

Preparing a Paper for the IRC-SLIA Conference

A template and how-to guide for authors



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This is the template and how-to guide for the IRC-SLIA Conference. Please insert your abstract here as one paragraph and follow the style rules that are outlined in the rest of the document. If you have additional questions, please do not hesitate to contact the ProceeDings team at IRC-SLIA.proceedings@dap.tuwien.ac.at.

Keywords: IRC-SLIA Conference, Paper Template, How-to Guide.

INTRODUCTION

Writing an IRC-SLIA paper is hard, but at least the formatting has become easier. In this template, we outline DOs and DONTs following the typical structure of a paper. Speaking of which, this is the introductory section which starts with a “IRC-SLIA_heading1” style. Please DO NOT start your paper with a paragraph, use a heading (typically “Introduction”).

The first paragraph after a heading is always “IRC-SLIA_paragraph_first”, the next paragraphs have the “IRC-SLIA_paragraph” style.

ELEMENTS OF YOUR PAPER

You should put at least one paragraph after a heading, please DO NOT start with a “IRC-SLIA_heading1” and immediately continue with a “IRC-SLIA_heading2”.

Headings have no numbering in IRC-SLIA, so please DO NOT write “1. Introduction” and “2. Elements of your paper”. This implies you should also reference your sections by name rather than by number (“see Elements of your paper” rather than “see section 2”).

Writing your paper title

The paper title should have the style “IRC-SLIA_title” and be in title case, i.e. “Preparing a Paper for the IRC-SLIA Conference” rather than “Preparing a paper for the IRC-SLIA conference”. Please DO NOT put a colon or dash into your paper title (“Preparing a Paper for the IRC-SLIA Conference: A template and how-to guide for authors”); rather use a “IRC-SLIA_subtitle” which must be written as sentence case (DO NOT write “A Template and How-to Guide for Authors” but “A template and how-to guide for authors”). Both title and subtitle end without a full stop (“.”).

Authors, affiliations and emails

Please use the “IRC-SLIA_authors”, “IRC-SLIA_affiliations” and “IRC-SLIA_emails” style for claiming ownership of the paper. Note that IRC-SLIA assumes that all authors have contributed in some way or another to the paper, and there IS NO designated Contact Author* (and no footnotes!) as in other conferences since we assume that you can contact every author and they will forward you to the right person. There is also no designation of student authors (or rank, so please DO NOT write “Prof. James Doolittle” but rather just “James Doolittle”); if

Picture of the Author (delete this text shape after putting the images of the authors in order)

you need to clarify the academic rank and/or individual contribution of each author, please insert an "Authorship Information" section before the end of the paper and state all details there.

Please write authors as "given name", "abbreviated middle name(s)" and "surname" (e.g. John R. R. Tolkien). Please write your name in English and DO NOT use other locales such as "阮"(please instead write "Nguyen"). Please DO NOT write surnames "WITH BIG LETTERS" because we already know that the last non-abbreviated surnames are the last name. If there are double names then you might either list them with a hyphen (e.g. "Foster-Jenkins") or leave them as they are ("Foster Jenkins", "Álvarez Sánchez").

Please introduce a superscript number for each author (e.g. ¹Wurzer, ²Lorenz) EXCEPT IF there is only one author, in which case you can omit the ¹. Use this number to identify the organization of each author (¹ACME, ²University of Nantes), EXCEPT IF multiple authors belong to the same organization (in this case use a comma-separated list of superscript numbers such as ^{1,2}TU Wien).

The same goes for emails. For multiple e-mails belonging to the same organization please use the format ^{1,2}{name|name}@something or hint at the generic format such as typically found in the format ^{1,2}{firstname.surname}@something.

Abstract and keywords

The summary of your paper is written as abstract (please DO NOT write "**Abstract.** yadda yadda" but just "yadda yadda" in style "IRC-SLIA_abstract" because it is clear that this must be your summary of the paper).

Please also constrain yourself to one paragraph (the rest of your paper will present more material, but this one paragraph will have to suffice for an average reader assessing your work) and also PLEASE DO make your abstract +

keywords fit on the first page (an abstract is not the beef but the beef advertisement).

