

## Guidelines for paper submissions to CIDI 2025 - 12th Information Design International Conference

*Diretrizes para submissão de trabalhos para o CIDI 2025 - 12º Congresso Internacional de Design da Informação*

*Pautas para la presentación de artículos al CIDI 2025 - 12º Congreso Internacional de Diseño de la Información*

Priscila L. Farias, Kelli C.A.S. Smythe

guidelines, submission, paper, model

This document presents guidelines for preparing papers for CIDI 2025 - 12th Information Design International Conference and for CONGIC 2025 - 12th Information Design Student Conference. It also serves as a template because it is formatted according to the guidelines it presents. The guidelines include: (1) introduction to the submission system; (2) instructions on page layout; (3) copyright considerations; (4) important dates. You must follow these guidelines so that we can consider your paper for presentation at the congress and publication in the proceedings. Questions can be sent by email to [sc.cidi2025@sbdi.org.br](mailto:sc.cidi2025@sbdi.org.br).

*diretrizes, submissão, artigo, modelo*

*Este documento apresenta orientações para preparar trabalhos para o CIDI 2025 - 12º Congresso Internacional de Design da Informação e para o CONGIC 2025 - 12º Congresso Nacional de Iniciação Científica em Design da Informação. Ele serve também como modelo por estar formatado de acordo com as diretrizes que apresenta. As diretrizes incluem: (1) introdução à submissão de trabalhos; (2) instruções sobre o layout da página; (3) considerações sobre direitos autorais, (4) datas importantes. Você deverá seguir estas diretrizes para que possamos considerar seu artigo para apresentação no congresso e publicação nos anais. Dúvidas podem ser encaminhadas por email para [sc.cidi2025@sbdi.org.br](mailto:sc.cidi2025@sbdi.org.br).*

*pautas, presentación, artículo, modelo*

*Este documento presenta las guías para preparar trabajos para participar en el CIDI 2025 - 12º Congreso Internacional de Diseño de la Información y para el CONGIC 2025 - 12º Congreso Nacional de Iniciación Científica en Diseño de la Información. También sirve como modelo ya que está hecho según las pautas que pide. Estas incluyen: (1) introducción al envío de artículos; (2) instrucciones sobre el formato de la página; (3) consideraciones sobre derechos de autor, (4) fechas importantes. Debe seguir estas pautas para que podamos considerar su artículo para su presentación en el congreso y para su publicación en las actas. Las dudas pueden enviarse por correo electrónico a [sc.cidi2025@sbdi.org.br](mailto:sc.cidi2025@sbdi.org.br).*

## 1 Introduction

Paper proposals for CIDI 2025 and CONGIC 2025 must follow the guidelines presented here and be submitted electronically through the **Even3** system. Proposals must be sent through the event's submission system, available at this URL:

<<https://www.even3.com.br/cidi2025>>

When submitting a proposal, authors will be asked to choose between:

- **Full paper for CIDI 2025**, reporting the results of research conducted by experienced researchers (holders of PhD or Master degree titles, graduate students)
  
- **Full paper for CONGIC 2025**, reporting research conducted by undergraduate students (e.g. scientific initiation research, course completion monographs, etc.)

Authors will also be asked to indicate the thematic track in which the work best fits: (1) Communication and media; (2) Education; (3) Health; (4) Society; (5) History and graphic memory; (6) Information Visualization.

All papers submitted through the system will be evaluated by the Scientific Committee. Only papers submitted within the stipulated deadline, and configured in accordance with these guidelines, will be considered eligible for evaluation. The Thematic Tracks Coordinators will be responsible for requesting evaluations to be carried out in a double-blind model by at least 2 reviewers. Based on these evaluations, improvements to the text may be requested, and the papers will be approved for oral or poster presentation. All approved papers will also be published in the event proceedings, regardless of the form of presentation at the event (oral or poster).

Authors must upload two files upon submission, one with omissions of names or information that identifies them for blind review and another complete file for the proceedings. Authors will be notified by email of the results of the evaluation. All papers must be submitted as .doc or .docx files, from which the indication of authorship must be removed from the metadata. This can be done by accessing the file properties and editing the tab related to authorship.

