Guidelines

Address for submission
All papers must be submitted as an attached WORD file or via WeTransfer to the following email address: constructionibus@gmail.com

Filename
The file should be named as follows: surname of author1_essay (in .doc or .docx).

Paper length and image number
The final paper should be between **20,000 and 35,000 characters** (including spaces and endnotes, but excluding bibliographic references). Papers may include a **maximum of 15 figures** in colour. Graphs and tables count as figures.

Maximum number of authors: **3**.

Language
All papers must be written in **high-quality English (UK)**. We recommend that you have your paper checked by a **native speaker**.

Format & Sizes
- Manuscripts in Microsoft Word format.
- Title: Times New Roman 14, bold
- Main text: Times New Roman 12, line spacing 1.15.
- Captions: Times New Roman 10.
- Endnotes: Times-Roman 10.
- No footnotes, only endnotes.
- Images only in jpeg format with resolution 300 DPI.

Structure of the paper
1. Title: Please provide both a long and a short title for your paper.
   Long titles can be a maximum of 120 characters; short titles can be a maximum of 40 characters.
2. Name, surname of author1 (Affiliation author 1: University/Institution, Country)
   Author 1 email:
   Author 1 short biography: 500 characters maximum
   Name, surname of author2 (Affiliation author 1: University/Institution, Country)
   Author 2 email:
   Author 2 short biography: 500 characters maximum
   Name, surname of author3 (Affiliation author 1: University/Institution, Country)

Author 3 email:
Author 3 short biography: 500 characters maximum

3. Abstract: The abstract should comprise between 150 and 250 words. It should include an opening sentence that states the question/problem addressed by the research followed by enough background content to give context to the study and a brief statement of primary results. The abstracts should be ended with a short concluding sentence. Do not include citations or undefined abbreviations in the abstract. Any abbreviations that appear in the title should be defined in the abstract.

4. Keywords: no more than 5.

5. Main text: Provide a title to each section. An introduction, including a description of the main topic, the related research questions, the state-of-the-art and the methodology; further sections explaining the research in detail; a conclusion which puts the work in context and reflects on the main results.

6. Acknowledgements (optional)

7. Bibliography.

8. Archival sources.

Figures

- All figures (images, graphs, tables) should be provided in .jpeg format. Figures will be printed in color. Use a resolution of 300 DPI for pictures. Tables should also be provided as .jpeg. Name your figures as follows: "surname of author1_ Fig_Number". For example, the first figure of the example paper should be named "Smith_Fig_01".

- Compressed images and their captions should be inserted by the author(s) in the Word document. To import a figure, click on "Insert" at the top of the page, select "Pictures" and select "Insert". Select the imported figure and click on "Format" at the top of the page and "Position" to indicate where the figure should be. and set its width to 17.64 cm in the "Format" tab at the top right of the page.

- To reduce the size of your paper doc file 5, it is crucial to compress all figures inserted in your paper. You will be able to send the high-resolution figures (max. 5MB) separately upon the final acceptance of the paper.

- For Windows users, once all figures have been inserted into the paper, select one of them and click on "Format" at the top of the page, then "Compress Pictures". Uncheck the box "Apply only to this picture" and select "E-mail (96 DPI)". All images are now in low resolution. For Mac users, once all figures have been inserted into the paper, choose "File" and "Reduce File Size". Check the box "All pictures in this File" and select "E-mail (96 DPI)".

Inserting captions

- To place a caption, right click on the figure and select "Insert Caption". The caption for the first figure should be named "Figure 1" and the style of the caption should correspond to the style "Caption". Type a succinct description of the figure and mention its source between brackets, before a full stop.

- Photos: The caption should indicate the place/subject of the picture (photo by initial letter of the name + surname), and information about where it was accessed (e.g., a museum, a website), number of the inventory. E.g. Figure 5. Lisbon, harbour (photo P. Catrica). From: City Council Archive, M345. http://www.artstor.org (accessed January 18, 2026).

- Film/documentary image: Provide a caption with description, director, title, year, and timestamp, plus a full bibliography entry with creator, image title/description, year, medium, source/URL.

  > Caption: Screenshot of [Scene Description]. *Film/Documentary Title*, directed by [Director's name+surname], year, [Platform/Source], [Screenshot at hh:mm.ss].

  > > Example: Figure 4. Screenshot of a pillar assembling. *A Ponte Salazar sobre o rio Tejo*, directed by Celestino Teixeira, 1966, www.youtube.com, [00:08.49].

  > Bibliography Entry (Full Entry). It goes in your final list of sources: Director's surname, First name, dir. *Film Title*. [Year]. [Distributor/Platform]. (Film/Documentary). URL (if online).

  > > Example: Teixeira, Celestino, dir. *A Ponte Salazar sobre o rio Tejo*. 1966. Lisbon: Gabinete da Ponte sobre o Tejo. (Documentary). www.youtube.com/watch?v=7USeAr5U9b0.

- To refer to a figure in the text, mention the reference between brackets at the end of the sentence before a full stop (Fig. 1). To refer to multiple figures, use "Figures" (Figs. 1–2).

