Preparing a Paper for the eCAADe Conference

A template and how-to guide for authors

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This is the template and how-to guide for the eCAADe Conference. Please insert your abstract here as one paragraph and follow the style rules that are outlined in the rest of the document. If you have additional questions, please do not hesitate to contact the ProceeDings team at ecaade.proceedings@dap.tuwien.ac.at.

**Keywords:** eCAADe Conference, Paper Template, How-to Guide.

INTRODUCTION

Writing an eCAADe paper is hard, but at least the formatting has become easier. In this template, we outline DOs and DONTs following the typical structure of a paper. Speaking of which, this is the introductory section which starts with a “ecaade\_heading1” style. Please DO NOT start your paper with a paragraph, use a heading (typically “Introduction”).

The first paragraph after a heading is always “ecaade\_paragraph\_first”, the next paragraphs have the “ecaade\_paragraph” style.

ELEMENTS OF YOUR PAPER

You should put at least one paragraph after a heading, please DO NOT start with a “ecaade\_heading1” and immediately continue with a “ecaade\_heading2”.

Headings have no numbering in eCAADe, so please DO NOT write “1. Introduction” and “2. Elements of your paper”. This implies you should also reference your sections by name rather than by number (“see Elements of your paper” rather than “see section 2”).

Writing your paper title

The paper title should have the style “ecaade\_title” and be in title case, i.e. “Preparing a Paper for the eCAADe Conference” rather than “Preparing a paper for the eCAADe conference”. Please DO NOT put a colon or dash into your paper title (“Preparing a Paper for the eCAADe Conference: A template and how-to guide for authors”); rather use a “ecaade\_subtitle” which must be written as sentence case (DO NOT write “A Template and How-to Guide for Authors” but “A template and how-to guide for authors”). Both title and subtitle end without a full stop (“.”).

Authors, affiliations and emails

Please use the “ecaade\_authors”, “ecaade\_affiliations” and “ecaade\_emails” style for claiming ownership of the paper. Note that eCAADe assumes that all authors have contributed in some way or another to the paper, and there IS NO designated Contact Author\* (and no footnotes!) as in other conferences since we assume that you can contact every author and they will forward you to the right person. There is also no designation of student authors (or rank, so please DO NOT write “Prof. James Doolittle” but rather just “James Doolittle”); if you need to clarify the academic rank and/or individual contribution of each author, please insert an “Authorship Information” section before the end of the paper and state all details there.

Please write authors as “given name”, “abbreviated middle name(s)” and “surname” (e.g. John R. R. Tolkien). Please write your name in English and DO NOT use other locales such as “阮” (please instead write “Nguyen”). Please DO NOT write surnames “WITH BIG LETTERS” because we already know that the last non-abbreviated surnames are the last name. If there are double names then you might either list them with a hyphen (e.g. “Foster-Jenkins”) or leave them as they are (“Foster Jenkins”, “Álvarez Sánchez”).

Please introduce a superscript number for each author (e.g. 1Wurzer, 2Lorenz) EXCEPT IF there is only one author, in which case you can omit the 1. Use this number to identify the organization of each author (1ACME, 2University of Nantes), EXCEPT IF multiple authors belong to the same organization (in this case use a comma-separated list of superscript numbers such as 1,2TU Wien).

The same goes for emails. For multiple e-mails belonging to the same organization please use the format 1,2{name|name}@something or hint at the generic format such as typically found in the format 1,2{*firstname*.*surname*}@something.

Abstract and keywords

The summary of your paper is written as abstract (please DO NOT write “**Abstract.** yadda yadda” but just “yadda yadda” in style “ecaade\_abstract” because it is clear that this must be your summary of the paper).

Please also constrain yourself to one paragraph (the rest of your paper will present more material, but this one paragraph will have to suffice for an average reader assessing your work) and also PLEASE DO make your abstract + keywords fit on the first page (an abstract is not the beef but the beef advertisement).

