

Guidelines for Authors

Preparing Papers for VCA Publication

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Abstract

Papers should be submitted both as a MS Word doc file for Windows and PDF File. Papers are to be prepared on size A4 (297 mm x 210 mm). Font style is Times New Roman. The abstract should have max. 150 words. The "Abstract" header should be typed in 12 pt, bold and initial in capital. The abstract text should be typed in 10 pt., italic.

Keywords: Please do not enter more than 5 words separated.

(three lines)

Introduction

(two lines)

Papers should be typed single space with 25 mm margins all round. Page numbers should not be given on the document as these will be added later. The paper title should be typed in 16 pt, bold, lower case letters and should be centered. The paper title should not exceed 2 lines in length.

Name(s) of the author(s) should be typed below the title in 14 pt in bold, only initials are in capital. The affiliation of the author(s), including e-mail address(es) in 11 pt, should be centered and written under each name.

Paragraphs and Headings

Body text should be typed in 11 pt. Text should be both left and right justified. Paragraphs should not be indented. There should be one blank line between paragraphs. First-order headings should be typed in 12 pt, in bold with only the first letters capital. One blank line should be left above and below first-order headings.

Second-Order Headings

Second-order headings should be typed in 12pt and italic with only the first letters capital. One blank line should be left above and below second-order headings.

Figures

All graphic elements (graphics, line drawings, photos) should be referred as “figures” and should be numbered consecutively. Please position figures within the text as close as possible to where they are first referenced. All image formats (graphs, figures, photographs, diagrams etc.) included within the paper, should be 72dpi so that the file size is manageable when the paper is circulated for review purposes.

However the original high resolution image formats (graphs, figures, photographs, diagrams etc.) should be sent as separate files. Please refer to specific requirements for sending high resolution image files in the email.

It is recommended that when preparing electronic versions of photographs and figures the following formats be used when included in the paper and the original high resolution image files sent separately.

Type	Recommended format	Resolution	Image size
Black and white drawings	bitmap format	72 dpi	No more than 10 cm on the larger side
Greyscale photos	greyscale format	72 dpi	No more than 7 cm in the larger dimension
Colour pictures and drawings	jpg colour format	72 dpi	No more than 7 cm in the larger dimension

Tables

Please place all tables as close as possible to where they are first referenced. Number tables consecutively with Arabic numerals (Table 1, Table 2).

The preferred style is as shown below. Please leave two blank lines after tables.

Table 1. An example of table layout is below. All the information necessary for the reading of the table will be in the caption text. Please leave a blank line after the caption.

Abcde	Erty [%]	Nmoc [%]	Asdfg
A	15.3	101.38	Aaaaa
B	24.5	92.25	Bbb
C	29.8	82.62	Ccccc

Source: should be typed in 10 pt.

Equations

Equations should be aligned left and referenced with a number shown in parenthesis flush right of each equation.

Units of Measurements

International System of Units (S.I. units) must be used. If necessary, alternative units may be given in parenthesis.

Acknowledgements

If included, acknowledgments should appear before the list of references.

References

- Ladányi J. (2001) "Residential segregation among social and ethnic groups in Budapest during the post-communist transition", in P Marcuse, R van Kempen (eds) *Of States and Cities: The Partitioning of Urban Space* .Oxford University Press, Oxford, pp 170-182
- Marcuse P. and Van Kempen R. (eds) (2000) *Globalising Cities: A New Spatial Order?* Oxford: Blackwell
- Özüekren A.S. and Karahan-Ergöz E. (2010) "Housing Experiences of Turkish (Im)migrants in Berlin and Istanbul: Internal Differentiation and Segregation", *Journal of Ethnic and Migration Studies*, 36 (2), pp: 355 - 372
- Phillips, D. (2006a) Moving towards integration: the housing of asylum seekers and refugees in Britain, *Housing Studies*, 21 (4): 539-553.
- Phillips, D. (2006b) Parallel lives? Challenging discourses of British Muslim self-segregation, *Environment and Planning D: Society and Space*, 24 (1): 25-40.