

GUIDELINES FOR AUTHORS

Registration, Abstracts submission, Submission of full paper, Instruction of payment conference fee

Registration

- Registration form on conference site: <http://conf.sfu-kras.ru/en/isuf2018/submitReport> (*Participation type, title of paper and presentation, author official information, upload abstract (before 31 January 2018), topic of conference, conference fee type, upload full paper (before 15 April 2018)*)
- Proposal for papers should take the form of abstracts of papers. The official conference language is English.
- Abstracts should be prepared in the following format: title of paper, author(s) name, affiliation, address, e-mail address, keywords and 300-word abstract (please, using the file *ISUF_abstract_template_2018*).
- Abstracts should be mailed to conference site (registration-upload abstract): <http://conf.sfu-kras.ru/en/isuf2018/submitReport>
- Abstracts of papers must be received on before 31 January 2018.
- Notification of whether abstracts have been accepted will be provided by 15 March 2018.
- Those whose abstract have been accepted will be required to pay a conference fee by 15 April 2018 to have their papers included in conference program and conference proceedings.
- Full paper should be prepared in the following format: title of paper, author(s) name, affiliation, address, e-mail address, keywords, text (max. 4000 words) and reference (please, using the file *ISUF_full paper_template_2018*).
- Full paper should be mailed to conference site (registration-upload paper): <http://conf.sfu-kras.ru/en/isuf2018/submitReport>
- Full paper must be received on before 15 April 2018.

Abstracts submission

- Submission of abstract
Abstracts are to be sent on conference site (registration-upload abstract): <http://conf.sfu-kras.ru/en/isuf2018/submitReport> absolutely before 31th of January, 2018.

- **Abstract Structure**
The submitted abstract must follow Abstract template, which could be downloaded from website of Conference (call for papers) by link: <http://conf.sfu-kras.ru/en/isuf2018/call>
Authors are asked not to use customized text formats in order to ensure the uniform appearance of articles. They should be prepared in the following format: title of paper, author(s) name, affiliation, address, e-mail address, keywords and 300-word abstract.
- **Abstract File name**
surname_abstract.doc (example: Fedchenko_abstract.doc) in Word 97–2004 format file (*.doc). This is the only acceptable file name.

Submission of full paper

- **Submission of paper**
Papers are to be sent on conference site (registration-upload full paper): <http://conf.sfu-kras.ru/en/isuf2018/submitReport> before 15 April 2018.
- **File name**
Surname_paper.doc (example: Fedchenko_paper.doc) in Word 97–2004 format file (*.doc). This is the only acceptable file name
- **Paper Structure**
The submitted paper must follow Full paper template, which could be downloaded from website of Conference by link: <http://conf.sfu-kras.ru/en/isuf2018/call>
Authors are asked not to use customized text formats in order to ensure the uniform appearance of articles.
 1. **Title of the paper**
Typeface: ‘Times New Roman’, size 16 pt, in bold type.
 2. **Author**
Author’s Name and Surname (for each author), Institution or University, professional postal and email address.
Typeface: ‘Times New Roman’, size 10 pt, single-spaced.
 3. **Abstracts**
Less than 300 words;
Typeface: ‘Times New Roman’, size 10 pt, in italic, single-spaced.
 4. **A maximum of five significant words in English.**
Typeface: ‘Times New Roman’, size 10 pt, in italic, single-spaced.
 5. **Text**
English language, not more than 4000 words including references and bibliography are highly recommended;
Typeface: ‘Times New Roman’, size 11 pt, single-spaced, hanging indent style;
The titles of paragraphs and the first paragraph following this title should be aligned left, without indent
 6. **References**
It will not be more than 450 words (It is included in the count of the words of the text);
Typeface: ‘Times New Roman’, size 10 pt, single-spaced, hanging indent style.
Authors' name and dates are given in the body of the text, for example (Biddle and hill, 1971), and references are listed alphabetically at the end of the paper, under the heading 'Reference', in the following form:

Conzen, M. R. G. (1968) 'The use of town plans in the study of urban history', in Dyos, H. J. (ed.) *The study of urban history* (Edward Arnold, London) 113-30.
 English Heritage (2010) *Understanding place: an introduction* (<http://www.english-heritage.org.uk/Publications>) accessed 23 June 2010.
 Hillier, B. (1996) *Space is the machine* (Cambridge University Press, Cambridge).
 Kropf, K. S. (1993) 'An inquiry into the definition of built form in urban morphology', unpublished PhD thesis, University of Birmingham, UK.
 Thompson, F. M. L. (ed.) (1982) *The rise of suburbia* (Leicester University Press, Leicester).

7. Images
 Maximum of six images;
 Images must have at least 300 dpi in *.jpg format and without royalties or copyright;
8. Image captions
 They will appear at the end of the article, after the References;
 They need to be written in typeface Times New Roman, size 10 pt, single-spaced, without indent.

Instruction of payment conference fee

- Those whose abstract have been accepted will be required to pay a conference fee by 15 April 2018 to have their papers included in conference program and conference proceedings.
- Conference fee

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|---|----------|
| regular conference fee | 280 Euro |
| regular conference fee + gala dinner | 340 Euro |
| regular conference fee + gala dinner + day bus tour | |
| conference fee for PhD and Master students | 145 Euro |
| conference fee for PhD and Master students + gala dinner | 205 Euro |
| conference fee for PhD and Master students + gala dinner + day bus tour | |

- Regular conference fee includes: participation to all conference sessions; 12 months subscription to Urban Morphology; conference proceedings (all conference procedures and materials, electronic publication); coffee breaks and lunches; gala dinner; university bus from city-center to University and back
- Agreement for payment (in English) could be downloaded from website of Conference (conference fee) by link: <http://conf.sfu-kras.ru/en/isuf2018/fee>
- or Agreement for payment could be signed by author and by representative of SibFU during the registration on the first day of conference in Krasnoyarsk in duplicate.
- Conference fee payment is required to all authors, whether they come to Krasnoyarsk

For more detailed information, please, contact by e-mail:

isuf2018@sfu-kras.ru

Sincerely Yours,
 ISUF 2018 Organizing Committee