Your abstract is followed by a “ecaade\_keywords” paragraph which starts with the bold/non-italic Term “**Keywords:**” and a list of *italic* keywords that are comma-separated, finalized by a full stop (“.”). Please list all relevant keywords, from general to special (“Generative Design”, “Machine Learning”, “Optimization”) and DO NOT use terms that are applicable for a lot of eCAADe papers, but do little to categorize your paper better (e.g. DO NOT list “CAAD”, “Computer”, “Application”, “Architecture and Design”, “AEC Sector” if you want to be found on CuminCAD and/or Google™ Scholar).

Headings

As mentioned, headings are unnumbered, either “ecaade\_heading1” or “ecaade\_heading2”.

IT IS GOOD PRACTICE  
TO HAVE MORE TEXT ON THE LAST LINE

So please break the heading text with SHIFT-ENTER if your heading text is long.

## Heading text has requirements, too

The “ecaade\_heading1” style will format your text as ALL CAPS. Please use sentence case on “ecaade\_heading2” (“This is sentence case”). No full stops (“.”) or colons (“:”) after headings, as a general rule.

**There is no “ecaade\_heading3” style**. Microsoft Word does not support run-in headings (headings that look like the above ‘**There is no “ecaade\_heading3” style.**’ followed by text.

**BUT you can emulate “ecaade\_heading3”.** Make a blank line, choose the “Paragraph First” style and write a paragraph like this one. The “heading text” should be bold and end with a full stop (“**.**”). The rest should be regular text.

Enumerations and Bullet LISTS

Sometimes you might wish to enumerate or list points you find important. In this case you (1.) can (2.) either (3.) put this directly into your text, or into some

bullet points (choose “ecaade\_bullet\_list”)

that

outline

your

important

idea

If you want to express the order of things, then you will need to choose the “ecaade\_enumeration” style to obtain:

1. things to do in the morning, or at least before noon, and
2. things to do during the rest of the day,
3. and things that are best done tomorrow.

If your enumeration does not start at 1, right-click the number and choose “Restart at 1”. Please note that all enumerations or bullet points should be followed by “ecaade\_paragraph\_first”, i.e. no indent.

You can also have dashes instead of bullets if you choose the “ecaade\_dash\_list” style:

* this is a point that uses a dash instead of a bullet and
* this is another such item

The paragraph after an enumeration, bullet or dash list should again have the “ecaade\_paragraph\_first” style.

Use of Figures and Tables

In eCAADe you can either have single or double-column images and tables. Regardless of what you use, you will have to insert the figure captions before you insert the figure or table. **Please DO NOT use Word’s “Insert Caption…” functionality** but follow the procedure outlined below.

Inserting a caption

Start a new paragraph by pressing ENTER, then choose the “ecaade\_caption” style. Enter “Figure 1” and press SHIFT-ENTER, then enter the caption text. Press ENTER.

Single-column figures

After inserting the caption, insert your figure and select it. Under „Layout Options“, choose “In Back of Text“. Press ENTER a couple of times to create the vertical space that the figure needs. Move the figure with your mouse so that it is vertically centered within the space you just created. You might need to insert another SHIFT-ENTER in the caption in order to align “Figure 1” to the start of the figure.

Figure 1  
Some caption for the figure



Single-column tables

It might suffice if you just copy the below single-column table paragraph with caption and adjust it to your needs. A second option would be to export the table to an image and repeat the procedure listed under “Single-column figures”.

Table 1  
Some caption for the table

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

For all who want to know the quite complicated table insertion procedure from scratch, here is a precise run-down: After inserting the caption, choose the “ecaade\_paragraph” style and hit ENTER a couple of times to make enough vertical space to accommodate your table. Please DO NOT insert a table right away. Rather insert a text box (under the “Insert” ribbon, click “Shapes”, then choose “Text Box” which is situated under “Basic Shapes”). Draw a box over your created paragraphs. Select the box by clicking on its outline. Under “Layout Options”, choose Text Wrapping “In Back of Text”. Under the “Format” ribbon, set the “Shape Outline” to “No Outline”. Right-click the Text Box outline and choose



Figure 2  
Some text

“Format Shape”. Under “Shape Options”, click “Layout & Properties” and set all margins to 0. Click inside the box. Then insert your table.

Please continue with “ecaade\_paragraph\_first” after a table.

