INSTRUCTIONS FOR AUTHORS

[Please use the Word template file to facilitate the preparation of the paper.]

Preparation

The preferred formats for the text and tables of your manuscript are .doc or .docx, prepared using Microsoft Word. It is essential that the file be saved in the native format of the word processor used. Please refrain from enabling automatic hyphenation. Equations and tables should not be inserted as graphic elements but should be created using the word processor's built-in tools. To minimise errors, it is strongly recommended that you utilise the spell-check and grammar-check functions of your word processing software.

Manuscript Style

The text should be as concise and focused as possible, excluding any content not directly relevant to the subject matter, while including any pertinent safety, environmental, or ethical considerations. All statements and references must be accurate and verifiable. Any speculative content must be explicitly identified as such.

The text should be written in the third person and avoid colloquial language; texts originally prepared for oral presentation will therefore generally require revision. References to individuals, organisations, products, or services should be avoided unless essential to the understanding of the subject, in which case they should appear only once. The text must not include language that is unduly complimentary or derogatory towards any person or organisation.

Following acceptance, key contributors to a project may be listed separately in an Acknowledgements section.

Preparation of References

All references should be cited in the text as: (Author, 2006) or (Author, 2006, p. 25) or (Author 1 & Author 2, 2006) or (Author et al., 2006). The form (Author, 2006 a, b) is used when there are two papers of the same author(s) published in the same year. The list of references is arranged alphabetically according to the first author; do not use numbers. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). All references must be complete and accurate. References will be given in the original language, using only the Latin alphabet (use transliteration if necessary). For references with more than one author, include the names of all authors (do not use et al. or other abbreviations). Papers "in preparation" or "submitted" are not valid references.

Artwork Instructions

Artworks can be divided into two types. Halftone artwork includes photographs, paintings, or other images containing shades of gray. Line artwork consists of any figures such as graphs, charts, diagrams, maps, and drawings that are entirely black on white, with no shades of gray. Graphs, charts, diagrams, maps, and drawings in which shading is indicated by stippling (dots) or crosshatching (lines) are also considered line art. All artworks – drawings, diagrams, photographs – are called figures and should be denoted and referred to as "Fig.", with capital first letter. They should be numbered serially by arabic numbers and should be cite in paper (e.g. Fig. 1, Fig. 7 or Figs. 1 and 7).

Supplied figures separately from the text, with each one saved as a separate file. Ensure that each illustration has a caption. Supply captions on a separate page, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Figures should be included wherever possible to enhance the understanding of the text. Color

figures are for the time being not acceptable therefore they must be suitable for reproduction in black and white. Detailed maps, CAD drawings and large charts do not reproduce well on screen and will not be accepted.

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To have a uniform look for all artwork contained in a single article, the lettering on the artwork should have a finished, printed size, no smaller than 7 pt for normal text and 6 pt for superscript and subscript characters. Smaller lettering will yield text that is hardly legible. Text in the illustrations should be typed in the font corresponding to the main text. For composite figures do not mount together their parts. You should note that during the production and typesetting processes your figures may need to be reduced or increased in size to fit the design of the journal. To achieve the best results, you are advised to prepare your artworks at the same size they will be reproduced in the final article.

File Formats

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File Naming

Name your figure files with "Fig." and the figure number, e.g., Fig1.eps. Composite figures should be named by their parts, e.g., Fig2a.jpeg.

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- **Language:** The paper will be written in English. The captions accompanying figures and tables should be in English.
- Do not use footnotes or endnotes.
- **Format:** Page Setup: <u>Paper Size</u>: (21 cm width 21 cm height); <u>Margins</u>: Top = 3,5 cm, Bottom = 3,5 cm, Inside = 3,5 cm, Outside = 6,0 cm, Gutter = 0 cm; <u>Layout</u>: Header = 1,5 cm, Footer = 1,5 cm;
- **Font:** TT HOVES Medium for headings. Use TT HOVES Light for body text.
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- **Paragraph Spacing:** 1.00 lines spacing with 6pt spacing after each paragraph (set in Word: Home > Paragraph > Line and Paragraph Spacing > 2.0, Spacing After: 6pt).
- **Indentation (Tabs):** No first-line indentation for paragraphs (set in Word: Home > Paragraph > Indentation > First Line: 0pt).
- **Page Limit:** Maximum 10 pages, including references, figures, and tables.

- **Submission:** Submit as a Word document (.docx) and .PDF.
- **Review Process:** Double-blind peer review. Submit a PDF file – Reviewers version. The version intended for reviewers must have all information related to the authors and their affiliations removed.

Manuscript Structure

1. **Title:** Concise, reflecting the conference theme.
2. **Abstract:** 150–250 words, summarizing research and theme relevance. The abstract should reflect the paper (background, material and methods, results, conclusion). The abstract should not include references, figure citations or acronyms.
3. **Keywords:** 4–6 keywords, including "Architecture," "Collaboration," "Trust," "Convergence" (justified, "Keywords" in bold). Keywords should not repeat the title of the manuscript.
4. **Sections:** Introduction, Literature Review, Methodology, Results, Discussion, Conclusion.
5. **References:** APA style, TT HOVES, 10.5 pt, justified. The list of references is arranged alphabetically according to the first author; do not use numbers. References will be given in the original language, using only the Latin alphabet (use transliteration if necessary). For references with more than one author, include the names of all authors (do not use et al. or other abbreviations).
6. **Acknowledgments (optional):** TT HOVES Light 9 pts., Spacing After 10 pts., Spacing Before 22 pts.

Submission Checklist

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is Microsoft Word document file format.
- The text is single-spaced; uses a 10.5 point font; employs italics, rather than underlining; and all illustrations, figures, and tables are

- placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- Use TT HOVES Light (10.5pt) for body text, TT HOVES Medium for headings.
- Tables should be numbered consecutively in accordance with their appearance in the text and given a suitable caption. Tables should be simple with brief column headlines (including all units) and as few rows and columns as possible. Each table should be numbered consecutively and referred to in the text (e.g. Table 1).
- Use lines spacing text with 6pt spacing after paragraphs, no indentation.
- Submit a separate PDF file for blind review.
- Ensure figures/tables are high-resolution (300 dpi) and referenced in text.
- Verify alignment with the conference theme: "Convergence - Architecture as a Framework for Collaboration and Trust."

Contact: convergence@groups.tuiasi.ro