Your abstract is followed by a "IRC-SLIA_keywords" paragraph which starts with the bold/non-italic Term "**Keywords:**" and a list of *italic* keywords that are comma-separated, finalized by a full stop ("."). Please list all relevant keywords, from general to special ("Generative Design", "Machine Learning", "Optimization") and DO NOT use terms that are applicable for a lot of IRC-SLIA papers, but do little to categorize your paper better (e.g. DO NOT list "CAAD", "Computer", "Application", "Architecture and Design", "AEC Sector" if you want to be found on CuminCAD and/or Google™ Scholar).

HEADINGS

As mentioned, headings are unnumbered, either "IRC-SLIA_heading1" or "IRC-SLIA_heading2".

IT IS GOOD PRACTICE TO HAVE MORE TEXT ON THE LAST LINE

So please break the heading text with SHIFT-ENTER if your heading text is long.

Heading text has requirements, too

The "IRC-SLIA_heading1" style will format your text as ALL CAPS. Please use sentence case on "IRC-SLIA_heading2" ("This is sentence case"). No full stops (".") or colons (":") after headings, as a general rule.

There is no "IRC-SLIA_heading3" style. Microsoft Word does not support run-in headings (headings that look like the above '**There is no "IRC-SLIA_heading3" style.'** followed by text.

BUT you can emulate "IRC-SLIA_heading3". Make a blank line, choose the "Paragraph First" style and write a paragraph like this one. The "heading text" should be bold and end with a full stop ("."). The rest should be regular text.

ENUMERATIONS AND BULLET LISTS

Sometimes you might wish to enumerate or list points you find important. In this case you (1.) can (2.) either (3.) put this directly into your text, or into some

- bullet points (choose "IRC-SLIA_bullet_list")
- that
- outline
- your
- important
- idea

If you want to express the order of things, then you will need to choose the "IRC-SLIA_enumeration" style to obtain:

1. things to do in the morning, or at least before noon, and
2. things to do during the rest of the day,
3. and things that are best done tomorrow.

If your enumeration does not start at 1, right-click the number and choose "Restart at 1". Please note that all enumerations or bullet points should be followed by "IRC-SLIA_paragraph_first", i.e. no indent.

You can also have dashes instead of bullets if you choose the "IRC-SLIA_dash_list" style:

- this is a point that uses a dash instead of a bullet and
- this is another such item

The paragraph after an enumeration, bullet or dash list should again have the "IRC-SLIA_paragraph_first" style.

USE OF FIGURES AND TABLES

In IRC-SLIA you can either have single or double-column images and tables. Regardless of what you use, you will have to insert the figure captions before you insert the figure or table.

Please DO NOT use Word's "Insert Caption..."

functionality but follow the procedure outlined below.

Inserting a caption

Start a new paragraph by pressing ENTER, then choose the "IRC-SLIA_caption" style. Enter "Figure 1" and press SHIFT-ENTER, then enter the caption text. Press ENTER.

Single-column figures

After inserting the caption, select the "IRC-SLIA_figure" style. Insert your figure. Select the figure. Under „Layout Options“, choose "In Back of Text". Press ENTER a couple of times to create the vertical space that the figure needs. Move the figure with your mouse so that it is vertically centered within the space you just created. You might need to insert another SHIFT-ENTER in the caption in order to align "Figure 1" to the start of the figure.



Single-column tables

It might suffice if you just copy the below single-column table paragraph with caption and adjust it to your needs. A second option would be to export the table to an image and repeat the procedure listed under "Single-column figures".

For all who want to know the quite complicated table insertion procedure from scratch, here is a precise run-down: After inserting the caption, choose the "IRC-SLIA_table" style and hit ENTER

Figure 1
Some caption for
the figure

Table 1
Some caption for
the table

a couple of times to make enough vertical space to accommodate your table. Please DO NOT insert a table right away. Rather insert a text box (under the "Insert" ribbon, click "Shapes", then choose "Text Box" which is situated under "Basic Shapes"). Draw a box over your created

paragraphs. Select the box by clicking on its outline. Under "Layout Options", choose Text Wrapping "In Back of Text". Under the "Format" ribbon, set the "Shape Outline" to "No Outline". Right-click the Text Box outline and choose

Figure 2
Some text

The image shows the text "IRC-SLIA" in a large, bold, blue, 3D-style font. The letters have a textured, metallic appearance with a slight shadow underneath, giving them a three-dimensional look. The text is centered horizontally and occupies a significant portion of the page width.

"Format Shape". Under "Shape Options", click "Layout & Properties" and set all margins to 0. Click inside the box. Then insert your table.

Please continue with "IRC-SLIA_paragraph_first" after a table.

Multi-column figures

To insert multi-column figures, you can copy our example or perform the following procedure:

1. Create two empty lines and select them
2. Under "Layout", select "Columns" and choose one column. Two continuous page breaks will be created.
3. Put the cursor on the line between the page breaks and create a caption (also see "Inserting a caption"); after pressing ENTER another empty line will be created between the section breaks. Follow the same procedure as in the case of a single-column figure (choose "IRC-SLIA_figure" style, insert the figure, choose "In Back of Text", press ENTER multiple times to reserve some

vertical space, move the image using the mouse.

Note that multi-column figures and tables typically appear at the very top or bottom of a page.

Multi-column tables

Either copy the example or perform the same steps as for multi-column images except for step 3, in which you follow the procedure outlined in section "Single-column figures" (i.e. create a Text Box, set that "In Back of Text", adjust the margins and insert the table in there).

EQUATIONS

There are two types of equations, inline equations that are part of a paragraph text and standalone equations which are similar to single-column figures.

Table 2
Some Caption

Inline equations

In order to insert an inline equation, simply press “Insert”, “Equation”, “New Equation” when in a paragraph. Note that you should only insert equations that are one line high such as $x^2 + y^2$ but not $\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ since this is higher than a line. Use a standalone equation for that case.

Standalone equations

Standalone equations are always single-column and contain the equation number to the right side of the equation (i.e. no caption in this case). Either copy the below example

$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad (1)$$

or perform the following procedure from scratch:

1. Press ENTER to create an empty paragraph
2. Give this the style “IRC-SLIA_equation”
3. Press ENTER multiple times to allocate some vertical space
4. Under “Insert”, choose “Shapes”, “Text Box” and draw over the newly-created lines.
5. Select the Text Box and set “Layout Options” to “In Back of Text”.
6. Set the outline of the Text Box to “No Outline”.
7. Right-click the outline of the Text Box and choose “Format Shape”. Under “Shape Options”, click “Layout & Properties” and set all margins to 0.
8. Click inside the box. Insert a table with exactly one row and two columns.
9. Remove the table borders.

10. Right-click the left column and choose “Table Properties”. Go to the “Cell” tab and enter 5.5 cm as width and vertical alignment “Centered”.
11. Repeat this for the right column, entering 1 cm as width.
12. Click into the left column and give it the “IRC-SLIA_multiline_equation” style. Choose “Insert”, “Equation” and enter your multi-line equation.
13. Click into the right column and give it the “IRC-SLIA_equation_number” style. Now write (1) as equation number into that cell.
14. Resize the Text Box so that the table fits nicely into it.

ALGORITHMS

It is sometimes nice to have the ability to include algorithms. Copy the following snippet to lay out algorithms:

Algorithm 1: ArraySum(A)

```
sum = 0
for each integer  $i$  in  $A$  do
    sum = sum +  $i$ 
end for
return sum
```

If you need line numbers you will have to insert them manually in each line and then press the TAB key:

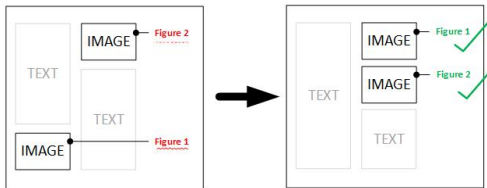
Algorithm 2: ArraySum(A) with line numbers

```
1 sum = 0
2 for each integer  $i$  in  $A$  do
3     sum = sum +  $i$ 
4 end for
5 return sum
```

CROSS-REFERENCING AND PLACEMENT

All figures, tables and algorithms must be referenced within the text. Please do not use Microsoft Word's cross-referencing feature but write "see table 1", "see figure 1", "as shown in algorithm 1", "(Algorithm 2)", "compare with table 2". This means that you SHOULD NOT write "as shown in this figure:" followed by the figure – **please always use the figure number** and place the figure somewhere close to the text that references it.

