**EAEA16 2023 – Envisioning Architectural Scales**

**Checklist for the Preparation of the Camera-Ready version**

Check your final Word document carefully to ensure that all fonts and special characters appear in the same style as originally intended. Please confirm the quality of your paper both on screen and on printed matter before you submit the file.

You need to carefully check your text, including authors’ names, initials, authors’ affiliations, references, which are the most common mistakes.

* Did you use the provided template and copy/paste the text into it or directly write into it?
* Are your personal details [Name(s), Surname(s), Department, Institution, etc.] correct?
* Have you used the correct EAEA16 styles for the following elements (related style in brackets)?
	+ Personal details (EAEA16\_Authors and EAEA16\_Affiliations)
	+ Title (EAEA16\_Title)
	+ Headers (EAEA16\_Header1)
	+ Second order heading (EAEA16\_Header2)
	+ Footnotes (EAEA16\_Footnote)
	+ Image caption (EAEA16\_Caption)
	+ Image source (EAEA16\_Source)
	+ Main body of the text (EAEA16\_Paragraph)
* Does the paper start with the introduction? (the abstract should not be included)
* Are all the references (the ones cited in the text and the background readings) placed at the end of the paper under the Bibliography section?
* Are all your references in Harvard style (author-date)?
* Do your digital images have an original high-resolution of at least 300dpi?
* If you are using vector graphics, have you converted them into raster format?
* Is the paper maximum 12 pages long?
* Are all endnotes numbered using Arabic numerals, ie. 1,2,3, etc?
* If you are using quotes, have you checked the EAEA16 Quotations Guidelines?
* If necessary (and suggested in the reviews), has the paper been proofread by a native speaker?
* Have you signed the copyright form/license agreement?