

SUBMISSION: The following documents must be uploaded to the online system separately:

- **Manuscript with Author Details** (including illustrations and Authors' bio)
- **Anonymized Manuscript** (including illustrations, without Authors' bio)
- **Illustrations: Tables, Figures, etc.** (upload in high-resolution as a zip.file)
- **Declaration of Consent to Publish** (signed)

[DJ_title] **Paper Title (max. 10 words)**

[DJ_subtitle] **Subtitle (max. 15 words)**

[DJ_authors] **First name, Surname, First name, Surname ...**

[DJ_abstract-text] **Abstract: (max. 300 words.)**

The abstract contains essential information on:

- The reason for the research and its subject (where the interest of the research lies);
- The context in which the research has taken place;
- The aim and relevance of the research (identifiable knowledge contribution expected);
- The method used;
- The conclusion reached (applicable results);
- New and progressed knowledge.

There should be no literature references in the abstract.

[DJ_keywords] **Keywords:** Max 5 keywords. The selected keywords should be relevant and occur both in the abstract and in the text. Use commas to separate your keywords, use alphabetical order and start with a capital.

[DJ_heading] **Introduction**

[DJ_bodytext] Manuscripts should have 1000 to max. 4000 words in length (including references and endnotes), depending the kind of submission:

- Scientific Articles (2,000-4,000 words);
- Case studies (2,000-3,000 words);
- Essays and interviews (1,000 words);
- Articles addressing heritage in danger (500-1000 words);
- Book reviews (500-1000 words).

Submit your manuscript in MS Word, using this template file and applying all (and only) the styles included in this document and the instructions mentioned.

The introduction presents the context or background of the research, its clearly defined object and aim and a thorough explanation of the chosen and well-motivated research method(s).

The research plan must be demonstrated to be robust, clearly designed and based on a sound literature survey. The hypotheses / research questions must be coherent and consistent.

[DJ_heading] **Main part**

The main part of the manuscript describes the research which can be based on different methods, also used synergistically (e.g. literature study, laboratory investigations, case studies, interviews, etc.). The research should be carried out to reach the goal. The limits and strong aspects of the research should be made evident.

The literature and other sources of information/data employed should be critically chosen, well analyzed, understood and used to support or disprove the hypotheses/answer the research questions.

The strengths and limitations of the research should be made evident.

The research data should be reliable, correctly presented and explained. Their analysis and interpretation should be appropriate and consistent with the research objectives.

The reader should not need to make their own interpretations.

It is recommended that short interim conclusions (after the main analyses or discussions) are included to improve the readability of the text, making the essential elements evident on which the final discussion is based and supporting evidence for the results is distilled. Future research can be suggested.

Sustainable Futures and Development Review only uses one level of headings, indicating the different parts of the manuscript. Your main part might be subdivided in different parts, but always use the [DJ_heading]. Do not introduce subheadings next to [DJ_heading].

Sustainable Futures and Development Review is published in English (US) and uses US date formats: January 20, 2023.

[DJ_heading] References in text

Refer to the APA 7th edition reference convention (<https://apastyle.apa.org/>). References should be included by indicating the author and year between round brackets: (Author surname without initials, year of publication) or (Author surname without initials, year of publication, p./pp. page number(s) - in the case of quotes). For works with more than 2 authors, only include the first author's name followed by "et al".

Endnotes should be concise and limited to explanatory notes only. Pure references should be included directly in the reference list.

To embed your contribution in the academic and/or professional field of documentation and conservation of buildings, sites and neighborhoods of the Modern Movement, refer to earlier publications in Sustainable Futures and Development Review. Refrain from redundant self-citations / self-references.

[DJ_heading] Anonymized manuscript

In the anonymized manuscript, any information that could reveal the identity of the authors must be removed. To preserve anonymity during the blind review process, self-citations / self-references should be formatted as follows: in-text references should appear as "(Author(s), year of publication)" and end-text references should be formatted as "Author(s). (year of publication)."

