

Fonts—all fonts are:
Times New Roman,
normal, bold or italic.

Title—16 pt.
bold text; 16 pt.
leading; centered.

How to Submit a Paper for CELA 2005: An Example of Proper Format

Margins—1"
margins on all
sides.

Author—11 pt.
bold subhead;
10 pt. text.

Jane C. Doe, Associate Professor, Department of Landscape Architecture, The Virtual University,
Anywhere, XY, United States.

Spacing—2
blank lines; 24
pt. (2 picas).

Abstract—11 pt.
bold subhead;
10 pt. text.

Abstract:

The abstract **should not exceed one hundred words** in length. The text should be single spaced, and left justified, using Times New Roman fonts, 10 point type, 12 point (1 pica) leading, and normal face.

Spacing—2
blank lines; 24
pt. (2 picas).

Key words—11
pt. bold sub-
head; 10 pt. text.

Key Words:

Design theory, design critique, environmental design, research methods.

Spacing—2
blank lines; 24
pt. (2 picas).

Subheading—
11 pt. bold;
followed by 1
blank line.

Introduction:

The body of the paper **must not exceed two thousand four hundred words** in length. The text must be single spaced, and left justified, using Times New Roman fonts, 10 point type, 12 point (1 pica) leading, and normal face (*Doe, 2000*).

Spacing—2
blank lines; 24
pt. (2 picas).

Sub-subheading
—10 pt. bold;
followed by no
blank lines.

Sub-subheadings:

Sub-subheadings should be done as indicated using 10 point type, bold face, with no trailing blank line.

Spacing—1
blank line; 12
pt. (1 picas).

Captions—as
indicated using
10 pt. italic.

Figure 1: *This is an example of how captions for illustrations are to be prepared. The text should be single spaced, and left justified, using Times New Roman fonts, 10 point type, 12 point (1 pica) leading, italic face, and with a bold italic leader on the left.*

Table 1: *This is an example of how captions for tables are to be prepared. The text should be single spaced, and left justified, using Times New Roman fonts, 10 point type, 12 point (1 pica) leading, italic face, and with a bold italic leader on the left.*

The total length of the document, including text, tables, illustrations, captions, footnotes, and references, **must not exceed 6 pages**.

Spacing—2
blank lines; 24
pt. (2 picas).

References—11
pt. bold sub-
head; 8 pt.
text; format as
indicated.

References:

Doe, J.C. 2000. The study of theory in relation to a theory of study. *The Periodic Journal*. 45:112-118.

Doe, J.E. 1999. *A Compendium of Insights and Other Speculations*. New York: Cider Press. 304 p.

Margins—1"
margins on all
sides.

All text, except for the
title, is left justified, and
uses 12 pt. (1 pica) line
spacing.

Important note—each
paper, including all
content (text, graphics,
and references), must
fit on a maximum of
six pages using the
format indicated.

CELA 2005 Paper Requirements

All paper submissions **must** comply with the following requirements to be accepted for review:

Text Maximum Word Count:	2400*
Font:	Times New Roman
Title Point Size:	16 (Bold)
Heading Point Size:	11
Text Point Size:	10
In-text referencing:	italicized 10-point (<i>Johnson, 1990</i>) parenthetical
Reference List Point Size:	8
Spacing:	Single
All Margins:	1-inch

*(2400 word count is for the body of the text; exclude title, abstract, references, etc.)

Papers **must not exceed** six (6) pages in total, including all photographs, graphs, charts, tables, diagrams, captions, notes, footnotes, abridged abstract, key words and cited references. All papers shall include a maximum 100 word abstract. Papers failing to meet these requirements will be rejected. **See the attached pdf file:** *How to submit a paper to CELA 2005: an example of proper format*, for detailed instructions.

Submission Procedure:

Submission for peer review **requires both** paper and electronic copies as specified below:

- Submit one (1) paper copy of your paper complete with all images, captions and references, but exclude all authorship information.
- Submit one (1) separate authorship page that includes the following information:
 1. Paper Title
 2. Author(s)
 3. Address(es): Department, University or Company, City, State, Country; **exclude** street addresses, P.O. Boxes and zip codes.
- Submit by regular mail **postmarked no later than March 25, 2005** to:

CELA 2005 Papers Committee
609 Caldwell Hall
University of Georgia
Athens, GA 30602

- E-mail an attached electronic version of your paper (same as above) and an attached electronic version of your authorship page (same as above) to cela2005@uga.edu **no later than March 25, 2005**.
Electronic format requirements are as follows:

Word Processing formats: (MS Word for Windows is preferred):

- MS Word version 4.0 or newer for Macintosh or version 6.0 or newer for Windows. (Macintosh users must either save the document in Word for Windows format and add the .DOC file extension, or save it as a Word for Macintosh format using the appropriate .MCW file extension for use on Windows PCs.)
- RTF version Office 97 or newer.
- WordPerfect version 5.0 or newer for Windows.

Image content must be provided in appropriate publication-quality digital format as follows:

- Bitmap graphics (photographs or other scanned work) must be prepared at a resolution of 300 dpi or greater and submitted in TIF, JPG, or EPS file formats utilizing appropriate three-character file extensions.

- Vector graphics must be submitted in EPS, WMF, or EMF file formats utilizing appropriate three-character file extensions. *It is highly recommended that a PDF file version of each vector graphic be included as well.*
- Charts and tables must be prepared as separate files for placement within the document. Prepare them as an MS Excel spreadsheet file, saved in an XLS file format (version 4.0 or newer), or use the table functions within MS Word or WordPerfect, saved in the appropriate word processor document format indicated above. **DO NOT** prepare charts and tables as standard word processed documents using tab and space functions. *It is highly recommended that a PDF file version of each chart or table be included as well.*
- Provide placeholders in the text for image locations “Image #1,” “Image #2,” etc., but **DO NOT** imbed images in the word processing file. All images must be attached as separate files.

Review & Re-submittal

Papers will be returned to authors with peer review comments by April 29, 2005. If a paper is selected for inclusion in the conference proceedings, the author(s) will be requested to resubmit a final version of the paper with corrections by June 3, 2005. The format for the final submission will be the same as described above.