

Authors who wish to propose their contribution starting the *peer review* process for their submission, have to register before. Once the registration process has been completed, authors are allowed to upload the submission their after log in, making sure of the submission 5 steps compliance.

## 1. REGISTERING TO THE JOURNAL AS AN AUTHOR.

A) Please refer to this link for proper registration:

<http://disegnarecon.unibo.it/user/register>

Please fill the form out IN ITALIAN, paying attention to following items:

- **Affiliazione:** fill this form with the University name, **not the Department** (i.e.: Università di Bologna, Università La Sapienza Roma, Università di Genova; Università di Udine, Università di Firenze, IUAV Venezia, and so forth...). Please don't digit **University of studies** in Bologna, Udine, Florence or similar. In case of foreign University please leave its name in the original language.
- **Nazione:** please choose from the drop-down menu the Affiliation's country.
- **Note biografiche:** please fill with a brief résumé (**350 characters allowed, including spaces**).
- **When filling the "Register as" item, please remember to check the "Author" voice as well.**

Repeat data filling for empty fields after selecting the ENGLISH language, paying attention to:

- **Affiliation:** the same from the Italian version, without translation (i. e.: Università di Bologna remains the same and not University of Bologna).
- **Biographical notes:** please fill with a brief résumé (**350 characters allowed, including spaces**).

## 2. SUBMITTING A PUBLICATION PROPOSAL.

- 1) Browse the journal website to *http://disegnarecon.unibo.it/login* and login.



- 2) Click on "**Home**" then, on the right side of the main window select "**New submission**".

### STEP 1: Beginning the proposal

Please fill the form out, paying attention to following items:

**Section\*:** Choose from the drop-down menu if the full text paper has to be intended as an article or it belongs to a specific journal's column (depending on what was declared in the acceptance communication).

**Language\*:** Indicate the full text's language.

Read and accept all remaining fields the click on "Save and accept".

### STEP 2: Uploading files

1. In this page, click on "Choose document", this action will allow users to browse for files in PS's disks.
  2. Locate the file you decided to submit and select it.
  3. Click on "Open", in "Choose file" window, so that the file name will be copied in this field.
  4. Click on "Upload"; this operation allows users to upload the file from local computer to the journal web site and renames them automatically according to the conventions of the magazine.
- Once the file is uploaded, click on "Save and Continue", at the bottom of the page.

### Fase 3. Submission's metadata

**Warning: this form has to be filled out in English and Italian.**

#### 1) Filling the form in English:

##### Step 1.

Form Language

To enter the information below in additional languages, first select the language.

Choose "English" from the "Form language" drop-down menu.

##### Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Form Language

To enter the information below in additional languages, first select the language.

##### Authors

First name\*

Middle name

Last name\*

Email\*

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Bio statement  
(E.g., department and rank)

Google Analytics account number

To track published article readership using Google Analytics, enter an account number here (e.g. UA-xxxxxx-x).

Add Author

Click on **"Add author"** if the text submitted is signed by multiple authors and fill in all fields as the same way as the first author was indicated (this action should be done as many times as the authors are).

↑ ↓ Reorder authors to appear in the order they will be listed on publication.

Principal contact for editorial correspondence.

Delete Author

Please check, from the authors' list, which one is the corresponding author for official communications with the editorial board.

##### Step 2. Title and abstract

Please indicate title and abstract in English (**850 characters allowed, including spaces**).

### Step 3. Indexing

#### Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines

History; Architectural preservation; Urban design; Drawing; 3D Modeling; Architectural Design;

Keywords

Architectural Modelling, CAD, Architectural survey, Interactive drawing

Language

en  
English=en; French=fr; Spanish=es. [Additional codes.](#)

- **Academic discipline:** Please fill the related academic discipline (ICAR\17, etc...)
- **Keywords:** Insert up to 5 key words (**IMPORTANT:** keywords have to be separated by **semicolons (;) and not by commas or other symbols**).
- **Language:** please indicate the full text language code ( IT stands for Italian, En stands for English, Es stands for Spanish and so on...).

### Step 4. References

#### References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References



References should be written according to the following recommendations:

**Monographs:** Surname, extended author's name (year of edition), title, editor, editorial site [possible title of the original publication and original year, respecting the same indications as of the Italian reference].

Example: Eastman, Charles (2008), *BIM Handbook: a guide to building information modeling for owners, managers, designers, engineers and contractors*, Wiley, Hoboken.

**Contributions in monographs:** Surname, extended author's name (year of edition), title, in surname, extended author's name, monograph's title,

editor, editorial site, pages. [possible title of the original publication and original year, respecting the same indications as of the Italian reference].

Example: Wrigley, Martin (1994), *Brunelleschi* in Steel, David, *La scienza dell'arte: prospettiva e percezione visiva da Brunelleschi a Seurat*, Giunti, Firenze, vol. 2, pp. 44-56.

**Papers in journals:** Surname, extended author's name (year of edition), title, in journal's title, editor, volume, year, pages [possible title of the original publication and original year, respecting the same indications as of the Italian reference].

Example: Garagnani, Simone (2008), *Rappresentazione vs. modellazione: sintesi della percezione d'architettura nell'era digitale*, in DISEGNARECON, Università di Bologna, 1(1), pp. 98-115.

## 2) Filling the form in Italian:

\*\*\*\*\* IMPORTANT \*\*\*\*\*

**Please repeat from step 1 to step 4 filling empty fields, after selecting the Italian language.**

Form Language



To enter the information below in additional languages, first select the language.

## Step 4. Additional files upload

This optional step allows users to add additional files to a proposal. Files, which can be in any format, may include (a) research instruments, (b) a set of data which fulfill the ethics terms of research and study promulgated by the journal, (c) resources that are not otherwise available for readers, (d) images and tables that can not be integrated in the text itself, or other materials to be added to the job.

## Step 5. Submission confirmation

To submit your work to DISEGNARECON, and successfully complete the process, click "**Complete the proposal**". The author that has been indicated as the corresponding author will be notified via email and will be able to check, by logging in to the journal's website, the proposal status along the editorial process.