pp.

E.g.: Redford, M. (2017). Descriptive Geometry. In *Annals of the History of Geometry*, No. 18, pp. 543-556.

**Magazine article (online)**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of article. In *Title of magazine*, No., p./pp.,

<http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last access with month written out in full).

E.g.: Redford, M. (2017). Descriptive Geometry. In *Annals of the History of Geometry*, No. 18, pp. 543-556. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).

**Paper in Conference proceedings**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of paper. In Initial(s) of editor’s first/middle name. Editor’s last name (Ed.). *Number and title of the* *conference* (if present). Proceedings of xxxxxxxxxxxxx. Location of the conference, date of the conference (day(s) month written out in full year), Vol. (if present), pp., Place of publication: Publisher.

E.g.: Redford, M. (2017). Descriptive Geometry. In G. Green (Ed.). *20th International Conference of Museum Docents*. *Conference* *proceedings*. Washington, D.C., 14-16 September 2017, Vol. 2, pp. 543-556. New York: Thompson.

**Forthcoming publications**

For publications in the course of being published, add (forthcoming) instead of the date of publication.

E.g.: Redford, M. (forthcoming). *Descriptive geometry*.

E.g.: Redford, M. (forthcoming). Topographical Projections. In N. White (Ed.). *Descriptive Geometry*. New York: Thompson

E.g.: Redford, M. (forthcoming). Descriptive Geometry. In *Annals of the History of Geometry.*

**Unpublished Bachelor's /Master's /PhD thesis**

Author's last name, initial(s) of first/middle name. (Year of publication). *Title of work*. Bachelor's /Master's /PhD thesis in xxxxxxxxxx, supervisor/tutor (initial of first name last name), co-supervisor/co-tutor (initial of first name last name) (if present). University.

E.g.: Redford, M. (2017). *Descriptive Geometry*. PhD thesis in Sciences of Representation and Survey. Supervisor/tutor Prof. G. Green, co-supervisor/co-tutor Prof. B. White. University of Virginia.

**Newspaper article**

Author's last name, initial(s) of first/middle name. (day, month and year of publication, if present). *Title of newspaper*, p./pp.

E.g.: Redford, M. (18 April 2017). Descriptive Geometry. *The New York Times*, p. 3.

**Newspaper article (online)**

Author's last name, initial(s) of first/middle name. (day, month and year of publication, if present). Title of article. *Title* *of newspaper*, p. /pp. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx - date of last access with month written out in full).

E.g.: Redford, M. (18 April 2017). Descriptive Geometry. *The New York Times*, p. 3. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).

**Website**

When citing a website you should always include:

<http:/xxxxxx/xxxxx/xxxxx> (accessed xxx - date of last access with month written in full).

E.g.: <http:/xxxxxx/xxxxxxx/xxxxxxx.xx> (accessed 6 May 2017).

**Article on website (with an author)**

Author's last name, initial(s) of first/middle name. (day, month and year of publication, if present). Title of article. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx - date of last access with month written out in full).

E.g.: Redford, M. (21 October 2010). Descriptive Geometry. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).

**Article on website (without an author)**

Title of article. (day, month and year of publication, if present). <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx - date of last access with month written out in full).

E.g.: Descriptive Geometry. (21 October 2010). <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).

**Encyclopedia entry**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of entry. In *Title of Encyclopedia*, Vol./Vols., p. /pp. Place of publication (city and, if relevant, state abbreviation): Publisher.

E.g.: Redford, M. (1984). Descriptive Geometry. In *International Encyclopedia*, Vol. XI, pp. 543-556. Chicago: International Encyclopedia Institute.

**Online encyclopedia entry**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of entry. In *Title of Encyclopedia*, Vol./Vols., p. /pp. <http:/xxxxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last access with month written out in full).

E.g.: Redford, M. (1984). Descriptive Geometry. In *International Encyclopedia*, Vol. XI, pp. 543-556. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).