[DJ_heading] Illustrations

Illustrations (figures, tables) should be used to clarify the text. It is essential that they are furnished by short but explanatory captions (figures) or headings (tables).

Make sure that the illustrations are not right-protected and that their use is allowed. Keep in mind that Sustainable Futures and Development Review is published as open access under the CC BY 4.0 licence. Illustrations, including figures, photographs and drawings are indicated as Figure 01, Figure 02, and numbered consecutively. Each illustration must have a corresponding number.

All visuals must be referenced within the text. Insert the figure and table numbers in the text using square brackets as shown: [Table 01], [Figure 01]. Number every single figure.

Submit photographic figures as *.jpg or *.tiff files; minimum 300 dpi at the final size, deliver the highest resolution possible as it leaves space for the typesetter to adjust to the graphic layout. Scanned drawings should be delivered as *.tiff files, 600 dpi. Digitally produced drawings and schemes should be delivered in *.eps or *.pdf format retaining its vector information. All figures should be delivered in separate files numbered as they appear in the text as author_xx.jpg.

Illustrations must be inserted in the manuscript (in smaller file size) at the appropriate locations within the text, along with their captions.

Sustainable Futures and Development Review is published in full color. Full color illustrations are preferred.

Tables should be inserted in the manuscript using the table functionality of MS Word. If you have very complex tables that might not fit MS Word, the editor will, after review, get in touch with you and discuss other possible ways of delivering.

Graphs should be delivered as vector image (*.eps or *.pdf) and preferably be accompanied by its data in a *.xlsx file allowing the typesetter to adjust to the graphic lay-out of the journal.

Combined figures are not accepted. If a figure is combined from multiple originals; deliver all the originals as they will be combined by the typesetter. Please provide an example of how you envision the combination.

[DJ_caption-table] Table 01: Description of content table

[DJ_caption-figure] Figure 01: Description - what should the reader notice? © Name Photographer and/or any other relevant copyright information, Year.

If the illustration comes from a publication, this needs to be quoted, indicating the page.

[DJ_heading] Conclusions

The conclusions are concisely distilled from the text and confirm/disprove the hypotheses and answer the research question(s). No new information should be added (no pictures or literature).

[DJ_heading] Acknowledgements

Acknowledgements should be made to any funding or support obtained by persons or institutions.

[DJ_heading] References

References quoted or referred to in the main text should be listed here in alphabetic order. The reference convention used is APA Style 7th Edition: <https://apastyle.apa.org/>

The style and punctuation of the references must follow APA referencing guidelines, with the first author's name in UPPERCASE. The references must be formatted according to the style indicated in this Word template, [DJ_references].

Reminder: For Cyrillic literature or any other non-Latin alphabet (e.g. Arabic, Chinese, Hindi) see specific reference examples with transliteration and translation. In-text references must be in Latin.

DOOREN, van E., Asselbergs, T., Dorst, van M., Boshuizen, E., & Merrienboer, J. (2013). Making explicit in design education: generic elements in the design process. *International Journal of Technology and Design Education*, 24 (1), 53-71. <https://doi.org/10.1007/s10798-013-9246-8>

BALLARD, T., Yeo, G., B. Vancouver, J., & Neal, A. (2017). The dynamics of avoidance goal regulation [Advance online publication]. *Motivation and Emotion*, 41, 698-707. <https://doi.org/10.1007/s11031-017-9640-8>.

