

Guidelines for submitting papers to the 10th Information Design International Conference (CIDI 2021) and 10th Information Design Student Conference (CONGIC 2021)

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guidelines, submission, paper, model

The purpose of this document is to present the guidelines and orientation on how you should prepare your paper for submission to the joint conferences: 10th Information Design International Conference (CIDI 2021) and 10th Information Design Student Conference (CONGIC 2021). At the same time this document can be used as a template for the paper elaboration as it is formatted accordingly to these guidelines. Your paper will be published in the Conferences Proceedings. These guidelines are divided into four topics: (1) introduction to subscription form; (2) instructions on layout; (3) copyright considerations, (4) important dates and timeline. You must follow these directions in order to have your paper published. Please read them carefully. All of the articles will be reproduced exactly as submitted by the authors. Therefore, proofreading is the authors responsibility. If any of the guidelines presented here is not sufficiently clear, please do not hesitate to contact us by the e-mail comitecientifico.congic2021@sbdi.org.br. Do not forget to indicate in the subject, if your doubt is about CIDI or CONGIC.

1 Introduction

The authors of the paper submission must comply with the guidelines presented herein and fill out the paper registration form, available at the conference's website

<<https://www.even3.com.br/evento/login?evento=cidi2020cwb&ReturnUrl=%2fparticipante%2ftrabalhocientifico%2f>>.

Contributions to the conference may be presented for the following formats:

- Full paper;
- Short paper;
- Undergraduate research short paper;

Authors must select a track: (1) Communication; (2) Education; (3) Health; (4) Society; (5) Technology or (6) History and Theory. Notice that both "Full Paper" and "Short Paper" will be published in the conference proceedings independent of presentation format (oral presentation or digital poster). At least two judgment panel members will read each paper. The authors should upload two archives at the submission, one blinded for blind review evaluation and another complete for the proceedings. The authors will be notified by e-mail of the decisions. All submissions must be uploaded as .doc or .docx files.

2 Page layout

Please follow the instructions herein to format your paper's layout. This document shows how the paper should be formatted.

Margin and page format

The page size adopted for the papers is A4 (21 × 29.7 cm) with the following margins: 2 cm top margin, 3 cm bottom margin, 4 cm left side margin, and 2 cm right side margin. Do not insert page numbers.

Line spacing

Use 1.5-line spacing between lines in the text body, without space between paragraphs. To format these specifications, in Microsoft Word, use the menu "Format > Paragraph".

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 computer automatically will format the column size of your document. Text should be left-aligned.

Text

Use the Arial, 10pt, for the paper's text, with 6pt of paragraph spacing after each paragraph.

Paper headings

The title of your paper must appear first in English, using **Arial font, bold, 14 pt**, left indent (–0.7 cm), left-aligned, with 1.25 (multiple) line spacing, and 12 pt space after paragraph. In the following line you should include your paper title in Portuguese, in *Arial font, Italic, 12 pt*, left indent (–0.7 cm), left-aligned, with 1.25 (multiple) line spacing, and 18 pt space after paragraph. To format these specifications, in Microsoft Word, use the menu "Format > Paragraph". Capitalize only the first letter of the paper title, other than words that capitalization is grammatically required (e.g., people's names, cities).

Author(s)' name(s)

The name of the author(s) should be placed after the paper title. Every author's name(s) should be ordered as follows: first name, middle name or initial (if applicable), and last name. After the

reference list author(s) should place the following information: author(s)' first and last name, the institution of affiliation, country, and email address.

To format the author's name, use: Arial font, regular, 11 pt, left-aligned with –0.7 cm indent, and 60 pt of paragraph space after the author's name. An example of the author(s)' name format can be seen at the beginning of this document.

Keywords and abstract

Keywords and abstract should be placed after the author(s)' name, respecting the reserved space after the name(s).

Papers should have 3 up to 5 keywords (Arial font, regular, 9 pt). The keywords should be placed before the abstract and be left-aligned.

Insert a 9 pt space between keywords and the paper English abstract. It should be no longer than 200 words. Use Arial font, regular, 9 pt. The setting for paragraph and column follows the same as the body text (follow the guidelines for margins, line spacing, indentation, column and alignment provided above). The abstract should be left-align, with 1.25 line spacing and with no indentation.

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 font, 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 font, bold, 10 pt**, left-aligned, no indentation, 12 pt paragraph space before the heading and 6 pt after the heading;
- third subtitle level: *Arial font, italic, 10 pt*, no indent, 12 pt paragraph space before the heading and 6 pt after the heading.