Multi-column figures

To insert multi-column figures, you can copy our example or perform the following procedure:

1. Create two empty lines and select them
2. Under “Layout”, select “Columns” and choose one column. Two continuous page breaks will be created.
3. Put the cursor on the line between the page breaks and create a caption (also see “Inserting a caption”); after pressing ENTER another empty line will be created between the section breaks. Follow the same procedure as in the case of a single-column figure (choose “ecaade\_figure” style, insert the figure, choose “In Back of Text”, press ENTER multiple times to reserve some vertical space, move the image using the mouse.

Note that multi-column figures and tables typically appear at the very top or bottom of a page.

Multi-column tables

Either copy the example or perform the same steps as for multi-column images except for step 3, in which you follow the procedure outlined in section “Single-column figures” (i.e. create a Text Box, set that “In Back of Text”, adjust the margins and insert the table in there).

Equations

There are two types of equations, inline equations that are part of a paragraph text and standalone equations which are similar to single-column figures.

Inline equations

In order to insert an inline equation, simply press “Insert”, “Equation”, “New Equation” when in a paragraph. Note that you should only insert equations that are one line high such as but not since this is higher than a line. Use a standalone equation for that case.

Table 2  
Some Caption

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Standalone equations

Standalone equations are always single-column and contain the equation number to the right side of the equation (i.e. no caption in this case). Either copy the below example

|  |  |
| --- | --- |
|  | (1) |

or perform the following procedure from scratch:

1. Press ENTER to create an empty paragraph
2. Give this the style “ecaade\_equation”
3. Press ENTER multiple times to allocate some vertical space
4. Under “Insert”, choose “Shapes”, “Text Box” and draw over the newly-created lines.
5. Select the Text Box and set “Layout Options” to “In Back of Text”.
6. Set the outline of the Text Box to “No Outline”.
7. Right-click the outline of the Text Box and choose “Format Shape”. Under “Shape Options”, click “Layout & Properties” and set all margins to 0.
8. Click inside the box. Insert a table with exactly one row and two columns.
9. Remove the table borders.
10. Right-click the left column and choose “Table Properties”. Go to the “Cell” tab and enter 5.5 cm as width and vertical alignment “Centered”.
11. Repeat this for the right column, entering 1 cm as width.
12. Click into the left column and give it the “ecaade\_multiline\_equation” style. Choose “Insert”, “Equation” and enter your multi-line equation.
13. Click into the right column and give it the “ecaade\_equation\_number” style. Now write (1) as equation number into that cell.
14. Resize the Text Box so that the table fits nicely into it.

ALGORITHMS

It is sometimes nice to have the ability to include algorithms. Copy the following snippet to lay out algorithms:

**Algorithm** 1: ArraySum(*A*)

*sum* = 0

**for** each integer *i* in *A* **do**

*sum* = *sum* + *i*

**end for**

**return** *sum*

If you need line numbers you will have to insert them manually in each line and then press the TAB key:

**Algorithm** 2: ArraySum(*A*) with line numbers

1 *sum* = 0

2 **for** each integer *i* in *A* **do**

3 *sum* = *sum* + *i*

4 **end for**

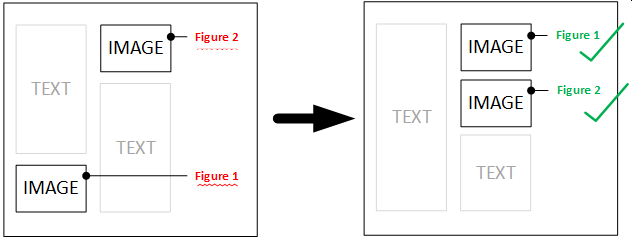
5 return *sum*

CROSS-referencing AND PLACEMENT

**All figures, tables and algorithms must be referenced within the text**. Please do not use Microsoft Word’s cross-referencing feature but write “see table 1”, “see figure 1”, “as shown in algorithm 1”, “(Algorithm 2)”, “compare with table 2”. This means that you SHOULD NOT write “as shown in this figure:” followed by the figure – **please always use the figure number** and place the figure somewhere close to the text that references it.

Please also NOTE that the order of captions is important (refer to figure 3): When reading all captions from top to bottom, “Figure 1” should always come before “Figure 2”. However, as shown left in figure 3, it can be the case that this is not so (which is a limitation of eCAADe’s style). In that case, please move the text so that images appear after each other, as shown right in figure 3.

