

Paper Submission Guidelines

The following guidelines should be used by authors submitting their papers:

- Papers should be submitted as Word Document files, in DIN A4 portrait format.
- The Word Document file name should start with the Track number followed by the submission ID number (for example: T10_ID1268).
- Paper submissions should not exceed 7000 words, and 15 pages including abstract, figures, tables, notes, references, and acknowledgements. Each table or figure counts as 250 words.
- The first page of the paper should contain the title, names and affiliations of authors and their contact details; these shall be uploaded in the special authors step through the ONLINE SUBMISSION SYSTEM. However, final reviewed copies of papers should contain this information on the first page. Author 1 First Name Last Name¹, Author 2 First Name Last Name², and Author 3 First Name Last Name² followed by ¹A1 Affiliation (institution), e-mail and ²A2 & A3 Affiliation (institution), e-mail.
- The second page should contain the title, abstract of 250 words, three keywords, and the full paper with its references.
- Margins should be set to 3.5 cm on all four sides.
- Titles should be typed in 14 point Times New Roman, and paragraphs in 12 point Times New Roman.
- The text should be single-and-a-half spaced, with no blank lines in between paragraphs.
- Each paper should have: clear introduction, background information, methodology, analysis of results and conclusion, followed by the list of references.
- The Harvard Referencing System is used for citations and for referencing at the end of the paper. Please make sure that every reference used in the text is included in the list of references and vice versa.
- References should be typed in 10 point Times New Roman and single spaced.

Examples for referencing:

David, A.C., 2009. Cities and city management. London: Routledge.

Boughton, J.M., 2002. Joining communities: The street table case. *Community Research*, 23(2), pp.232-268.

International Transport Forum, 2010. Transport Outlook 2010: The potential for innovation. [online] Available at: <<http://www.internationaltransportforum.org/Pub/pdf/10Outlook.pdf>> [Accessed 28 May 2015].

Samuel, B. and Crawford, J. eds, 1990. The active street. London: Sage.

Victor, C., 1970. Problems of informal street vending. In: Bell, A., ed. *Livelihoods in urban contexts*. Oxford: Blackwell, pp. 32-76.

- Tables and Figures: tables and figures should appear with the corresponding text, and be cross-referenced in it (Figure 2, and Table 1). Tables and figures should be numbered in order of appearance in the text. The table caption should appear above the table, while the figure caption should appear below the figure. Tables and figures should be produced by the author. Figures should be 300dpi and submitted separately in TIFF or JPEG format.
- Papers accepted for a special issue publication should follow the publishing journal's guidelines and style.