

## FINAL PAPER SUBMISSION GUIDELINES

The document's length can extend from **4000** up to **8000** words. As for the text format, please follow the proposed guidelines: paper size **A4**, paper margins **3.0** cm on all four sides of each page, **12pt** Times New Roman font, **single line** spacing. For each paragraph: indentation: special: first line by **0,5** cm.

Each paper will begin with the **title** (Times New Roman, 16pt, bold, justify text), the author(s) **name(s)** (Times New Roman, 12pt, bold), the author(s) profession and **affiliation** (Times New Roman, 12pt). Use one line break and place the **Abstract** (max.200 words, Times New Roman, 12pt, justify text) and the keywords (**keywords:** places, spaces).

Please do not number the document's headings. Use two line breaks to separate each heading from the text that follows. The title and the headings should be marked as bold. All page numbers should be visible except for the number on the first page.

**Quoted text** should be inserted within double quotation marks (“ ”). For **technical terms** as well as for **references within references** please use single quotation marks (‘ ’). Emphasized text should be presented in *italics* (not bold or underlined). Use a single tab space (Paragraph\_Special\_First Line\_By 0,5) in the beginning of each new **paragraph** (rather than leaving a single line break).

All **figures** (images, drawings, diagrams and tables) (max. **6 figures** for each paper) are not placed inside the main body of the text, but are submitted in a separate folder, in jpg, .png or .tiff format and with a minimum resolution of **150dpi**. The word figure should always appear in the text with a capital F (eg Figure 1), followed by the figure's number. All captions should be numbered accordingly and placed at the end of the main body of the text, using a 10pt font. (Figure 1: )

The **titles of books**, when used within the text should be written in *italics*.

We request that you use **Endnotes** instead of Footnotes numbered continuously throughout the text, in a Times New Roman 10pt format, located at the end of the text, before the Bibliography section.

For all **in-text references** please follow the proposed formats listed below:

- ... according to Lasch (1991: 84-86)
- ... (Lasch 1991: 287-294)

All referenced publications should be included in the **Bibliography** section, placed right after the main body of the text in a two-line-break distance. They should be listed alphabetically, based on the author's last name.

### **Books**

Mollenkopf, J. and Castells, M. (eds.) (1991). *Dual city: The Restructuring New York*. New York: The Russell Sage Foundation.

Badiou, A. (2008). *Peut-on penser la politique?* Paris: Éditions du Seuil.

### **Article or chapter in an edited book**

Casti, J. L. (1986). On System Complexity: Identification, Measurement and Management. In J. L. Casti and A. Karlqvist (eds.), *Complexity, Language, and Life: Mathematical Approaches*, pp. 146-173. Berlin: Springer-Verlag.

**Article journal**

Atkinson, R. and Flint, J. (2004). Fortress UK? Gated Communities, the Spatial Revolt of the Elites and Time-Space Trajectories of Segregation. In *Housing Studies* 19(6): 875-892.

**Newspaper article**

Kohn, David (2015, 17 May). Let the Kids Learn Through Play. *The New York Times* SR4.

**Electronic sources and web publications** are referenced as above, followed by their URL and the access date inside a parenthesis.

Georgieva, Y. (2015). Landscape architects NETWORK. Available at: <http://landarchs.com/how-clos-layat-park-is-bringing-biodiversity-back-to-the-city/>. (Retrieved: 13/6/2015).

The **sources of the figures** should appear after the bibliography section, using a two line break space, numbered exactly as in the main text body.

**Image Sources**

Figure 1:

Figure 2:

Figure 3:

Figure 4:

Figure 5:

Figure 6: