SP2019 Author Instructions

All files and correspondence: sustainableplaces@r2msolution.com

WORKSHOPS (DOI assigned if post-event report is submitted, no peer-review)

- Workshop leaders are their own session moderators
- Ensure the workshop leader or a designated participant brings a laptop. Please arrive early to arrange the assigned room for the desired setup
- Send final public versions of all presentations for upload on SP website by 10th June
- For workshops desiring to publish a workshop report, send formatted Proceedings entries of workshop report (4 pages max) by 1st July

PROCEEDINGS CONFERENCE PAPERS (DOI assigned, no peer-review)

- Send a backup draft of 20' presentation in PPT/PDF format (using SP2019 logo) by 3rd June
- Bring thumb drive and please arrive early to the assigned room to ensure the session moderator has your file and any concerns are addressed prior the start
- Send full paper (4 pages max) formatted for Proceedings by 5th June
- Send final public version of presentation for upload on SP website by 10th June

BUILDINGS JOURNAL EXTENDED PAPERS (DOI assigned if selected for publication after peer-review)

- Send a backup draft of 20' presentation in PPT/PDF format (using SP2019 logo) by 3rd June
- Bring thumb drive and please arrive early to the assigned room to ensure the session moderator has your file and any concerns are addressed prior the session commencement
- Send final public version of presentation for upload on SP website by 10th June
- Authors submit digitally and personally by 1st July a cover letter confirming copyright ownership along with their submission manuscript (7-9 pages as an extension of the proceedings conference paper (additional/new content)) formatted for Buildings journal to https://susy.mdpi.com/. Please choose Sustainable Places 2019 special issue under the Buildings journal drop-down menu. Peer-review takes approximately 3-4 months.
- Authors may choose to not submit a proceedings paper, submit only an extended paper and at the conference make a presentation. In this case, SP2019 cannot guarantee a paper will be published as it will depend on the MDPI journal review process (external to SP2019).

N.B Expanded and high-quality conference papers can be considered as Buildings journal submissions if they fulfil the following requirements: (1) the conference paper should be expanded to the size of a research article; (2) the conference paper should be cited and noted on the first page of the submission; (3) if the authors do not hold the copyright of the published conference paper, authors should seek the appropriate permission from the copyright holder; (4) authors are asked to disclose that it is conference paper in their cover letter and include a statement on what has been changed compared to the original conference paper. Buildings does not publish pilot studies or studies with inadequate statistical power.

PRESENTATIONS (no DOI assigned, no peer-review)

- Send a backup draft of 20' PPT/PDF by 3rd June. The conference is not specifying a template. Do include the SP2019 logo as a minimum on your cover slide.
- Bring thumb drive and please arrive early to the assigned room to ensure the session moderator has your file and any concerns are addressed prior the session commencement
- Send the final public version of presentation for upload on SP website by 10th June

POSTERS (DOI assigned if post-event report is submitted, no peer-review)

- All posters will be displayed on Thurs 6th June & Fri 7th June at Lazzaretto, authors can bring posters on Wednesday and the conference organizers will take responsibility for display.
- Poster formatting: No size requirements, but please use the SP2019 logo if possible.
- An accompanying hanging device is suggested but not required (will be provided at no cost)
- Send final public version of poster in high-resolution for upload on SP website by 10th June
- If a paper is submitted associated with the poster, please send it formatted to Proceedings (4 pages max) by 10th June.