Paper title [X Paper Title]

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**Abstract:** These guidelines provide instructions to format your full paper for IMDES 2020. Please write directly into this template or copy your completed text on to it by choosing ‘match destination formatting’. Please use the predefined formatting styles provided rather by applying your individual settings. These styles are preceded with ‘X’, such as X Paper Title, X Abstract or X Paragraph. Do not change the predefined formatting settings in this document since the aim is to produce the conference proceedings, the conference programme and other important information, using a consistent style. The abstract should be no more than 150 words and one paragraph only. Avoid quotation and citing references in your abstract. The deadline to submit your full paper is 23.59 pm on **June 25 2020** GMT +7. Submit your paper to the conference review system at imdes.umn.ac.id [this paragraph is formatted as X Abstract]

**Keywords**: keyword 1; keyword 2; keyword 3; keyword 4; maximum 5 keywords [the keywords are formatted as X Keywords]

1. Introduction [this is formatted as X Heading 1]

All paper submissions for IMDES 2020 will go through a double-blind review process conducted by an international review panel. Please read these guidelines thoroughly before submitting your full paper as they will save you valuable time. If English is not your first language, please ensure that a fluent writer/native speaker proofreads your paper.

You should submit your initial paper in PDF format using this template. Your paper should be up to **3000 words in length** excluding abstract and references. The Innovation in Media and Visual Design conference discusses the relationship between mass media, people, design and technology as well as digital media creation from those interactions. The conference interdisciplinary approach draws on design, information, social science, and the humanities, offering/allowing not only to think/design what today’s design makes possible but to invent new things on mass media and society can do using emergent technology. This conference is a sphere for those intellectuals who examine the conceptual design, praxis and research discourse on the exploration of academic merits for the design field. This template format should still form the basis of such a submission, with reference to large media files made through external weblinks (see Sections 3.2 and 3.3).

All accepted papers will be published in the online proceedings with an ISSN number and will be made accessible on the IMDES 2020 website before the conference. Papers will be given a DOI reference to ensure they are picked up in scholarly web-searches. We aim to produce conference proceedings of a professional and consistent quality, and appreciate if you carefully following the instructions outlined in this guide.

This template document uses the same formatting as required for the conference so your paper should appear visually very similar. You can access the template styles for titles, paragraphs and other styles directly from the Quick Style Menu that is part of the Home Menu in Word. You can either write directly into the template or paste your finished text into it and choose ‘match destination formatting’ in the pop-up menu that appears when you paste in the text. Do not change the predefined formatting settings in this document (such as paper size, orientation, margins, typeface, size, indents, spacing, headings, etc).

2. How your paper will be reviewed

Peer review is central to ensuring both the quality of papers published in the proceedings and the quality of materials presented at the conference. Your paper will be reviewed anonymously by two people and managed by the Programme Committee. Reviewers will be asked to construct their reviews in the following way, and you should keep this in mind when writing and proofreading your paper:

* Start your review by summarising the paper in a few sentences, which shall help chairs remember what the paper is about and reassure authors that their paper has been understood; [X Bullet list]
* State the relevancy of the paper to the conference and mention any particular conference themes that you think fits well with your paper (see [imdes.umn.ac.id](http://www.drs2020.org) for the conference themes);
* Comment on the strengths of the paper and also its main weaknesses;
* Suggest constructively how the paper might be improved;
* List any minor errors that need correction;
* Your review is a piece of communication (both to the authors and the review chair). It should be clearly written, concise, well-structured, factual and polite.

Reviewers will score your paper on a scale of 1 to 10 and recommend one of three outcomes:

1. Accept; [X Numbered list]
2. Revise;
3. Reject.

Authors will be informed of the outcome but will not be notified of their scores. On receiving their outcome notification, authors will have an opportunity to provide feedback on the quality of the reviews they have had.

3. Completing your paper submission

3.1 General Guidelines [X Heading 2]

The sections of your paper should be numbered, though not to be written more than one sub-section (i.e. Section 2.1 is acceptable but Section 2.2.1 is not).

For lists of material, you can either use a bulleted list:

* Design; [X Bullet list]
* Research;
* Society.

Or a numbered list:

1. Design; [X Numbered list]
2. Tangerang;
3. Banten.

Tables should be formatted as Table 1 (below): left-justified text for the title and centred columns for the table contents. Only horizontal table gridlines should be used. The title of the tables should be written in italic. Add one empty paragraph of the [X Paragraph] style following a table.

