Title of paper. (max 15 words, 14-point Arial, bold; end title with a full stop). Possible second line for the title of the paper

*First name* Surname a, *First name* Surname b, *First name* Surname c, etc. (10,5-point Cambria; single spacing; left-aligned; first name with italics; 12 pt spacing before and 8 pt spacing after)

a Affiliation (from small unit to large unit), example: Faculty of Architecture, RWTH Aachen University, Aachen, Germany, email address of corresponding author [9 point Cambria; single spacing; 6 pt spacing after].

b Affiliation (from small unit to large unit), example: Faculty of Architecture, RWTH Aachen University, Aachen, Germany.

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**Abstract.** All articles *must* contain an abstract. After the affiliations, leave 1 line of 9pt Cambria space and write your abstract. The abstract should be indented 16mm from left and right margin and the word “abstract” should be in bold followed by a full stop. After the abstract, leave again 1 line of 9pt Cambria space before writing the keywords. After writing the abstract and keywords, please continue with the main text on the same page. Leave 2 lines 9pt Cambria space between keywords and the main text of your article. The abstract should give a brief summary of the contents of the paper, describing to the readers concisely the background of the study, its general aims, the methods used, the main results and the conclusion drawn from the outcomes. The abstract should be approximately 200 words in a single paragraph and cannot include tables, figures, or references.

**Keywords.** Provide here your keywords, separated from each other with a comma.

# 1. Introduction (12-point Arial, bold)

This template was written to guide you through the process of writing your paper. Please pay attention to the formatting required and the information provided.

The document is based on an A4 page size and contains a left and right margin of 25mm. The top margin is 36.3mm and the botton margin is 20mm. The whole text except from titles is justified and formatted using a 9pt Gambria font. Please do not add any additional headers, footers, footnotes and page numbers to this paper to ensure that all papers are formatted in the same way for later processing.

Full papers have a size of max 8 pages including references and appendices. If you registered for an extended abstract, please refer to the template provided for extended abstracts.

## 1.1 Title Formatting (11-point Arial, bold & italics)

Title formatting is described next to the first title of each title level. If you consider it appropriate to the content of your paper, please use different levels of titles, but do not go beyond 4 levels (e.g. Level 1: General title, Level 2: Section title, Level 3: Subsection title, Level 4: Subsection within a subsection e.g. 1.1.2 Further information on Subsections). Always remember to change line after writing a title in order to continue writing except after a Level 4 title.

1.1.2 Level 4 title formatting (10-point Arial, bold, italics with a full stop). In case of a Level 4 title, write a full stop and continue writing on the same line with the title.

## 1.2 Content of the Introduction

In the introduction please refer to the most important terms and definitions related to your study, previous studies on the topic, the existing gap in literature and the aim of the project described in the paper. Try to be precise and to the point.

# 2. Methods

In the method section please describe step by step how you conducted your study or how you are planning to contact your study.

## 2.1 Figures

Figures can be a good way to visualize processes within your methods. Each figure should have its own figure caption that briefly describes its content and any key terms. A key might be helpful in case an interpretation of various lines and symbols is needed. Please number your figures in a consecutive way starting from number 1.

Figures should be of high quality, with good use of space (no large white spaces around figures) and with clearly visible elements (e.g. lines should not be thinner than 0.5pt).

Please ensure that you have permission to use your figures/illustrations and that they do not contain any copyright. In case a permission to use the figure was granted by the copyright holder, then a clear statement that “permission to use the figure was granted” should be placed in the figure caption.

For the figure caption use again 9pt Cambria with single spacing and 8 pt spacing after. Start with **Figure 1** in bold and then use italic text for the caption below.

**Figure 1**

*Figure Caption*

A reference to each figure should be present within the main text.

# 3. Results

In the results section the authors should describe the main outcomes of their study as clearly as possible. Authors could provide here some demographics or general characteristics of their subjects (if applicable), results from statistical analyses or visualizations without subjective interpretation of the outcomes (interpretations can be placed in the Discussion).

## 3.1 Tables

Tables could help visualize information more concisely and clearly.

Tables should be numbered sequentially starting with 1 and referenced inside the text. Ideally they should be placed close to its reference.

Tables should be centered and the text within the tables should be 9.5pt Cambria, single spacing and 6pt spacing after. The table caption should be 9pt Cambria, single spacing, with a 3pt space after. The authors should start the caption with bold letters and then switch to italic text. E.g. **Table 1** and below in italics the Table caption.

Additionally, authors should leave visible only the horizontal lines of the table For simple tables the lines above and below the first row should be visible and the line at the bottom of the table as shown in the example below. The line thickness should be max 1.5 pt.

**Table 1**

*Table caption*

|  |  |  |  |
| --- | --- | --- | --- |
| text | text | text | text |
| text | text | text | text |
| text | text | text | text |
| text | text | text | text |
| text | text | text | text |

## 3.2 Equations

The equations should follow the same font type and size as with the main text of the paper. Variables within an equation should be in italic, although for some mathematical concepts a Roman font might be better e.g. for cos, sin, tan. For example, see equation below:

|  |  |
| --- | --- |
| $$E=m⋅c^{2}$$ |  |
|  |  |

The equations should be indented by 5mm from the left margin. Additionally, equations should be numbered sequentially starting from 1 like Figures and Tables and should be referenced in the text.

# 4. Discussion

In the discussion section the authors should briefly summarize the main outcomes, relate the outcomes to previous relevant studies and provide their interpretation of the data. It is important for the authors to refer to the limitations of their studies and how future studies could explore the topic further.

# 5. Conclusion

In the conclusion section the authors should provide a very brief paragraph summarizing all the information provided in the paper.

# 6. Acknowledgements

In the acknowledgements section the authors could add information on the funding organisations, which supported the project or people who helped but are not named as authors in the paper. This section is not compulsory.

# 7. References

It is important that all references referred to in the text are listed in the reference section at the end of the paper. For this conference we will be using the APA 7 reference system. More information on this style can be found here: [In-Text Citations: The Basics // Purdue Writing Lab](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html)

**Example of two authors:**

Surname of author, Initial of first name of author., & Surname of second author, Initial of first name of second author. (year of publication). Title of paper. *Title of the journal in which the paper was published*, *Volume number*(Issue number), pages. Doi link.

# 8. Appendices

In the appendices section the authors should place any tables, figures or examples of measures, which are not necessary in the main text, but are considered important to enhance understanding of the paper.