Submitting the high-resolution figures

After acceptance of your paper, the high-resolution figures (max. 15 figures, max. 5 MB per figure) must be submitted in separated files. Further information will be provided in the Acceptance Notice.

Images copyright

Authors must have the copyright owner's written permission to use all images (on a document or just by email). No proof is required for images out of copyright, drawn by yourself or taken by yourself. All images are required at 300 DPI. Please, name the separate image files clearly (e.g. Smith_Fig04).

Stylistic Conventions Years and Dates

Time spans to include last two digits, except when crossing a century (1935-42; 1890-1905). Decades to be written as 'the 1930s'. Months to be spelt in full in the text and abbreviated in References. Units Use metric measurements where possible. Provide conversions to metric when quoting original sizes or where discussion requires use of original units.

Quotations

• Quoted words, phrases, and sentences run into the text are enclosed in double quotation marks:

e.g.: "An ethos the documentary underscores through its portrayal of long-lasting built work", said Smith.

• Single quotation marks enclose quotations within quotations:

e.g.: He started by saying "I often quote Foster who noticed that 'while we design our buildings, they ultimately influence our behaviour and experience' in a public conference".

• Words inserted into a citation where text has been removed, to maintain sense, should be included within square brackets:

e.g.: "the only copy [which] was available to the public ...".

Upper case / lower case

Keep caps to a minimum (e.g. Paris tower, city council of Los Angeles, president Ford, convent of the Dominicans). The capitalized ones go for the names that indicate eras, and events of great importance (the Renaissance, the Middle Ages, the French Revolution), for the names of Institutions are also capitalized (as authorities); the centuries (e.g. Five hundred) and years (e.g. Twenty, Thirty). Geographical divisions will be lowercase (north-east of Spain).

Italics

Foreign Languages Words or phrases in foreign languages used in English should be in italics – *ipso facto*, *per annum*, *raison d'être, Weltanschung.*

Abbreviations Acronyms

To be explained at their first use; thereafter the initials only should be used, thus: Construction History Society (CHS); The Museum of Modern Art, New York City (MoMA).

In-text citations, references and endnotes

• Use The Chicago Manual of Style (17th edition) author-date system in the text, with page numbers when available:

- (Dickstein 2002, 71)
- (Einstein 1923, 170)
- (University of Amsterdam 2018)
- (Edward M. House Papers 1918)
- up to three authors, (Keng, Lin, and Orazem 2017, 9–10)
- for more than three authors, (Bay et al. 2017, 465)

- Use endnote numbers in the text between curved brackets. All sources must be cited.

Final Bibliography

To create a bibliography, please use *The Chicago Manual of Style* (17th edition) with the author-date system. You will find the detailed guidelines and many examples online. If any, please list the archival sources under a separate heading at the very end of the paper. The final bibliography must be put into alphabetical order. If there are homonyms, add the initial letter between the surname and the year of publication. If there are several different works by the same single author, put them in date order: oldest to newest.

- Journal article:
  Upton, Dell. 1991. "Architectural History or Landscape History?". *Journal of Architectural Education* (1984-) 44, no. 4 (1991): 198-199, https://doi.org/10.2307/1425140.

- Book chapter
  Somaini, Antonio. 2009. "Effets de présence du cinéma dans l'architecture. Eisenstein et Tschumi", In *Oui, c'est du cinéma, formes et espaces de l'image en mouvement*, edited by Philippe Dubois, Lúcia Ramos Monteiro & Alessandro Bordina, 2-34. Udine: Campanotto Editore.

- Monography:
  Demanet, Armand. 1847. *Cours de construction professé à l'Ecole Militaire de Bruxelles (1843 à 1847).* Brussels: A. Whalen & Cie.

- Movie review:
  Schrank Sarah. 2004. "Golden Gate Bridge Prod. by Ben Loeterman. Ben Loeterman Productions, 2004. 56 mins" *Journal of American History*, Volume 91, Issue 3, December 2004: 1132–1133, https://doi.org/10.2307/3663031.

- Online Video (YouTube/Vimeo - Bibliography Entry):
  Format: "Video Title." Video. Posted by User Name (if known). Platform. Duration. URL.

Example: "1972. The Historic Building Investigator - Look Stranger". Video. Posted by BBC Archive. YouTube. 18:16. https://www.youtube.com/watch?v=ZI3e3WS8mFM.

- Online/Streaming Film (Bibliography Entry)
  Format: Director's Surname, First Name, dir. *Movie Title*. Production Company or Distributor, Year. Movie Length. URL.
  Example: Weir, Peter, dir. *The Truman Show*. Paramount Pictures, 1998. 1 hr. 43 min. https://www.netflix.com/watch/11819086.

Terms and conditions

By submitting a paper for International Symposium Construction History & Film, you agree to these terms and conditions:

• I confirm that I and any listed authors are the sole authors of the work I am submitting and that it is written in our own words.

• I understand that submitted papers will be reviewed and accepted or rejected by a designated committee and that the decisions of this committee are final.

• I agree that if my paper is accepted, I or one of the listed presenters will then confirm attendance by registering for the symposium.

• I confirm that I have the reproduction rights for all figures used in the paper.