Please also NOTE that the order of captions is important (refer to figure 3): When reading all captions from top to bottom, "Figure 1" should always come before "Figure 2". However, as shown left in figure 3, it can be the case that this is not so (which is a limitation of IRC-SLIA's style). In that case, please move the text so that images appear after each other, as shown right in figure 3.



It is good practice to put blocks of figures or tables on the outer margin side (i.e. close to where the captions are).

CITING AND REFERENCES

Please use the APA (Author-Date) style for citing. Refer to "[APA Format Citation Guide](#)" ([Mendeley Website, n.d.](#)) and "The Ultimate Citation Cheat Sheet" ([Mendeley Cheatsheet, n.d.](#)) from which we now give some examples.

In-Text Citations

In-text references must be included following the use of a quote or paraphrase taken from another piece of work.

In-text citations are citations within the main body of the text and refer to a direct quote or

paraphrase. They correspond to a reference in the main reference list. These citations include the surname of the author and date of publication only. Using an example author James Mitchell, this takes the form:

Mitchell (2017) states... Or ...(Mitchell, 2017).

The structure of this changes depending on whether a direct quote or parenthetical used:

- Direct Quote: The citation must follow the quote directly and contain a page number after the date, for example (Mitchell, 2017, p.104). This rule holds for all of the variations listed.
- Parenthetical: The page number is not needed.

Two Authors:

The surname of both authors is stated with either 'and' or an ampersand between. For example:

Mitchell and Smith (2017) state... Or ...(Mitchell & Smith, 2017).

Three, Four or Five Authors:

For the first cite, all names should be listed:

Mitchell, Smith, and Thomson (2017) state... Or ...(Mitchell, Smith, & Thomson, 2017).

Further cites can be shorted to the first author's name followed by et al:

Mitchell et al (2017) state... Or ...(Mitchell et al, 2017).

Six or More Authors:

Only the first author's surname should be stated followed by et al, see the above example.

No Authors:

If the author is unknown, the first few words of the reference should be used. This is usually the title of the source.

If this is the title of a book, periodical, brochure or report, is should be italicised. For example: (*A guide to citation*, 2017).

If this is the title of an article, chapter or web page, it should be in quotation marks. For example: ("APA Citation", 2017).

Citing Authors With Multiple Works From One Year:

Figure 3

Order of captions:
(left) wrong order
(right) correct order

Works should be cited with a, b, c etc following the date. These letters are assigned within the reference list, which is sorted alphabetically by the surname of the first author. For example: (Mitchell, 2017a) Or (Mitchell, 2017b).

Citing Multiple Works in One Parentheses:

If these works are by the same author, the surname is stated once followed by the dates in order chronologically. For instance:

Mitchell (2007, 2013, 2017) Or (Mitchell, 2007, 2013, 2017)

If these works are by multiple authors then the references are ordered alphabetically by the first author separated by a semicolon as follows:

(Mitchell & Smith 2017; Thomson, Coyne, & Davis, 2015).

Citing a Group or Organisation:

For the first cite, the full name of the group must be used. Subsequently this can be shortened. For example:

First cite: (International Citation Association, 2015)

Further Cites: (Citation Association, 2015)

Citing a Secondary Source:

In this situation the original author and date should be stated first followed by 'as cited in' followed by the author and date of the secondary source. For example:

Lorde (1980) as cited in Mitchell (2017) Or (Lorde, 1980, as cited in Mitchell, 2017)

Reference Types

Hanging indent for all references. **Remember to organize your references alphabetically.** Remember to delete this line of text and any other template text before submitting your paper.

