

AUTHOR GUIDELINES

IDEA journal_17 DARK SPACE_

EXECUTIVE EDITOR:

Lynn Churchill (Curtin University, Australia)

- The work that is submitted must not have been published or in process of being reviewed by another publisher. Authors are to ensure that any images used in their submission have copyright clearance.
- Final submissions must be submitted as .doc files (not docx or pdf files).
- Please ensure that the submission is referenced and formatted in strict accordance with the IDEA Author Guide (see following). In addition, please also see the detailed guide to notes using the Chicago referencing system.
- For publication ALL images, diagrams etc will be required as separate .jpg files at 300 dpi at size approximating 20x20cm square. Images can be uploaded via Dropbox.
- The Editor will set up a Dropbox folder and share it with you.

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PAGE SET-UP

Please use A4 portrait document settings, left justified, with no special formatting.

STRUCTURE AND STYLE

Title: Avenir Light 10 point bold type.

Word Count: 5000 – 7000 words (including Abstract and references)

Abstract: An abstract of up to 300 words, left justified and single-spaced with the word Abstract in bold type, followed by a colon and then plain text for the abstract.

Body text: Body text is to be left justified and single-spaced. Please use:

- single inverted commas for quotes, NOT double.
- only single spaces between words and sentences.
- a single line space only between paragraphs.

Please do not indent, number sections, use footers or headers, or number pages.

Headings and subheadings: If headings are used to structure the paper, leave one blank line before and after the heading. If it is necessary to use sub-headings, leave no blank line after the heading. Please bold headings and except for the first letter of the first word do not capitalise words

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Images: All graphics including diagrams, photographs and the like are to have appropriate captions placed in the text where the image should be located:

Figure 1: Caption.

In general images will be published in colour.

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References:

List references at end of document rather than as footnotes

Please do not use the ENDNOTE program as this affects formatting.

For referencing in the body of the text and for the list of references at the end of the document please use the documentary-note (humanities) system of the Chicago Manual of Style Edition 15. The **Chicago-Style Citation Quick Guide is available at** http://www.chicagomanualofstyle.org/tools_citationguide.html

An example of a book reference is:

Bruner, J. *Acts of Meaning*. Cambridge: Harvard University Press, 1990.

An example of a journal article reference is:

Lindsey, P. & McLain-Kark, J. 'A comparison of real world and virtual world interior environments.' *Journal of Interior Design* 24(1) (1998): 27-39.

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