

IFW2010 Interiors Forum World 2010
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INTERIOR WOR[L]DS

PAPER STYLE GUIDELINES

Paper files (named: Author—PAPER) must be submitted by 15 May 2010 (via e-mail at: ifw2010paper@polimi-cooperation.org). Manuscripts should be max 1750 words, counted out Footnotes, which are to be edited as Notes at the end of the page, bibliography and a biographical sketch. Use a Windows-based Microsoft Word format. Do not show page numbers. The page format should be A4: left margin 21.6 mm, right margin 19 mm, upper and lower margin 27.9 mm. Use italics only for book titles and for emphasis.

Papers should use the Notes and Bibliography system (Humanities style) as outlined by the *Chicago Manual of Style*,
www.chicagomanualofstyle.org/home.html

Images and accompanying caption

Max 5 images. Every image must be in jpg format, with a resolution of 300 DPI and a base of 6 cm. Images must be vertical (b/w or colour) and each one must be accompanied by a max 15 words caption including: author, subject, place, year.

Submit a zip-file named Author-IMAGES (via e-mail at: ifw2010paper@polimi-cooperation.org), separate from the paper but including captions. Each image must be named: Author-IMAGE_01; Author-IMAGE_02; etc.

In case images or figures need copyright permissions to be published, the author of the paper will be requested to sign a releasing for their use. Images will not be published without the releasing.

Put all tables, figures, and captions (in 10-point Arial) at the end of the manuscript.

Omissions

An ellipsis with round brackets (...) should be inserted into quoted text to indicate missing words.

Notes within the text

Notes within the text will be remarked with a numerical system between round brackets(1), referred to a list at the end of the same page written in numerical order. Every note must be inserted individually (according to the Arabic notation in sequence) and manually.

Bibliographic references to notes in the text will be placed at the end of the page, manually (no more than 15 items).

Notes should not exceed 100 words per page, for a total of max 400/500 words per paper.

Quotations in a footnote will comply the author-date system of the *Chicago Manual of Style*: surname of the author, date, followed by a full stop (period).

Examples:

(1) Eliot 1977.

The reference to a quoted page with “p.” or “pp.”. A reference may contain cross-references to several pages, separated by semi-colons.

(1) Eliot 1977, 125; 156-160.

(2) Foley 1955, 35.

(3) Jabobs 1989a, 168.

Quotations within the text

Enter the direct quotation within quotation marks (“...”).

Quotations outside the text

In case of very long quotations (more than 100 words), the quoted passage should be inserted separately from the text, without quotation marks, indented 1 cm (right and left), with a spacing of 1 line at the top and bottom. It is essential that the transcription of the text is faithful to the original quoted.

Quotations within quotation

If a quotation contains within itself another quotation you must highlight the internal one using single quotation marks (“... ‘...’ ...”).

References

We require a maximum of 15 references to be reported at the end of the paper. References should be listed without numbers at the end of the paper, in alphabetical order according to the surname of the author and, for each author, in chronological order of publication. The final list must contain references to all quotations mentioned in the text, following the author-date system of the *Chicago Manual of Style*. Avoid repeating the same headline using the long line of six horizontal dashes: it is the name of the author, even if he changes role (author, editor, translator), or the agency name, or multiple authors. In addition, the alphabetic exponents attached to dates must be integrated to distinguish multiple occurrences within the same year.

In case of similar names (for example Melanie Klein and George S. Klein), they should be ordered according to the initial of the first name. If last names and initials of first names are the same, first names must be written in full (and possibly you should not forget, for clarity, the middle initial. All the more so, this rule must be respected in the text, especially if there are authors having also the same initial of the first name, for example, Daniel N. Stern, Donnel B. Stern). In case of works of multiple authors, write all surnames.

For any further clarification on the preparation of the bibliography, see the *Chicago Manual Style* basing on the author-date style (an in-text citation [T], followed by a reference-list entry [R]). For numerous specific examples, see chapters 16 and 17 of *The Chicago Manual of Style*, 15th edition.

http://www.chicagomanualofstyle.org/tools_citationguide.html

Biographical sketch

Provide a file in .doc format with the Author/s biographical sketch, including: profile of the author, full name and academic affiliation, for a total of max 80 words. If the authors of the paper are more than one, proportion the biography on their number (for example, two authors will have 40 words each, etc.).

The requested material: paper, images, doc file with captions, doc file with biography and releasing must be sent to the following e-mail address:

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