Author, A. A. (Year of publication). *Title of book in italics* – Capital letter also for first word of subtitle or for any Proper Nouns in title. Location: Publisher.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article goes here. *Title of Journal or Newspaper Periodical, volume number*(issue number), pages.

Author, A.A. (Year). *Title of online document*. Retrieved from <http://copyandpastefullURLfromwebaddresswindowofbrowser>

Name of Organization. (Year). *Title of online document*. Retrieved from <http://copyandpastefullURLfromwebaddresswindowofbrowser>

Web page or website section title. (Year). Retrieved from <http://copyandpastefullURLfromwebaddresswindowofbrowser>

PAPER LENGTH

Your paper must have 6, 8 or 20 pages (including references). Any other page count will result in an error during upload to the submission system. To adapt your paper length to these limits, you might need to increase page count (more text, bigger figures) or cut some content such as:

- screenshots of coding environments (e.g. Grasshopper) which show that "it was a lot of work" but do little else to help the readers' understanding,
- pictures of people visiting your pavilion ("here is the proof - people actually visited!") or pictures of the robot that produced your work, if the paper is not strictly about this subject,
- abstracts which fill the entire first page,
- and, generally, "picture gallery" type of pages which contain hardly any text.

For the latter point it might be good to use subfigures (i.e. one figure that contains (a), (b), (c) or (left) and (right) as in the case of our figure 3). Merging many small figures into one big figure will in most cases also conserve space.

SUBMITTING YOUR PAPER

Before uploading your paper, **please update your submission metadata** in the Easy chair system

<https://easychair.org/account2/signin?!=896918>

[6835514107403](#)). Your title must match the title in your paper exactly (character by character, this is!), and your authors must be the same as those in the paper (including spelling: Jan Yang is not the same as Jan YANG; Frederick H. Wells is not the same as Frederick Wells). Please also update the abstract (copy-paste from the paper to be sure that it matches).

Then, you can **upload your paper as a zip file** containing your paper in two versions, (1.) a docx file and (2.) a PDF printout of the latter (<http://www.IRC-SLIA.org/conf23/papers/author/upload.php>). OpenConf will check your upload according to the following checklist:

- do title, authors, keywords, abstract match the submission metadata?
- is the page count correct (6, 8 or 10 pages)
- have all figures and tables been referenced in the text (e.g. via "see figure 1"; "as shown in table 2")? are all figure/table captions filled with text?
- are the paper dimensions and margins as required?
- are the references given in the correct style?

Additional checks will ensure that

- the figure numbers at the page margins are increasing from top to bottom (figure 1, figure 2 and not figure 2, figure 1 which can be the case if you place two figures on opposite columns in the paper; see again "Cross Referencing and Placement")
- you have used the IRC-SLIA_xxx styles throughout your paper and did not override styles (e.g. changed font)

After passing these checks, your paper will be uploaded to the system. Editors will check your content for readability (do the figures/tables help the understanding of the reader? are figures adequately sized (readability) and ready for print (300dpi)? Are the figure captions concise? were all points mentioned in the review

process addressed?) and will report back to you if a problem was found.

WHAT IF I CANNOT UPLOAD? TROUBLESHOOTING & TECH SUPPORT

If you have any technical questions, you can always contact the IRC-SLIA special support team at:

Please attach your zip file and give a short problem description.

CONCLUSIONS

Writing IRC-SLIA papers is hard, but at least formatting has become easier. Please be sure to hand in a ZIP file containing both a docx file and the pdf you generated from that. Thank you!

REFERENCES

Mendeley Website (n.d.). APA Format Citation Guide [Online]. Available at: <https://www.mendeley.com/guides/APA-citation-guide/> (Accessed: 8 February 2022)
'Ultimate Citation Cheat Sheet' (n.d.). *Mendeley*. Available at: <https://static.mendeley.com/md-stitch/releases/live/Ultimate-Citation-Cheat-Sheet.ff2b5c38.pdf> (Accessed: 8 February 2022).