## 2 Page layout

Please follow the instructions below to format the layout of your paper. You can also use this document as a starting point, replacing the text with your own (by typing directly over the original text, or by copying and pasting your text without formatting).

### Margin and page format

Page size must be A4 (21 × 29.7 cm) with the following margins: 2 cm top, 3 cm bottom, 4 cm left side, and 2 cm right side. Do not insert page numbers. Do not worry about page numbers, as these will be defined in the edition of the Proceedings.

### **Line spacing**

Use 1.5 line spacing between lines in the text body, without space between paragraphs. T

### **Indentation**

Do not indent the first line of paragraphs after a title or subtitle. The indentation means the beginning of a section or subsection of the document. All other paragraphs should have the first line indented by 0.5 cm.

### **Column and alignment**

Text should be formatted in a single column with 15 cm. By using the above specified margin sizes, the column size of your document should be automatically set. Text should be left-aligned.

### **Text**

Use the Arial, 10pt, for the paper's body text.

### **Title**

The title of your paper should be no longer than two lines, set in **Arial bold, 14 pt**, left indent (–0.7 cm), left-aligned (approximately 110 characters). It should appear first in the language in which the paper was written, and then in translations into the other official languages of the event (Portuguese, Spanish and English).

The title translations should be set in *Arial italic, 12 pt*, each one taking up no more than two lines. The title and its translations should be left-aligned, with line spacing 1.15, and an increment of space between paragraphs.

Use uppercase only for the first letter of the paper title, except for words where the use of uppercase and lowercase is grammatically necessary (e.g., names of people, cities etc.).

### **Author(s)' name(s)**

The name(s) of the author(s) should be placed after the paper title, but remember to omit this in the blind review version. Use one line for all authors. Every author's name(s) should be ordered as follows: first name, middle name or initial (if applicable), and last name. On the last page, after the list of references, the name and surname of the author(s), institution of origin, country, and email address must be included.

To format the author(s)'s name(s), use Arial regular, 11 pt. Set the line aligned left, –0.7 cm indentation, and 24 pt of space after it. An example of a line with author names can be seen at the beginning of this document.

### **Keywords and abstract**

Title, keywords and abstracts in 3 languages (Portuguese, English and Spanish) must fill not more than 1 page.

Include a space of 24 pt between the line with the authors(s)' name(s) and the keywords in the main language (the one in which the text was written). Use 3 to 5 keywords to identify your paper. They must be aligned to the left, and composed in Arial regular, 9 pt.

Include a space of 9 pt between the line with the keywords and the abstract. The abstract must occupy a maximum of 7 lines (approximately 100 words or 700 characters), using Arial regular, 9 pt. The specifications for paragraph and column are the same as for the body of the text (follow the instructions given for margins, indentation, column and alignment). The abstract must be aligned left, with line spacing of 1.25 and no indentation.

Between each abstract and the keywords in the next language, include a space of 24 pt. The keywords and abstract in the other 2 languages should be formatted in *Arial italic*, 9 pt.

### **Subtitles**

We recommend using no more than three levels of subtitles in the paper. Only the first heading level should be numbered, with no punctuation after the number (e.g., 1 Introduction). The heading format should be as follows:

- first subtitle level: **Arial bold, 12 pt**, left-aligned, with numbering right-aligned at -0.3 cm, 24 pt paragraph space before the heading and 12 pt after the heading;
- second subtitle level: **Arial bold, 10 pt**, left-aligned, no indentation, 12 pt paragraph space before the heading and 6 pt after the heading;
- third subtitle level: *Arial italic, 10 pt*, no indent, 12 pt paragraph space before the heading and 6 pt after the heading.

Use uppercase only for the first letter of the subtitles, except for words where the use of uppercase and lowercase is grammatically necessary (e.g., names of people, cities etc.).

### **Graphic and numeric markers**

When using graphic markers, format should be as follows:

- square graphic markers, 10 pt;
- marker position: indent 0.7 cm;
- text position: indent 1.3 cm.

