FORMATTING GUIDE

SUBMISSION

- The text must be submitted in Microsoft Word format.
- Subject line / File name: Your Name_Full Paper_Canterbury 2022
  Submit via email: info@architecturemps.com. Deadline: 30th July, 2022

FILE PREPARATION

- Copy and paste your text into the ‘Example Formatted Paper’ provided to keep the exact text, header and note formatting etc. (Do not override the existing settings)
- The paper size is set to A4 size (8.27” x 11.69”) with ‘normal’ margins: top 1”; bottom 1”; left 1”; right 1”; gutter 0. If your computer overrides this, you must reset it.
- Your maximum file size is 10MB. We cannot publish documents online larger than this.
- For publication we must edit your document. Please do NOT ‘protect document’ or have editing restrictions. (ie. It must NOT be a ‘read only’ document)
- Do NOT include your abstract in the full paper.

IMAGES

- The maximum number of figures is 10. You can combine several images into a single figure (see example below).
- All figures must be inserted in your text with no wrap features ie. ‘in line with text’.
- Do not use text or image boxes for any figure or figure caption.
- The size of image on the page is flexible but the image file size must not exceed 100dpi max. to keep the overall file size down.
FORMATTING

- Your text must be a maximum of **3000 words** long (endnotes and bibliography are in addition, so the final word count of the completed document will exceed this) *

- Notes and a bibliography must be included in your paper. We use Chicago Manual of Style Notes Bibliography (NB) 17th Edition. **

- **Do not** include your abstract in the full paper document. If you wish to use it you can include it and rettitle it as your ‘introduction’.

- For ease of subsequent formatting **no page numbers** should be included in your text.

* Microsoft word uses the term ‘endnotes’. In Chicago Manual of Style this is ‘notes’. They are synonymous in our documents. Do not use footnotes

** There are two versions of Chicago Style. We use Notes Bibliography (NB). This system covers citation information and text formatting. For reasons of production we do make a number of small modifications to the formatting suggestions. Please follow the Notes and Bibliography section of this document exactly and refer to our Chicago NB Citation Style and Formatting Guidelines.
TEXT STYLE INFORMATION

The styles to be used in your full paper are provided in this template and are pre-set in the ‘Example Formatted Paper’. You must copy and paste your text into the ‘example formatted paper’.

HEADER AND FOOTER

Header (Leave this as it is)
Arial, 11 pt, justified, dark grey colour
Spacing: 1.0 spacing, one empty line space before and after divider line
Line width 0.5; Colour Grey

Footer (Leave this as it is)
Arial, 10 pt, left justified, dark grey colour
Spacing: 1.0 spacing, one empty line space before and after divider line
Line width 0.5; Colour Grey

TITLE SECTION

PAPER TITLE
Arial, 16 pt, bold, all caps, justified
Spacing: 1.15 spacing; two empty lines before the title
Do not use Arial Black

AUTHOR NAME
NAME OF UNIVERSITY or COMPANY with COUNTRY (do not put department)
Arial, 11 pt, all caps, justified
Spacing: 1.15 spacing; one empty line before ‘Affiliation’ and one line after affiliation name
Do not use Arial Black

LINE
Leave the line between the title section and your introduction
Spacing: one empty line before
Line width 0.75; Colour Black

BODY OF TEXT

INTRODUCTION HEADING
Arial, 11 pt, bold, all caps, justified.
Do not use Arial Black
Spacing: 1.15 spacing; two empty lines before ‘INTRODUCTION’; no spaces after

OTHER MAIN SECTION HEADINGS - including CONCLUSION
Arial, 11 pt, bold, all caps, justified.
Do not use Arial Black
Spacing: 1.15 spacing; one empty line before ‘INTRODUCTION’; no spaces after
Sub-section Heading:

Arial, 11 pt, bold, Sentence case, justified.
Do not use Arial Black
Spacing: 1.15 spacing; one empty line after the preceding paragraph; no spaces after

Main text
Times New Roman, 11 pt, Sentence case, justified.
Spacing: 1.15 spacing, no empty lines between paragraphs in the same section
No indents for paragraphs

Sub-sub-section Heading:

Arial, 11 pt, Sentence case, justified.
Spacing: 1.15 space; one empty line after the preceding paragraph; no spaces after

Notes. All notes should be Arabic numerals eg. 1,2,3
(DO NOT use Roman numerals)

Figure Captions

Figure captions should be: Arial 10pt, italic, centred.
Spacing: 1.15 spacing, no empty lines between image and caption; one empty line after.
Use full word ‘Figure’; no full stop after caption
Captions written in the main document. Do not use text boxes.

Figures

Figures in your paper should be centred on the page. The suggested size is 3-4” width.
Figures must be inserted directly in text with no wrap features, i.e. ‘in line with text’.
Do not use image boxes.
Spacing: one empty line before the figure.

Tables

The tables should be numbered Table 1, Table 2, etc., and should be referenced in the main text using Table with an initial capital letter.
Use the ‘text in table’ style for the table body.
Use the full word ‘Table’

Table Captions

Table captions should be: Arial 10pt, italic, centred.
Spacing: 1.15 spacing, no full stop. no empty lines between image and caption; one empty line after caption

<table>
<thead>
<tr>
<th>Cell of table</th>
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Lists

1. Unnumbered lists should preferably use a dot as a bullet with indents as shown here.
2. Numbered lists should be numbered 1, 2, 3, etc. with indents as shown here.
Equations

Times New Roman, 11 pt, italics, aligned left. Each equation should be numbered consecutively throughout the paper using Arabic numbers in parenthesis: (1), (2), etc. The equation number should not be italic.

\[ U = R \cdot I \] (1)

NOTES AND BIBLIOGRAPHY

Things to follow for production:

This section must start on a new page (use a page break)
Microsoft word uses the term ‘endnotes’. In Chicago Manual of Style this is ‘notes’. They are synonymous in our documents. Do not use footnotes
Both a notes and a bibliography section must be included
Position your bibliography after your notes section
The bibliography can include important sources not directly cited in your text.
A minimum of 10 sources is advised
Ensure endnote separator is switched off (click link for instructions)
Follow our formatting instructions here and in the ‘Example Formatted Paper’

NOTES TITLE

Arial, 11 pt, bold, all caps, justified
Spacing: 1.15 spacing; start on a new page; one empty line before and after title

Notes

Arial, 9 pt, Sentence case, justified.
All notes should be Arabic numerals eg. 1,2,3 (DO NOT use Roman numerals)
Spacing: 1.15 spacing; no empty lines between notes
No indents

BIBLIOGRAPHY TITLE

Arial, 11 pt, bold, all caps, justified
Spacing: 1.15 spacing; three empty lines after last note; one line after title
Indent second and subsequent lines of each entry (Indent: half tab wide)

Bibliography

Arial, 9 pt, Sentence case, justified.

Ensure the way you input your citation information follows Chicago Manual of Style Notes Bibliography 17th Edition.

This form can also be found at the general AMPS website: https://architecturemps.com/author-guidelines/