ЧЕРКЕС, Богдан, МИГАЛЬ, Станіслав/ ЧЕРКЕС, Богдан (гол. ред.). Ігор Середюк-митець, що випереджав час. In: Архітектурні дослідження [CHERKES, Bohdan, MYHAL, Stanislav/CHERKES, Bohdan (ch. editor). Ihor Seredyuk-myets, shcho vyperedzhav chas/ Igor Seredyuk – an artist who was ahead of time]. *Architectural Studies*, Lviv (2019), 58-64 (In Ukrainian and English)

- **EXAMPLE JOURNAL PAPER IN A SPECIAL ISSUE**

NALDINI, S., & Hunen van, M. (2019). Guidelines for quality of interventions in built Cultural Heritage. In K. van Balen & A. Vandesande (Eds.), *Professionalism in the Built Heritage Sector*, Bookseries: Reflections on Cultural Heritage Theories and Practices, vol: 4 (pp. 87-93). CRC Press/Balkema, Taylor & Francis Group. <https://doi.org/10.1201/9780429397912>

- **EXAMPLE BOOK**

HEES VAN R., Rooden van M., Bommel van B., Rhijn van J., Hunen van M., & Koen Balen van K. (2003). *Kalkboek. Het gebruik van kalk als bindmiddel voor metsel - en voegmortels in verleden en heden*. Rijksdienst voor de Monumentenzorg, Zeist.

БАЖАН, Микола (ред.). *Українське мистецтво: від доби бронзи до сьогодні* [BAZHAN, Mykola (Ed.). *Ukrainske mystetstvo: vid doby bronzy do sohodni / Ukrainian art: from the Bronze Age to the present day*], Kyiv (2016) (In Ukrainian)

- **CHAPTER / ARTICLE IN AN EDITED BOOK**

CASCIATO, M. (2007). Modern Monuments and Heritage at Risk. In J. Haspel, M. Petzet, A. Zalivako, J. Ziesemer (Eds.), *The Soviet Heritage and European Modernism – Heritage at Risk Special 2006* (pp.22-23). hendrik Bäbler verlag, Berlin.

ХОДОРКОВСЬКИЙ, Юрій/ТИМОФІЄНКО, Володимир (ред.). До питання про визначення художньої цінності історичної забудови міст України. In: Архітектурна спадщина України [KHODORKOVSKIY, Yuri/ TYMOFIIENKO, Volodymyr (Ed.). Do pytannia pro vyznachennia khudozhnoi tsinnosti istorychnoi zabudovy mist Ukrainy/ On the issue of determining the artistic value of historical buildings of Ukrainian cities. In: *Architectural Heritage of Ukraine*], Kyiv (1994), 239-249 (In Ukrainian)

- **CONFERENCE PROCEEDINGS PUBLISHED AS A BOOK CHAPTER**

GONÇALVES, J.d.S., Mateus, R., Silvestre, J.D., & Roders, A.P. (2023). Behavioural Decision-Making in Sustainable Conservation of Built Heritage. In H. Varum & T. Cunha Ferreira (Eds.), *Built Heritage Sustainable Reuse* (pp.15-22). Building Pathology and Rehabilitation, vol 26. Springer, Cham. https://doi.org/10.1007/978-3-031-26750-5_2

- **EXAMPLE CONFERENCE PAPER**

FERREIRA, T.C. (2017). Contributions for the implementation of preventive conservation and maintenance strategies in the Faculty of Architecture of the University of Porto. In R. Amoêda, S. Lira, and C. Pinheiro (Eds), *Proceedings of the 3rd International Conference on Preservation, Maintenance and Rehabilitation of Historical Buildings and Structures, REHAB 2017*, Braga, Portugal, 255-264.

- **EXAMPLE ONLINE ARTICLE**

NAIMAN, L. (2023, March 25). *What is creativity? And why is it crucial for success?* Creativity at work. <https://www.creativityatwork.com/2014/02/17/what-is-creativity/> Accessed Jan. 31, 2024.

[DJ_heading] Endnotes

- 1 Deltaplan voor het cultuurbehoud. Onderdeel: plan van aanpak achterstanden musea, archieven, monumentenzorg, archeologie. Rijswijk, Ministerie van Welzijn, Volksgezondheid en Cultuur, 1990. ISBN 9034622843.

[DJ_biography] Biography

First name surname, the biography should be a max. of 100 words. Please provide your ORCID number.