When using numeric markers, format should be as follows:

1. number font: Arial, regular, 10 pt;
2. number formatting: 1.; 2.; 3. etc. (number followed by dot);
3. number position: left, 0.7 cm indent;
4. text position: 1.3 cm indent.

## Figures and tables

In case of using tables and figures (e.g., drawings, photos, charts and diagrams), please follow the recommendations below:

- figures and tables should be placed in the text body (double click on the figure to set up this specification), aligned to the left-hand side and close to the paragraph they refer to;
- use 18 pt space to set tables and figures apart from the text;
- the captions/titles for figures or tables should be placed above them, using Arial, regular, 8 pt, left-align;
- captions should be placed on the same page as the figures;
- if you do not have the copyrights of the figure, please state in the caption the authorization of use (in parentheses);
- figures should be in format .png or .jpeg, with sufficient resolution to be displayed on a screen (minimum 96 and maximum 200 dpi);
- figures and tables should be consecutively numbered (e.g., Figure 1, Figure 2; Table 1, Table 2 and so on). This is applicable to all figures, that is to say, photographs, drawings, charts or diagrams;
- texts and numbers included in tables must be set in Arial, regular, 9 pt. Use **bold** for titles of the table columns;
- lines and borders of the tables and charts should be set as in Table 1.

Table 1: Example of table

<b>Column title</b>	<b>Column title</b>	<b>Column title</b>	<b>Column title</b>	<b>Column title</b>
Table text	01	05	09	13
Table text	02	06	10	14
Table text	03	07	11	15
Table text	04	08	12	16

## Citations

Use the author–date citation system to cite references in the text, according to the [American Psychological Association \(APA\)](#) style. Capitalize only the first letter of the cited authors' names. If the names are part of a sentence (narrative citation), the year of publication should appear in parentheses, after the authors' surnames. In direct quotations, indicate page numbers abbreviated as p. (for one page) or pp. (for multiple pages). A few examples are listed below:

- Wogalter (1998)
- Wogalter (1998, p. 11)
- Wogalter (1998, pp. 10–12)

- Wogalter (1998, pp. 10, 15, 25)

When authors' names cited in the text are not part of a sentence, both the author and the date (and also page numbers, if necessary), separated by a comma, must appear in parentheses (parenthetical citation):

- (Wogalter, 1998)
- (Wogalter, 1998, p. 11)
- (Wogalter, 1998, pp. 10–12)
- (Wogalter, 1998, pp. 10, 15, 25)

When using direct quotations of fewer than 40 words, incorporate the quote in your text between double quotation marks: “the things that count in the process of testing are human factors,” states Smeijers (2011, p. 178); according to Bringhurst (2011), “typography exists to honor content” (p. 17). Format quotations of 40 words or more as block quotations:

For block quotations, use Arial, regular, 9 pt, left-aligned. Line spacing should be 1.25 line, with 0.5 cm left indent and paragraph space of 12 pt before and after the block quotation. To format these specifications, in Microsoft Word, use the menu “Format > Paragraph” (Farias & Smythe, 2025, p. 6).

Narrative citations of works with two authors should use the word “and” between names: as described by Jones and Marsden (2006). In parenthetical citations, use an ampersand (&) between names: (Jones & Marsden, 2006). For works with three or more authors, include only the name of the first author plus the expression “et al.”: Wogalter et al. (1999); (Wogalter et al., 1999). For group authors with an abbreviation, cite the complete name and define the abbreviation only when citing it for the first time in the text: American Institute of Graphic Arts (AIGA, 2020); (American Institute of Graphic Arts [AIGA], 2020). For the subsequent citations, use the abbreviation: AIGA (2020); (AIGA, 2020).

### **Text size**

Papers submitted for **CIDI 2025 - 12th Information Design International Conference** must have 2,500 (minimum) to 5,000 (maximum) words, including footnotes, acknowledgments and references. The maximum file size is 10 MB.

For **CONGIC 2025 - 12th Information Design Student Conference**, papers must have 1,000 (minimum) to 2,000 (maximum) words, including footnotes, acknowledgments and references, and the maximum file size is 5 MB.

