

## SP2020 Author Instructions

All correspondence: [sustainableplaces@r2msolution.com](mailto: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 with a HDMI adapter. Please arrive early to arrange the assigned room for the desired setup.
- Send final public versions of all presentations for upload on SP website (post event for dissemination purposes) by **Friday 6<sup>th</sup> November**.
- For workshops desiring to publish a workshop report, send formatted Proceedings entries of workshop report (4 pages max) by **Friday 20<sup>th</sup> November**.

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

- Prepare presentation in PPT/PDF format (using SP2020 logo at least on 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 scheduled start time.
- Send full paper (4 pages max) formatted for Proceedings by **Wednesday 28<sup>th</sup> October**.
- Send final public version of presentation for upload on SP website by **Friday 6<sup>th</sup> November**.

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

- Send CVs and short bios of all co-authors along with the abstract on the CfP application.
- Prepare presentation in PPT/PDF format (using SP2020 logo at least on 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 final public version of presentation for upload on SP website by **Friday 6<sup>th</sup> November**.
- Authors submit digitally and personally by **Wednesday 28<sup>th</sup> October** 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 2020 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, SP2020 cannot guarantee a paper will be published as it will depend on the MDPI journal review process (external to SP2020).

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.

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### PRESENTATIONS (no DOI assigned, no peer-review)

- Prepare presentation in PPT/PDF format (using SP2020 logo at least on 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 **Friday 6<sup>th</sup> November**.

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

- All posters will be displayed on all 3 days of SP2020 (28<sup>th</sup> – 30<sup>th</sup> October), authors can bring posters on Wednesday and the conference organisers will take responsibility for display.
- Poster formatting: No size requirements, but please use the SP2020 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-res. for upload on SP website by **Friday 6<sup>th</sup> November**.
- If a paper is submitted associated with the poster, please send it formatted to Proceedings (4 pages max) by **Friday 6<sup>th</sup> November**.