

Convergence in Divergence: Contemporary Challenges in East Asian Architectural Studies EAAC 2012 International Conference on East Asian Architectural Culture 10-12 December, 2012 PAPER SUBMISSION REQUIREMENTS

# PAPER SUBMISSION

Please send you full paper following the below format to <u>eaac2012@cuhk.edu.hk</u>, no later than 23 September 2012.

\* The subject of your e-mail should be SURNAME\_First Name:\_Paper Submission\_reference number For example: HUI Meikei: Paper Submission ref. 250 (e-mail subject)

\* The format of the paper is provided in the attached file EAAC\_Paper template.doc. Please follow the EXACT format of this file. Then please save the file under YOUR (the author's) name SURNAME\_First Name\_Accepted Abstract reference no.doc

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### FORMAT

- The paper must not exceed 6500 words
- Font for the text body will be 11 point.
- All authors must provide an electronic version of the paper in Microsoft Word format for PC. We will not accept PDF versions.
- Indent the first line in each paragraph.
- Paragraph text should be left indented (not justified).
- Paragraph headings should be bold.
- Quotations exceeding three lines should be single spaced and indented 1/2 inch on each side.

## APPROACH TO READER

Papers should be written for an academic audience that may have either a general or a specific interest in your topic. Papers should present a clear narrative structure. They should not be compendiums of field notes or bullet points. Please define specialized or technical terminology where appropriate.

## ABSTRACT AND INTRODUCTION

Provide a one-paragraph abstract of no more than 250 words. This abstract should explain the content and structure of the paper and summarize its major findings. The abstract should be followed by a short introduction.

#### SUBHEADINGS

Please divide the main body of the paper with a single progression of subheadings. There need be no more than four or five, but they should describe the paper's main sections and reinforce the reader's sense of progress through the text.

#### NOTES AND REFERENCES

Use a system of numbered reference notes located at the end of the paper under the heading "Notes and References." Your notes must be single-spaced and the same font as the text. References will use standard numbers (1, 2, 3, etc.). An example is as follows:

Henri Lacompte, on the other hand, has argued that in the case of Upper Egypt this view is irrelevant.1

1. E. Regis. 1979. *Egyptian Dwellings*. Cairo University Press, p. 179; H. Lacompte, "New Study Stirs Old Debate," 1983, *Smithsonian II*, pp.24-34.

#### FIGURES AND ILLUSTRATIONS

All illustrations must be placed at the end of the paper, after the notes and references section. Line drawings as well as color or black and white photographs are acceptable. Do not include more than 8-10 images. Caption text should not exceed 50 words per image and should appear under each image. Do not set caption text in all capital letters. The first time a point is made in the main body of the text that directly relates to an illustration, please indicate so at the end of the appropriate sentence with a simple reference in the form of "(Fig. 1)." Use the designation "(Fig.)" and a single numeric progression (1, 2, 3, etc.) for all graphic material. Clearly indicate the appropriate figure number for each illustration. If you use material other than your own, please secure the necessary permission to reuse it. Note the source of the material at the end of the caption.

#### **OTHER ISSUES OF STYLE**

In special circumstances, or in circumstances not described above, follow conventions outlined in *The Chicago Manual of Style*. We recommend WorldCat.org for citations. For spelling, please use American Standard English only. For language usage, refer to the Oxford English Dictionary.

#### WORKS FOR HIRE

If you have done this work as the result of direct employment or as the result of a grant, it is essential that you acknowledge this support at the end of the paper.

For questions, please contact: Email: eaac2012@cuhk.edu.hk