**BEYOND ALL LIMITS 2017: International Congress on Sustainability in Architecture, Planning and Design**

**INSTRUCTIONS FOR AUTHORS**

**1. General guidelines**

* Abstracts and papers are accepted in English and Turkish.
* All papers should follow APA citation style as the primary and only citation style.
* Please use double quotation marks, except where “a quotation is ‘within’ a quotation”. Long quotations of 40 words or more should be indented without quotation marks.
* A typical paper will not exceed 5000 words including tables, references, captions, footnotes and endnotes. Authors should include a word count with their paper.
* Papers should be compiled in the following order: title page; abstract; keywords; main text; acknowledgements; references; appendices.
* Table(s) with caption(s) and figure(s) with caption(s) should be inserted within the text where appropriate.
* [Abstracts](http://journalauthors.tandf.co.uk/preparation/writing.asp) should be maximum 250 words and are required for all full papers that are submitted.
* Each abstract should be submitted with 3 [keywords](http://journalauthors.tandf.co.uk/preparation/writing.asp).
* Section headings should be concise.
* All authors of a full paper should include their **full names, affiliations, postal addresses, telephone numbers and email addresses** on the cover page of the paper. One author should be identified as the **corresponding author**. Please give the affiliation where the research was conducted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after the full paper is accepted and sent for print.
* All persons who have a reasonable claim to authorship must be named in the full paper as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the full paper, and the order of names should be agreed by all authors.
* Please supply a biographical note with 100 word count for each author
* Please supply all details required by any funding and grant-awarding bodies as an Acknowledgement on the title page of the paper, in a separate paragraph, as follows:
	+ *For single agency grants:* "This work was supported by the [Funding Agency] under Grant [number xxxx]."
	+ *For multiple agency grants:* "This work was supported by the [Funding Agency 1] under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx]."
* For all papers non-discriminatory language is mandatory.
* When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

**2. Reproduction of copyright material**

If you wish to include any material in your full paper in which you do not hold copyright, you must obtain written permission from the copyright owner, prior to submission. Such material may be in the form of text, data, table, illustration, photograph, line drawing, audio clip, video clip, film still, and screenshot, and any supplemental material you propose to include. This applies to direct (verbatim or facsimile) reproduction as well as “derivative reproduction” (where you have created a new figure or table which derives substantially from a copyrighted source).

You must ensure appropriate acknowledgement is given to the permission granted to you for reuse by the copyright holder in each figure or table caption. The conference organization team or any member from the conference committees does not hold any responsibility for any kind of copyright infringement regarding the materials presented or printed. The authors and participants are solely responsible for any fees which the copyright holder may charge for reuse.