



International Festival of Art, New Media and Cybercultures

Lisbon, November 2016

Authors Guidelines

Please read carefully the information provided below and follow all instructions for submission of articles to be presented at Post Screen Festival 2016.

Authors can submit a maximum of one (1) article.

Submissions are accepted within a variety of disciplines and fields, related to Art and Technology, including: Art Theory; Art History; Aesthetics; Art and New Technologies; Anthropology; Cinema Studies; Photography Studies; Screen Studies; Curatorial Practices; Media Studies; Communication and Cultural Studies.

The information contained in this document does not relieve a careful reading of the PSF 2016 Rules and Regulations document.

1. GUIDE—MODEL FOR THE ARTICLE PROPOSAL

Authors must:

- Use the document PSF2016_Template_Authors.doc available to write the article.
- Use the pre-formatted styles of the template.
- If the article does not strictly follow the provided template the organisation will promptly exclude such paper without further notice and will not be subject to a revision.

The authors must NOT:

- Change the paragraphs, settings or styles name presented in the document.
- Format the document in such a way that resembles the template.

2. WRITING YOUR PAPER FOR THE CONFERENCE AND ESSAY BOOK

Papers must be research based and should reflect the themes of the festival.

The members of the Program Committee will do the selection process according to a double blind peer review.

In the stage of pre-submission of the paper proposal, there can be no self-quoting, or any other references that may compromise the anonymity of the author before the reviewer.

Papers shall be written in English only.

Articles already published or under review for another conference/publication will not be accepted.

2.1 Pre submission | Proposal for paper/conference

Carefully read the [PSF2016_Template_Authors.doc](#) available in our website (submenu Documentation) and use the document to write your article.

2.1.1 Article extension

The paper proposal must have a minimum of 2000 and a maximum of 2500 words, including references. Authors should present an abstract in English. If the article seems to exceed the word count requested or if does not follow the provided template it will be rejected.

2.1.2 File format

The file should be submitted in **.pdf format**. You should save the document ("Save as") naming it as follows: *NameSurname_Proposal.pdf*

Example: JohnSmith_Proposal.pdf

Note: the name of the file will not be displayed to the reviewer, thus maintaining the anonymity of the author.

2.1.3 Pre Submission - EasyChair Conference System

Proposals should be submitted through the EasyChair Conference System. Papers sent by e-mail will not be accepted.

Enter the link <https://easychair.org/conferences/?conf=psf2016> and follow these steps:

1. If you do not have an account in *EasyChair*, you must **Sign Up** and follow the procedures required by the system. If you already have used *EasyChair* system for other conferences, you may Log In with the existing account;
2. Once you have created your account you must **Log In** with your username and password;
3. Click on **New submission**;

4. Select **PSF 2016 Conference**;
5. Fill **Author(s)** field;
6. Fill **Title** and **Abstract** field [copy and paste from your paper];
7. Fill 4 to 5 **KeyWords** [copy and paste from your paper];
8. In the field **Topics**, select only 2 topics related to your article content;
9. **Upload** your paper as .pdf file;
10. Click on "**Submit**".

Note: The EasyChair system will assign a number to your paper proposal, that later must be used for final submission, if your paper is accepted.

2.2 FINAL SUBMISSION | FULL ARTICLE

If your article is accepted you should consider the reviews by reviewers for the completion of the final article. If the assessments of the reviewers were not taken into account, the Coordinating Committee may reject the article.

Authors will be asked to fill the [PSF2016_Copyright & Consent to Publish_Authors](#) to authorise the article publication.

2.2.1 Article extension

The final article must have between 3000 and 3500 words, including introduction, chapters and references. Authors should present an abstract in English, between 100 to 150 words.

2.2.2 File format

The file should be submitted in .doc or .docx format, and named as follows: *submission number_author's last name_Full Article.doc*

Example: 31_Smith_Full Article.doc

2.2.3 Attachments

2.2.3.1 Images and Captions

- a) A maximum of 4 images (figures, tables, and illustrations) per article will be accepted. Only quality images will be accepted and according to the instructions described below.
 - The smaller side of each figure must have a minimum of 30 mm in length.
 - The figures must be stored separately as image files in JPG/300 DPI/CMYK.
 - The image files should be named as follows: *submission number_author's last name_figure number*. Example: 31_Smith_fig01.jpg; 31_Smith_fig02.jpg; 31_Smith_fig03.jpg
 - Figures should not be included in the body text. The article should reference, in the body text, all the figures submitted for publication:

Example 1: The angle of reflection equals the angle of incidence (Fig. 1).

Example 2: As you can see in Fig. 2, the angle of reflection equals the angle of incidence.