### **Acknowledgment**

If you want to acknowledge contributions or support received in the development of your paper/research, write the acknowledgment at the end of the main text, before the section References under the title (first level) **Acknowledgement** (in the singular).

## Footnotes

For footnotes use Arial, regular, 8 pt; and align the text to the left, with no indentation.<sup>1</sup> Use footnotes only when absolutely required (that is to say, as little as possible), and avoid long footnotes. Footnotes should be consecutively numbered, along the text.

## References

All references cited in your paper must be alphabetically and chronologically listed conforming to the APA style. The reference section should be presented under the title **References** (please see specifications for first level subtitles), left aligned and unnumbered. Set references according to the following specifications: Arial, regular, 10pt, left-align, 1.25 line spacing, special indentation of 0.5 cm (hanging) and paragraph spacing of 6 pt after each reference. Examples below show how references should be formatted:

American Institute of Graphic Arts. (n.d.). About AIGA. Disponível em <https://www.aiga.org/about/>

Dudley, E., & Haaland, A. (1993). *Communicating building for safety*. Intermediate Technology Publications.

Nicolau, B. M., & Oliveira, A. S. (2015). Níveis de interatividade em mídias sociais. *Anais do Congresso Internacional de Design da Informação*, 7, 112–129. [https://doi.org/10.5151/designpro-CIDI2015-cidi\\_93](https://doi.org/10.5151/designpro-CIDI2015-cidi_93)

Spinillo, C. (2000). *An analytical approach to procedural pictorial sequences* [Tese de doutorado não publicada]. Departamento de Tipografia Comunicação Gráfica. Universidade de Reading, Reino Unido.

Waller, R. (2019). Learning from Vernon's Isotype test: A design history footnote. *Information Design Journal*, 25(3), 264–276. <https://doi.org/10.1075/idj.25.3.04wal>

Wogalter, M. S., Dejoy, D. M., & Laughery, K. R. (1999). Organising theoretical framework: A consolidated communication-human information processing (C-Hip) model. In M. S. Wogalter, D. M. Dejoy, & K. R. Laughery (Ed.), *Warnings and risk communication* (pp. 15–23). Taylor & Francis.

## About the author(s)<sup>2</sup>

After the list of references, under the subtitle “About the author(s)”, include the following information about the authors of the work: First and last name, title, institution of origin, country, e-mail. Use Arial, regular, 10 pt, left alignment. Example:

Priscila L. Farias, Dra, USP, Brasil <sc.cidi2025@sbdi.org.br>

Kelli C. A. Silva Smythe, Dra, UFPR, Brasil <sc.cidi2025@sbdi.org.br>

---

<sup>1</sup> Example of how your footnotes should be formatted.

<sup>2</sup> This should be omitted in the blinded document.

### 3 Copyright considerations

To avoid copyright infringement, please do not use very long excerpts or many quotes from the same source, or previously published figures without a permission document. This also applies to images produced by you but that have already been published in another publication where your copyright has been transferred to the publisher. Authors who, when requested, do not provide copyright permission documents will not have their work published. We will strictly address copyright infringements.

Authors are fully responsible for all content of papers submitted to the conference. In the case of using Artificial Intelligence (AI) tools, they should not play an authorial or writing role. If adopted, the purpose of their use must be acknowledged and adequately described (in a note, if AI was used for grammar review or translation; in the methods section or other, if it was used during the research).

### 4 Dates and Deadlines

Authors will be notified once the paper review process is complete. Table 3 provides important dates and deadlines for authors.

Table 3: Dates and deadlines

Activity	Deadline
Submissions open	January 16
Deadline for submissions	March 16
Notification of results to authors	May 30
Deadline for camera-ready version of papers	June 15
Deadline for authors to register in the conference	June 15
Deadline for authors to send presentations	September 01

Papers selected for CIDI 2025 and CONGIC 2025 may be nominated for publication in the journal *InfoDesign* ([www.infodesign.org.br](http://www.infodesign.org.br)). Papers selected for CIDI 2025 may also be nominated for publication in the series *Selected Readings of the Information Design International Conference* (publication with ISBN). Authors will be contacted in a timely manner in order to provide their authorization for such publications.