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**Keywords:** [Keywords] maximum of six; separated by semi-colons; formatting; guidelines; use of template (Font: IBM Plex Mono Text, 8 point)

**Abstract:** [Abstract Text] Authors must use this template to prepare their Stage 2 submission to Research through Design 2019 (RTD 2019): a visual paper documenting a ‘research through design’ project or programme of work. This template provides guidelines for preparing the submission, which authors are required to follow. The predefined typeface\*, character styles and paragraph styles, which are indicated in square brackets [i.e. paragraph style], are intended to guide authors in producing submissions that are legible and coherent in style. We ask that authors use this typeface and these paragraph styles to format their work. However, experimentation with illustration and visual communication is encouraged; and we include placeholder image boxes in the template in no particular arrangement for suggestion only (apart from on Page 2). The Abstract (Font: IBM Plex Serif Regular, 13 point) should be **no more than 200 words** and one paragraph only in length, and should communicate the rationale and motivations behind the work and may summarise process and practice, and resultant experiences and insights for the Research Through Design (RTD) community. Avoid quotation and citing references in the Abstract. **The deadline for Stage 2 submission is midnight (HST) on October 5th 2018.** Please submit the paper to the conference review system at <https://easychair.org/account/signin.cgi?key=76809419.xCE9UUB1NOzGfeYk-> Please include your Abstract text only on this page.

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## Introduction

Authors of successful Research through Design (RTD) 2019 Abstract submissions are invited to submit a visual and written commentary on their work (maximum of 16 pages, including Abstract, Feature Image page and References) via the EasyChair submission system by **October 5th 2018** (midnight HST): <https://easychair.org/account/signin.cgi?key=76809419.xCE9UUB1NOzGfeYk> Authors should treat Stage 2 as a new submission. Authors must remain anonymised in their submissions.

In preparing the Stage 2 submission, authors should read these template guidelines all the way through. Papers should be submitted at Stage 2 in PDF format using this template, accompanied by the source file (in Adobe InDesign). Please note that authors may be required to submit any image files linked to this source file in due course, ahead of publication. Stage 2 submissions will be double blind peer reviewed. Stage 2 submissions, based on this template design, should take the form of visual papers combining prose and illustrations (see **Formatting Guidelines** to follow). Examples of visual papers are available to view in the RTD 2015 proceedings at: <http://researchthroughdesign.org/2015/proceedings.html>

We advise that authors respond proactively to the comments and suggestions made by the Programme Committee (PC) as part of the Stage 1 peer review process. Bear in mind that Stage 2 submissions will be reviewed in conjunction with the Stage 1 submissions and reviews. Stage 2 submissions should comprehensively document a research through design project, describing aims, process, practice, (intended) outcomes and critical reflections that offer up transferable insights for the RTD community. Contributions to RTD 2019 may fall under (but are not limited to) the following themes: *Agency: From Research Tools to Design Partners; Temporality: From Multiple Iterations to Sustained Co-Creation; Materiality: From Products to Flows and Constellations*. For more information on the conference themes, please visit the conference website: <http://researchthroughdesign.org/2019>

Please be reminded that criteria for selection are based on the authors' presentation of artefacts (constituting design research process or outcomes) as central to their submission; these artefacts should be proposed for inclusion in the curated exhibition at RTD 2019, and the visual paper should accompany the exhibited artefact in a presentation of 'research through design' at the conference. Please see the conference website for more information about the format of presentation unique to RTD, in Rooms of Interest: <http://researchthroughdesign.org/2019/about/>

It is important at Stage 2 to offer the reviewers and conference organisers a clear depiction of the artefact(s) intended to be exhibited at RTD 2019. There are no constraints on the size and dimensions of proposed exhibits at submission. However, a central feature of RTD is that exhibited artefacts (or component parts thereof) are physically at hand during conference presentations, to support discussion. Therefore, when preparing submissions, authors are encouraged to consider transportation logistics and costs, alongside artefact portability and ease of handling at the conference. Authors are responsible for all shipping costs and insurance of artefacts, and for their removal at the end of the conference. Venue staff will need to receive the artefacts from 25th February 2019. For Stage 2 submissions

accepted into the conference, authors will be required at a later date to provide the Exhibition Chairs with additional details about their proposed exhibit and display requirements.

Visual papers and accompanying images of exhibited artefacts will be published as digital conference proceedings with unique DOIs via Figshare (<http://www.figshare.com>), available at the conference and on the conference website after the event. Selected works of exceptional quality will be invited to be part of an archival publication to be produced after the event.