Figure 3  
Order of captions:  
(left) wrong order  
(right) correct order



It is good practice to put blocks of figures or tables on the outer margin side (i.e. close to where the captions are).

Citing ANd REFERENCES

Please use the Harvard (Author-Date) style for citing. Refer to “Harvard Format Citation Guide” (*Mendeley Website*, n.d.) and “The Ultimate Citation Cheat Sheet” (*Mendeley Cheatsheet*, n.d.) from which we now give some examples.

In-Text Citations

Use Authors (Year) or Authors (Year, Page) if you wish to be more exact. The latter form is required if you are quoting another author:

According to Mitchell (2017, p. 189) “the gap between cities and rural areas will increase”.

Mitchell (2017) thinks that the gap between cities and rural areas will increase.

Mitchell, Smith and Thompson (2017) worked on a post-carbon architectural theory.

Four or more authors can be cited using ‘et al’, i.e.

Mitchell et al (2017) have worked on net-zero architecture production…

Citing a work with no authors (i.e. a software, website, or document of an organization) can be done by listing the work first:

According to (*Mendeley Cheatsheet*, n.d.), one can use n.d. or no date if the date of publication is not known.

You can find the full Harvard Format Citation Guide at (Mendeley Website, n.d.).

Should you wish to do a longer citation (rule of thumb: longer than a sentence), you can use the “ecaade\_citation\_paragraph” style. Please be sure to include the origin of your citation down to the page(s) you are citing from.

“As in our own lives, outcomes are not predictable. We start in a simple unknown state and through multiple growth and death cycles of individual cells, we become something that could never have been predicted. Can design be explored using a similar process?” (Krawczyk 2016, p. 39)

Reference Types

Among the most common reference types that eCAADe authors use are URLs. If not given directly (https://www.google.com), we use the Author-Year form also for the URLs:

Wikipedia Foundation (2022). Wikipedia - The Free Encyclopedia [Online]. Available at: https://www.wikipedia.org (Accessed 8 February 2022)

‘Special relativity’ (2018). *Wikipedia*. Available at: https://en.wikipedia.org/wiki/Special\_relativity (Accessed: 5 August 2019).

Mitchell, J.A. (2017). *How and when to reference* [Online]. Available at: https://www.howandwhentoreference.com (Accessed: 27 May 2017)

Wilensky, U. (1999). *NetLogo* [Software]. Center for Connected Learning and Computer-Based Modeling, Northwestern University, Evanston, IL. Available at: http://ccl.northwestern.edu/netlogo (Accessed 8February 2022)

Lee, S. (2010). References about Galapagos? [Forum] Available at: https://www.grasshopper3d.com/forum/topics/references-about-galapagos (Accessed 8 February 2022)

The other types of references, i.e. Conference Papers, Journal Articles, Books, Book Chapters and Theses, can always be supplemented with URLs, e.g. DOIs or links online libraries:

Troy, B.N. (2015). ‘A conference Paper’ in Martens, B., Wurzer, G., Grasl, T., Lorenz, W. and Schaffranek, R. (eds.) *Real Time -* *Proceedings of the 33rd eCAADe Conference*, 16-18 September 2015, Vienna, Austria, pp. 34-89. Available at: http://dx.doi.org/10.1016/j.ijhcs.2015.03.003i (Accessed 8 February 2022)

Riker, J. (2016). ‘Another Conference Paper’ in *Proceedings of SESDE 2016*, 10-12 January 2016, pp. 4-20. Available at: http://papers.cumincad.org/data/works/att/sesde16\_20.pdf (Accessed 8 February 2022)

Mitchell, J.A. (2016). ‘A Journal Article’, *Journal of ACME*, 62(9), pp. 70-81.

Mitchell, J.A. (2017). ‘A newspaper article’, *The Grasshopper Telegraph* (Weekend edition), 6 July, pp.9-12.

Mitchell, J.A. and Thomson, M. (2017). *A book written by two authors*. 3rd edn. London: London Publishers.

William, S.T. (ed.) (2015). *A book compiled by one editor*. New York: My Publisher.