- b) Each figure must be associated with a caption. Author should list and describe the captions in a separated word file, as indicated in the [PSF2016 Template_Authors.doc](#) document, and should be named as follows: *submission number_author's last name_Captions.doc*
Example: 31_Smith_Captions.doc

2.2.3.2 Copyrights / Bio / Author's Picture

- c) Authors must submit a short biography of 150 words in a **.doc file**. The bio document should be named as follows: *submission number_the author's last name_bio*.
Example: 31_Smith_bio.doc;
- d) Authors must submit a picture of him/herself in **.jpg file**. The picture document should be named as follows: *submission number_the author's last name_picture*.
Example: 31_Smith_picture.jpg;
- e) Authors should obtain permission to publish copyrighted photographs, illustrations or images, and submit a written document in time for publication. If the images are from the author himself/herself, he/her should attach a document authorising the image publication.

Note that:

- All attachments must be inserted in a folder and named as follows: *submission number_author's surname_Attachment*.
Example: 31_Smith_Attachment;
- To submit the attachment folder on EasyChair Conference System it must first be compressed in ZIP format. It should be noted that there is a maximum limit of 50 MB per submission (document + attachment)

2.2.4 Final Submission - EasyChair Conference System

Final Articles should be submitted through the *EasyChair Conference System*. Final papers sent by e-mail will not be accepted. Once your article is finished you should go to <https://easychair.org/conferences/?conf=psf2016> and follow these steps:

1. Log in to your EasyChair account;
2. Click **Submission** (number assigned in pre-submission. For example: Submission 31);
3. Click **Submit new version**;
4. **Upload** your paper (.doc or .docx);
5. **Upload** the attachment folder already compressed (.zip);
6. Click on **Submit** a new version to complete the article submission.

Note that there is a maximum limit of 50 MB for each submission (document + attachment).

3. PUBLICATION REQUIREMENTS

Authors should fill out the form [PSF2016_Copyright & Consent to Publish_Authors](#) in which they confirm that the articles are original and unpublished and that, if the work is accepted, the author undertakes to register at the Conference to present the content of the article.

If the statements are not received within the time for the publication of the Conference Proceedings, your article may not be published by the absence of legal commitment.

The Organisation of PSF2016 makes no commitment to return the registry fee after July 1st, 2016.

4. REGISTRATION FEES

In order to have the article published on the book of essays as well as presenting a communication as part of the PSF2016 conference programme, authors are required to contribute with a fee to cover associated costs. For rates and methods of payment see [PSF2016 Rules and Regulation](#).

5. PRESENTATION OF COMMUNICATION | CYCLE OF CONFERENCES

Communications submitted should reflect the content of the articles and cannot exceed 15 minutes. Slide show, videos, and pictures, among others, may accompany communications. Please note that the average slideshow varies between 1 to 2 slides per minute, and that the time of a film presentation must not exceed 30% of the total time available for the presentation.

The conference room will be equipped with a computer and a video-projector. If speakers wish to use a personal MAC computer, please bring the appropriate adaptor, as they will not be available.

All communications shall be presented in English.

The festival will not support for travel and accommodation expenses of authors. However, the Festival's organisation can send a formal acceptance letter for financial support applications purposes.

6. IMPORTANT DATES AND VENUE

Article proposal (2000-2500 words) pre-submission | February 29th 2016

Notification of article's acceptance or rejection | May 1st 2016

Full article (3000-3500 words) final submission for publishing | May 31st 2016

Conference: November 17 and 18, 2016

Venue: Auditorium Armando Guebuza, Universidade Lusófona, Lisbon

7. CHECKLIST

7.1 Pre-submission

1. **Proposal for paper** (between 2000 and 2500 words, including the abstract and references), using the **template** [PSF2016 Template_Authors](#).

2. Save the document in **PDF format** naming it as follows: *NameSurname_Proposal.pdf*

7.2 Final Submission

- a) Final **article** (between 3000 and 3500 words, including abstract and references) in **.doc** or **.docx** format named as follows:
submission number_author's last name_Full Article.doc
- b) **Attachment** folder compressed in **ZIP** format with the following:
 - **Images or figures** (max. 4) named as follows:
submission number_author's last name_figure number;
 - Word file (.doc or .docx) with **Figures Caption** named as follows:
submission number_author's last name_captions;
 - Short **biography** (150 words max.) named as follows: *submission number_author's last name__author's last name_bio*;
 - **Picture** of yourself named as follows: *submission number_author's last name_picture*;
 - Filled and signed **Form**: [PSF2016 Copyright & Consent to Publish_Authors](#).

8. FINAL CONDITIONS

Failure to follow the terms of participation, submission dates and themes of the Festival is a factor of exclusion from the review process.

The Coordinating Committee will decide any omitted cases

Lisbon, 2015

[Created: July 2015]
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All information or any other correspondence must be addressed to:
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