**If you have any questions at all about preparing your submission, or the submission process, please don't hesitate to contact the RTD 2019 Chairs:** [submissions2019@researchthroughdesign.org](mailto:submissions2019@researchthroughdesign.org)

## Formatting Guidelines

The layout design of this template is intended to provide guidance and options to authors for formatting their paper. Where appropriate to the content and intent, authors are encouraged to creatively interpret these guidelines for best supporting the communication of their work, in alignment with the RTD 2019 themes. However authors are required to adhere to the following requirements in preparing their submission.

Stage 2 submissions should be **no more than 16 pages in length** (including abstract, feature image page and references). Submissions should be based on this template and prepared in print quality (300 dpi) PDF format at A4 size, upright orientation, accompanied by the source file (i.e. packaged **Adobe InDesign** document, including images). Authors are required to use the page margins given in the template (outside = 20 millimetres (mm), inside = 10 mm, top = 10 mm, bottom = 17 mm), and must not obscure the RTD2019 logotype that is included on each spread. The template is based on a three column grid, which may be used in any way, as long as the Body Text is not set any wider than two columns. Authors are required to use the paragraph styles provided, as well as the prescribed typeface **IBM Plex** (This open source typeface can be downloaded here for free: <https://github.com/IBM/plex/releases/tag/v1.0.2>); the main Body Text (Font: IBM Plex Serif Regular) must be no smaller than 13 point in the 200 word abstract, 10 point in the remaining Body Text, and the Caption Text (Font: IBM Plex Mono Text) must be no smaller than 8 point. Section Headers (Font: IBM Plex Sans Bold) must be emboldened in 13 point and Sub-Headers (Font: IBM Plex Sans Bold) must be emboldened in 11 point. Captions (Font: IBM Plex Mono Text) may optionally be placed under pictures. Please leave 5mm white space above the Caption Text and 10mm white space below it.

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Please submit work in UK English. If English is not your first language then please ensure that a fluent speaker proofreads your paper or use a proof reading service such as Scribendi (<http://www.scribendi.com>).

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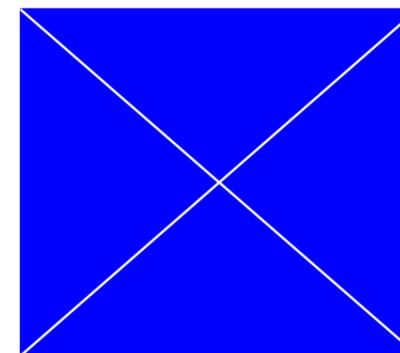
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The Stage 2 submission should be anonymised in reference to author names, affiliations and collaborating organisations.