Table 1 Table layout. Captions for Tables are placed above. [X Table title].

|  |  |  |
| --- | --- | --- |
| Table Rows [X Table] | **Cell one** | **Cell two** |
| Second Row | 1 | 2 |
| Third Row | 3 | 4 |
| Fourth Row | 5 | 6 |

3.2 Use of Visual Materials

Please think carefully about the presentation of your visual materials. As the proceedings will be published in digital form, you have the opportunity to include good-quality colour images or other media files that help to present your research and its context. Images should relate to the body text with the indication (Figure 1), “as shown in Figure 1” or similar.

The image should be placed below and as close as possible to the related text. If an image is not yours, acknowledge/cite its source following the caption and ensure you have the rights to reproduce it.

Where possible, please make images:

* Large enough to be seen clearly;
* Of good resolution (200dpi);
* Optimised in terms of contrast etc.;
* Re-sized so that your entire file does not exceed 5 MB;
* Cropped appropriately.

If you are using diagrams, infographics or other schematics, please ensure that:

* You present the information clearly;
* You use the Calibri font (or similar);
* All text is legible.

After you have inserted an image into your document, select it and use the style named [X Picture]. Images are followed by a caption with figures numbered sequentially – Figure 1, Figure 2, and so on.



Figure 1 Caption is placed under the picture. Make sure that your caption adequately describes what you want your reader to see in the picture, by highlighting any areas that they should focus on or the relationships that you might want them to see. [X Caption].

3.3 Quoting and Referencing

Short quotations within the text should be marked with double quotation marks: Lawson also has a broad understanding of design when he mentions: “Professional designers such as architects, fashion designers and engineers…” (Lawson, 2004, p.5). Longer quotations of more than 40 words should be formatted as below, also within double quotation marks:

“It should be possible for another researcher to understand exactly what you have done, to check the analysis of your results, and even to conduct a similar study to compare results. Similar expectations of rigorous scholarship of course also apply not only to empirical research studies, but to theoretical or reflective papers that discuss issues within the field.” (Cross, 2019, p. A9) [X Long quotation]

Referencing should follow the APA, Author-Date, Style Guide that is explained on slides 13-25 of the following presentation: <http://tinyurl.com/pjhs6f3> or in this resource from Purdue University: <https://tinyurl.com/y5mb3p3k>.

To allow double-blind peer review, it is very important that you do not include the authors’ names or institutional details in the review version of the paper. You can add these in later stage once your paper is accepted.

Double-blind reviewing also means that you need to anonymise any references to your own publications. Citations of your own work in the main text should take the form (Author, 2018). References to your own work should be presented at the end of the list in the following way (this is for a journal article, for example, but applies equally to other forms of publication):

Author (2015). *Journal article.*

Links to web addresses over 25 characters in length (either in the main text or in the references) should be shortened using TinyURL (<http://tinyurl.com>) for purposes of neatness.

If you use reference management software such as EndNote or Word Citation & Bibliography, please make sure that you submit your paper with **the fields** **unlinked** to your bibliographical database.

4. Submitting your paper

In preparing your paper for IMDES 2020, please note the following:

* We are aiming to produce high-quality conference proceedings. Please follow as closely as possible this template structure and associated style guidelines;
* Your initial full paper submission should be in PDF format. Should your paper be accepted, your final submission will be in Word and PDF formats to allow us to prepare the conference proceedings;
* Please register an account and submit your full paper at: [xxxx](http://www.conftool.pro/drs2020)

Please make sure you can answer ‘yes’ to all the following questions:

* Is the context of the work clearly described?
* Is the contribution that is made clearly stated?
* Does the paper conform to this paper template?
* Has the paper been independently proofread?

When you submit your paper, you will be prompted to tick a number of topic areas that best fit your research. This will allow the Programme Committee to allocate suitable reviewers to your paper. The Programme Committee will allocate reviewers and oversee the process to ensure consistency across all submissions.

**Acknowledgements:** This section is optional. You can use this section to acknowledge the support you have had for your research from your colleagues, students’ participation, internal or external partners’ contribution or funding bodies, etc. [Leave blank for initial submission] [X Acknowledgments]

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About the Authors:

**Author 1** adds an author bio that describes research interests and any other achievements in a maximum of 40 words. [Leave blank for initial submission] [X Author Bio]

**Author 2** adds an author bio that describes research interests and any other achievements in a maximum of 40 words. [Leave blank for initial submission]