

DRAFTING RULES

Name 1 and Surname 1

Institution 1

Name 2 and Surname 2

Institution 2

Name 3 and Surname 3

Institution 3

(If the institution is the same for various authors: do not put it again; the names and surnames are placed below the institution to which those authors belong)

Abstract

In this document, rules are outlined for the authors to prepare their communications for the International Greencities Congress. Note that this document is formatted following these rules.

The abstract can contain up to a maximum of 600 words.

Abstract in Spanish

An Spanish translation of the abstract should be included as a requirement to participate.

Keywords: *Separated by a semi-colon; use cursive; use small-case; 3 words minimum; 6 words maximum; without a full-stop*

Palabras clave: *incorporate keywords in Spanish, following the format indicated in English*

Thematic area: *indicate the subject area in which you propose your registration.*

1. Introduction

All communications accepted following a process of review done by the Scientific Committee of the event will be published in digital format with a corresponding ISBN number. To do this, it is required to send the communication in electronic format, Word and PDF, to the e-mail address indicated by the Organization. The communication can be sent in Spanish or English. All communications are limited in spread, with a maximum of 5,000 words (not including the abstract).

The communications are expected to be edited in uniform formatting and style, which is why we request your collaboration in following the instructions indicated in this guide. These instructions also serve as a sample, since they are laid out in keeping with the same formatting.

The communication will consist of six parts: Title, Abstract, Content, References, Correspondence (contact information) and Assignment of rights.

The Content of the communication is the main part of the article, and can be divided into

various sections. The following are recommended: Introduction, Objectives, Methodology and/or Case study, Results and Conclusions.

2. Scientific Communication Format

Prepare your communication on A4 size paper (21.0 cm width and 29.7 cm height), with a single-column formatting. Place the margins as specified on Table 1, which would provide a text area of 160 mm x 237 mm.

Table 1. Margins of the Page

| Margins | Measurement (mm) |
|---------|---------------------|
| Upper | 30 |
| Lower | 30 |
| Left | 25 |
| Right | 25 |
| Heading | 10 |
| Footer | 10 |

2.1 Styles

The main body of the text should be in Arial 11 pt font, justified, single-spaced and with a Before spacing of 6 pt.

2.2 Top and Title

The title of the communication will be in Arial 14 pt font, centred, single-spaced and with a Before spacing of 18 pt. It will have a maximum of 20 words.

2.3 Abstract, Keywords and Thematic Area

The text of the Abstract is limited to a maximum of 2,000 characters, without spaces.

The header will be in Arial 12 pt bold font, aligned left, single-spaced and with a Before spacing of 18 pt.

Keywords: from 3 to 6 words in Arial 11 pt cursive font, aligned to the left, single-spaced and with a Before spacing of 12 pt.

A thematic area will be indicated according to the content of the communication.

2.4 Headings

The first level of headings (numbered) will be in Arial 12 pt bold, aligned to the left, single-spaced and with a Before spacing of 18 pt and an After spacing of 6 pt, Sentence Case. Put important words in capital letters. The second level of headings (numbered) will be in Arial 11 pt bold font, aligned to the left, single-spaced with a Before spacing of 12 pt, Sentence Case. Put important words in capital letters.

The paragraph style is “do not divide with hyphens (words)” and “preserve with the following”.

2.5 Figures and Tables

The figures in the communication will be centred on the page, with a Before spacing of 18 pt. The legends of the figures will be Arial 10 pt, bold, centred, single-spaced and with a Before spacing of 12 pt and an After of 6 pt.

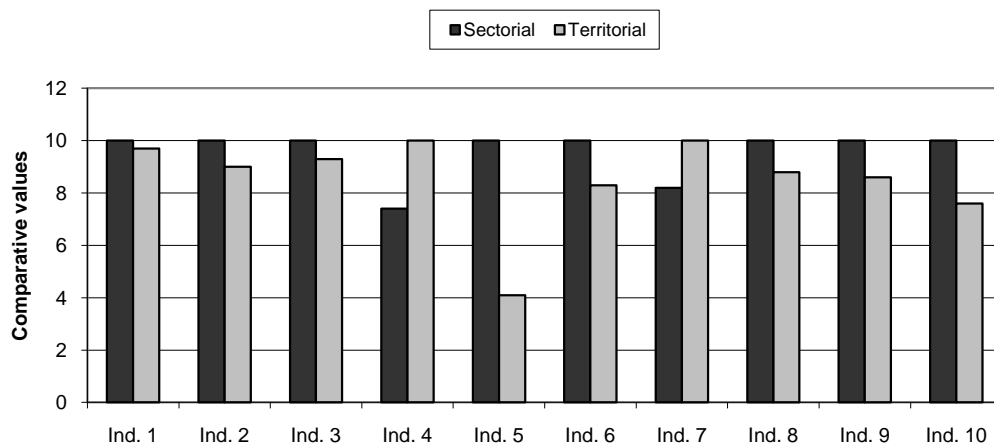


Figure 1. Comparison according to type of application used

Note: Where Ind. 1 is ..., Ind. 2 ... , Ind. 3 ...

To improve the article’s clarity and quality, it is recommended that images and figures to be produced in colour. The text refers to the figure by its number, as in: as shown in figure 3, never seen in the figure above or in the figure on page 7.

The figures as well as the tables will be numbered as Figure 1, Figure 2, etc. Table 1, Table 2, etc.

The table should be centred, the text on the tables in Arial 10 pt, centred, with a Before and After spacing of 3 pt. The legends of the tables will be in Arial 10 pt, bold, centred, single-spaced and with a Before spacing of 12 pt and an After of 6 pt. Below, an example can be seen of a table along with its title.

Table 2: Distribution of Authors by Continent for the Period 2000-2005

| | First Authors (<i>n</i> = 1,582) | | All Authors (<i>n</i> = 3,401) | |
|---------------|--------------------------------------|------|------------------------------------|------|
| | No. | % | No. | % |
| North America | 1,240 | 78.4 | 2,702 | 79.4 |
| Europe | 217 | 13.7 | 425 | 12.5 |
| Oceania | 48 | 3.0 | 114 | 3.4 |
| Africa | 27 | 1.7 | 70 | 2.1 |

Figures and tables should be referred to in the text.

2.6 Lists

- Lists without numbers should be used, preferably with points such as bullets, and will be in Arial 11 pt, centred, with a Before spacing of 6 pt, 0.63 cm of indentation, and 0.63 cm on the tabulation. Lists without numbers should be used as an alternative to a hyphenation (-), for example, bullets.
1. Numbered lists will be in Arial 11 pt, justified, Before spacing of 6pt, 0.63 cm of indentation, 0.63 cm in the tabulation.

2.7 Equations

Equations will be centred with a Before spacing of 12 pt. Every equation will be numbered consecutively throughout the article, using a decimal (Arabic) numbering in parentheses: (1), (2), etc. The numbering of the equation will be aligned to the right. The international system of units (SI) is recommended.

$$U = I \cdot R \quad (1)$$

2.8 References

References will appear in alphabetical order using the surname of the first author, and in chronological order when the works are from the same author. References in parentheses should be cited in the text with the surname(s) of the author(s) and the date of publication, followed by a comma (Ex: Angell, 1999).

Correspondence (For more information, contact through the following means):

Name and Surname:

Telephone: +

Fax: +

E-mail:

Assignment of rights

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