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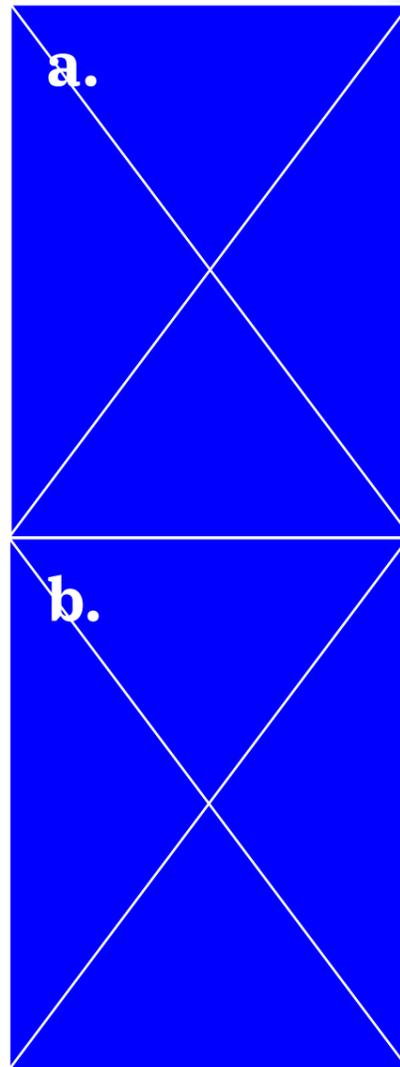
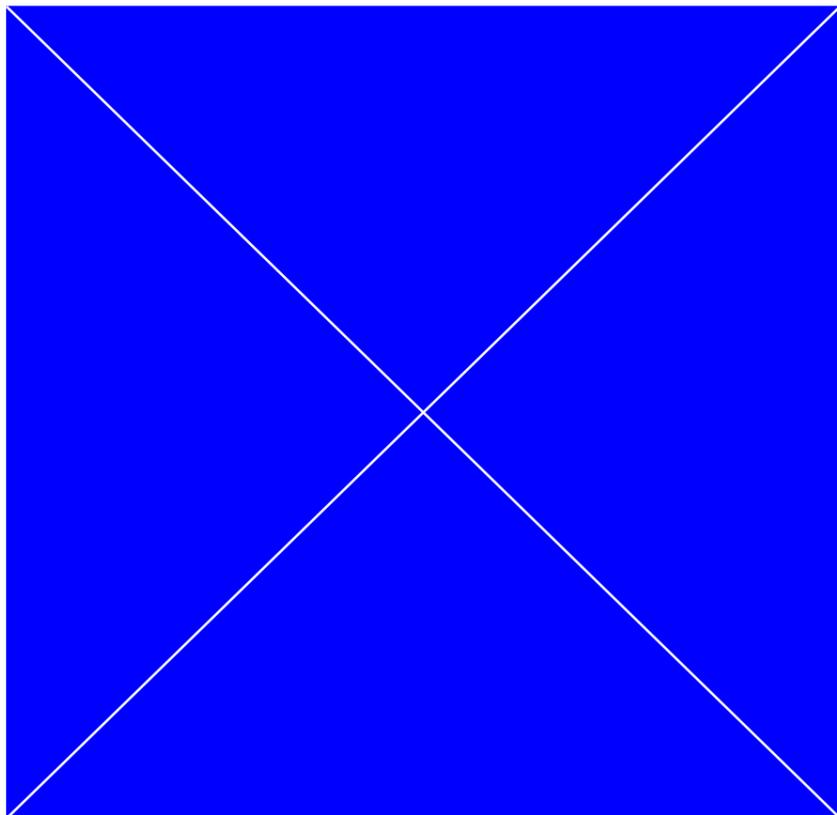
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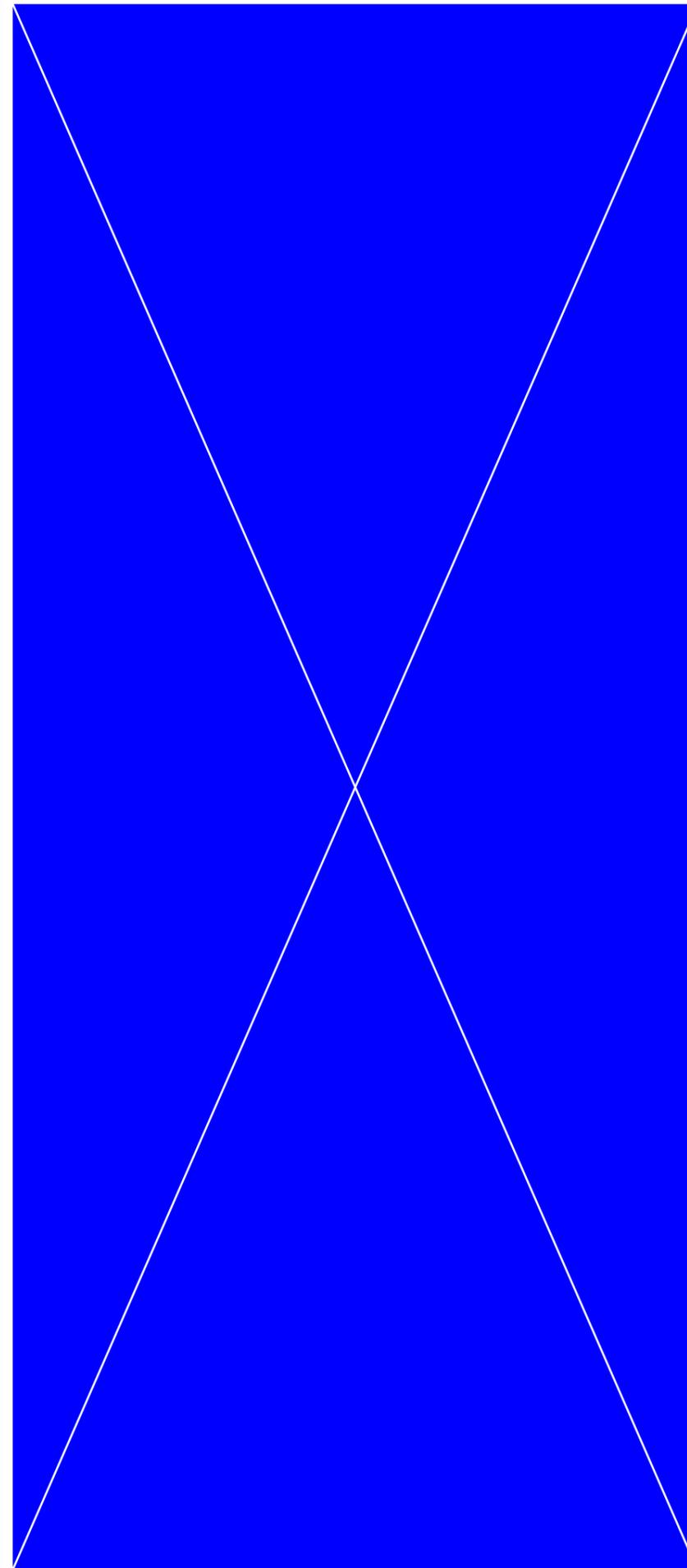
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## Acknowledgements