Troy B.N. (2015). ‘A chapter in an edited book’ in Williams, S.T. (ed.) *A guide to citation rules*. New York: NY Publishers, pp. 34-89.

Smith, S. (2018). ‘On the Origin of Theses’, PhD thesis, Victoria University, Melbourne. Available at: http://vuir.vu.edu.au/id/eprint/33211 (Accessed 8 February 2022)

PAPER LENGTH

Your paper must have 6, 8 or 10 pages (including references). Any other page count will result in an error during upload to the submission system. To adapt your paper length to these limits, you might need to increase page count (more text, bigger figures) or cut some content such as:

screenshots of coding environments (e.g. Grasshopper) which show that “it was a lot of work” but do little else to help the readers’ understanding,

pictures of people visiting your pavilion (“here is the proof - people actually visited!”) or pictures of the robot that produced your work, if the paper is not strictly about this subject,

abstracts which fill the entire first page,

and, generally, “picture gallery” type of pages which contain hardly any text.

For the latter point it might be good to use subfigures (i.e. one figure that contains (a), (b), (c) or (left) and (right) as in the case of our figure 3). Merging many small figures into one big figure will in most cases also conserve space.

SUBMITTING Your FULL paper

You full paper must not contain any author names, so don’t change XXX, YYY and ZZZ in the authors’ section and use BLINDED instead of references to your own work. Export this file to PDF, then upload that to OpenConf using the following address: https://ecaade.org/conf25/papers/author/upload.php.

SUBMITTING CAMERA-READY paper

After getting accepted in the full paper phase, it is time to **edit your camera-ready paper**: Fill out the author names (instead of XXX, YYY and ZZZ write the real names) and their institutions, and emails. Then edit your paper according to the comments given by the reviewers. Finally, export your paper as pdf and **produce a zip containing your docx and pdf file**.

After having finished this, **please update your submission metadata** in the OpenConf system: https://ecaade.org/conf25/papers/author/edit.php. Note that (1.) your title must match the title in your paper exactly (character by character, this is!), and (2.) your authors must be exactly the same as those in the paper (including spelling: Jan Yang is not the same as Jan YANG; Frederick H. Wells is not the same as Frederick Wells). Please also (3.) update the abstract (copy-paste from the paper to be sure that it matches) and (4.) the keywords.

Then, **upload the zip file** to: http://www.ecaade.org/conf25/papers/author/upload.php). OpenConf will check your upload according to the following checklist:

* do title, authors, keywords, abstract match the submission metadata?
* is the page count correct (6, 8 or 10 pages)
* have all figures and tables been referenced in the text (e.g. via “see figure 1”; “as shown in table 2”)? are all figure/table captions filled with text?
* are the paper dimensions and margins as required?
* are the references given in the correct style?

Additional checks will ensure that

* the figure numbers at the page margins are increasing from top to bottom (figure 1, figure 2 and not figure 2, figure 1 which can be the case if you place two figures on opposite columns in the paper; see again “Cross Referencing and Placement”)
* you have used the ecaade\_xxx styles throughout your paper and did not override styles (e.g. changed font)

After passing these checks, your paper will be uploaded to the system. Editors will check your content for readability (do the figures/tables help the understanding of the reader? are figures adequately sized (readability) and ready for print (300dpi)? Are the figure captions concise? were all points mentioned in the review process addressed?) and will report back to you if a problem was found.

WHAT IF I CANNOT UPLOAD?  
TROUBLESHOOTING & TECH SUPPORT

If you have any technical questions, you can always contact the eCAADe special support team at:



Please attach your zip file and give a short problem description.

ConclusionS

Writing eCAADe papers is hard, but at least formatting has become easier. Please be sure to hand in a ZIP file containing both a docx file and the pdf you generated from that. Thank you!

REFERENCES

Mendeley Website (n.d.). Harvard Format Citation Guide [Online]. Available at: https://www.mendeley.com/guides/harvard-citation-guide/ (Accessed: 8 February 2022)

‘Ultimate Citation Cheat Sheet’ (n.d.). *Mendeley*. Available at: https://static.mendeley.com/md-stitch/releases/live/Ultimate-Citation-Cheat-Sheet.ff2b5c38.pdf (Accessed: 8 Febraury2022).