Capitalize only the first letter of the heading, other than words that capitalization is grammatically required (e.g., people's names, cities).

Graphic and numeric markers

When using graphic markers, format should be as follows:

- square graphic markers (Wingdings font, 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.

To format these specifications, in Microsoft Word, check the [Microsoft support](#).

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 an 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 font, 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 in Arial font, regular, 9 pt. Use **bold** for titles of the table columns;
- lines and borders of the tables and charts should be used as in Table 1.

Table 1: Example of table

Column title	Column title	Column title	Column title	Column title
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, 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 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 font, 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" (Moura, 2013, p. 5).

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 the name of only 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

Minimum and maximum sizes for the submitted contributions to the **10th Information Design International Conference (CIDI 2021)**, including footnotes, acknowledgments, and references are as follows:

- Full paper, for original and unpublished research results – from 2,500 (minimum) to 5,000 (maximum) words, file size with maximum of 10 megabytes;

- Short paper, for preliminary research results – from 1,500 (minimum) to 3,000 (maximum) words, file size with maximum of 5 megabytes.

Minimum and maximum sizes for the submitted contributions to the **10th Information Design Student Conference (CONGIC 2021)**, including footnotes, acknowledgments, and references are as follows:

- Short paper: for undergraduate research – from 1,000 (minimum) to 2,000 (maximum) words, file size with maximum of 5 megabytes.

Table 2: Paper text size

	Submission format	Word limit	File size
CIDI	Full Paper	from 2.500 (minimum) to 5.000 (maximum) words	10 megabytes
	Short paper	from 1.500 (minimum) to 3.000 (maximum) words	5 megabytes
CONGIC	Short paper	from 1.000 (minimum) to 2.000 (maximum) words	5 megabytes

Acknowledgment

If you want to acknowledge contributions or supports 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) **Acknowledgment** (in the singular).

Footnotes

For footnotes use Arial font, regular, 8 pt; and align the text to the left, with no indentation.¹ 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. Format references according to the following specifications: Arial font, regular, 10pt, left-align, 1.25 line spacing, special indentation of 0.5 cm (hanging) and paragraph spacing of 6 pt after each reference. To format these specifications, in Microsoft Word, use the menu “Format > Paragraph”. Examples below show how references should be listed:

¹ Example of how your footnotes should be formatted.

- 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>
- Nicolau, B. M., & Oliveira, A. S. (2015). Interactive levels in social media. *Proceedings of the Information Design International Conference*, 7, 112–129. https://doi.org/10.5151/designpro-CIDI2015-cidi_93
- 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). London: Taylor & Francis.
- Dudley, E., & Haaland, A. (1993). *Communicating building for safety*. London: Intermediate Technology Publications.
- Spinillo, C. (2000). *An analytical approach to procedural pictorial sequences* [Unpublished doctoral dissertation]. Department of Typography and Graphic Communication. University of Reading, UK.
- American Institute of Graphic Arts. (n.d.). About AIGA. Retrieved from <https://www.aiga.org/about/>

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3 Copyright considerations

To avoid any copyright infringements, please: do not use longs and too many citations from the same source; do not use figures prior published without authorization for use from the copyright holder. That includes materials you produced, which have already been published, transferring the copyright to the publisher. By request, authors who do not provide documents authorizing copyrights will have their papers returned. We will strictly address copyright infringements.

4 Important Dates and Deadlines

The scientific committee will notify the author(s) once the evaluation/review process has concluded. In Table 3 are listed relevant dates and deadlines for the authors.

² This should be omitted in the blinded document.

Table 3: Dates and deadlines

Activity	Deadline
Deadline to send the full version of the paper (including the presentation format). No extended deadline will be provided!	May 15, 2021
Notification to the authors	July 09, 2021
Deadline to send the paper camera-ready (if applicable)	July 26, 2021
Deadline for authors to register in the conference	July 26, 2021
Deadline for authors to send videos and presentations	September 20, 2021

The best papers (with the highest scores in the evaluations) from the **10th Information Design International Conference (CIDI 2021)**, could be selected by the editorial and scientific committee to be published in the book *Selected Readings of the Information Design International Conference* (publication with ISBN). The best papers could also be selected to be published in the scientific journal *InfoDesign – Brazilian Journal of Information Design* (www.infodesign.org.br). In this case, papers should have no more than four authors. The scientific committee will contact authors in a proper time to obtain their permission for publication.