This section is optional. Authors may use this section to acknowledge support for their research, for example from their colleagues, research, research partners' contribution or funding bodies.

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# There is even some room for an interesting quote...

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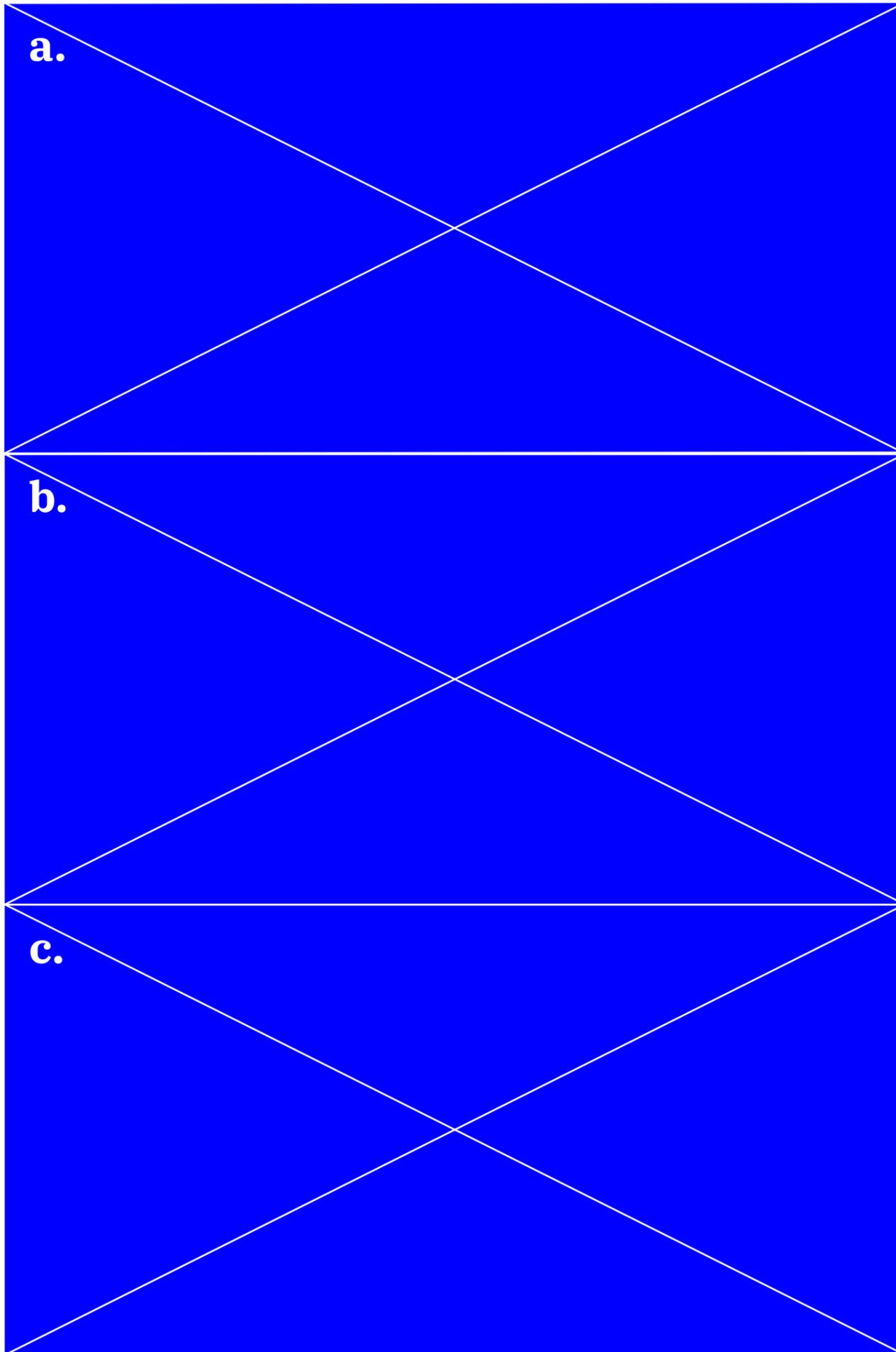
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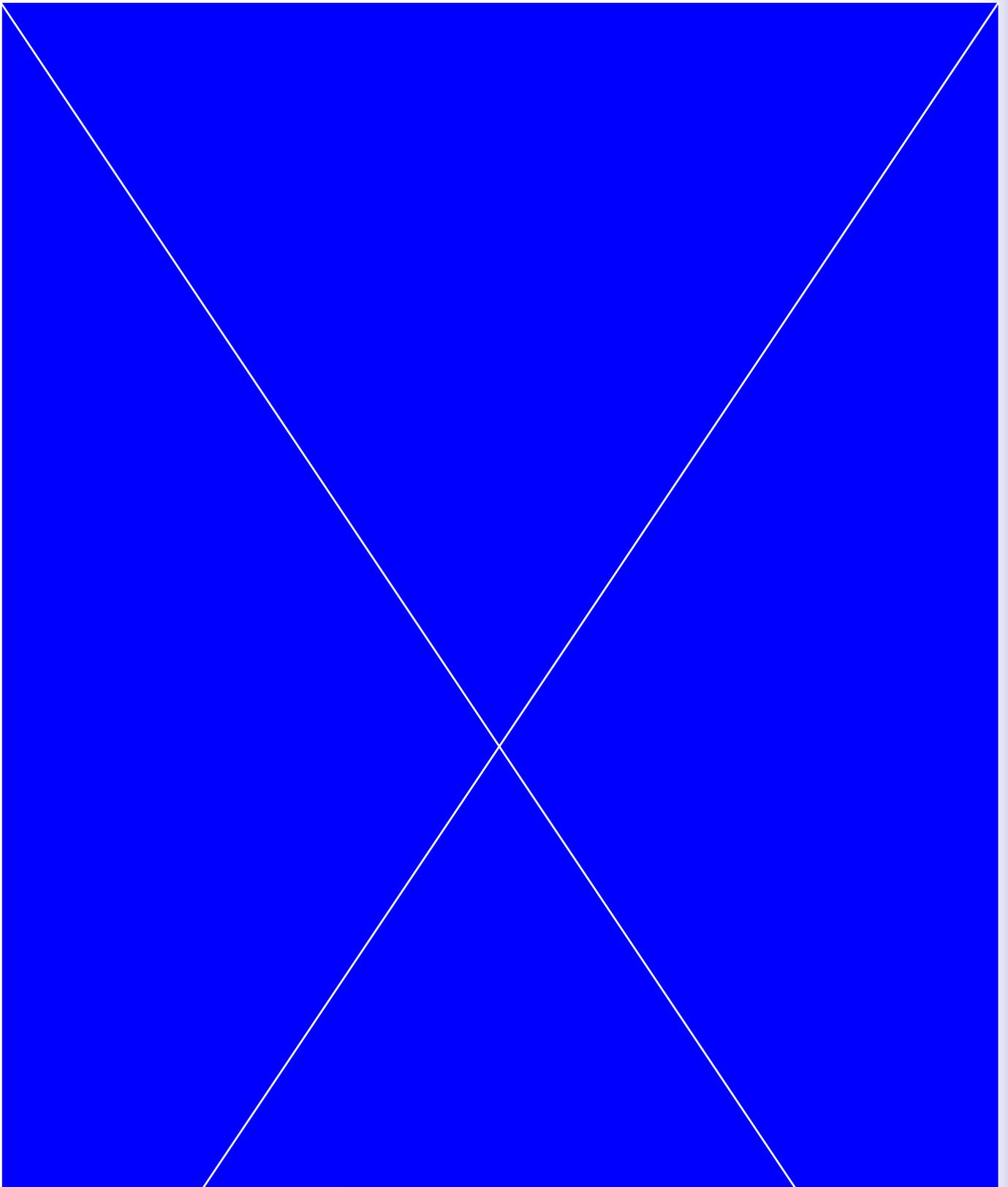
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