



Guide for Authors

Welcome to the guide for authors of Design Dialogue. This document outlines the submission process, manuscript preparation, and other essential guidelines for authors submitting their work to our journal. Please read these instructions carefully before preparing your manuscript.

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1. General Information

Aim and Scope

Design Dialogue aims to provide a comprehensive and dynamic forum for researchers, scientists, engineers, architects, and thought leaders to share and exchange cutting-edge research, ideas, and insights on the multifaceted challenges and opportunities associated with designing and constructing structures. The primary goal of the journal is to facilitate collaboration and contribute to the advancement of design and construction technologies.

Categories

- Architecture
- Design Initiatives
- Engineering
- Sustainability
- Futuristic Design
- Artificial Intelligence (AI)

- Resilience and Adaptability
- Smart Design
- Education and Pedagogy
- Graphic Design
- Art and Technology
- Innovation in Design

2. Types of Articles

Original Research Articles

Should present an accurate account of the work performed and an objective discussion of its significance. Manuscripts should be between 4,000-8,000 words.

Review Papers

Should provide a comprehensive summary of the current state of research on a particular topic. Manuscripts should be between 6,000-10,000 words.

Case Studies

Should present in-depth analysis and insights from specific instances of design or construction projects. Manuscripts should be between 3,000-6,000 words.

Technical Notes

Should present new techniques, tools, or methodologies in the field. Manuscripts should be between 2,000-4,000 words.

Discussions

Should provide critical analysis or commentary on published articles or current trends in the field. Manuscripts should be between 1,000-3,000 words.

Peer Review Process

Design Dialogue adheres to a single anonymized peer review process. Upon submission, your manuscript will be initially evaluated by our editors to ensure it aligns with the journal's scope and standards. If deemed suitable, the manuscript will typically be reviewed by at least two independent experts to assess its scientific quality. The final decision regarding acceptance or rejection will be made by our editors. Authors wishing to appeal an editorial decision

may submit a formal appeal in accordance with the journal's appeal policy. Please note that only one appeal per submission will be considered, and the decision on the appeal will be final.

3. Manuscript Submission

Submission System

Authors should submit their manuscripts online via the Design Dialogue submission system at [Author Guidelines](#).

Cover Letter

A cover letter must accompany all submissions. It should include the following:

- A statement confirming the manuscript is original and not under consideration elsewhere.
- A brief description of the significance of the work.
- Any potential conflicts of interest.

4. Manuscript Preparation

Format and Style

- Manuscripts should be written in clear, concise, and grammatically correct English.
- Use double-spacing throughout the manuscript.
- Use Times New Roman, 10-point font.

Sections of the Manuscript:

Title Page

Please ensure that the title page includes the following details:

Article Title

The title should be concise and informative. Avoid abbreviations and formulae unless they are well-established and widely understood (e.g., DNA).

Author Names:

List the given name(s) and family name(s) of each author. The order of authors should match the order in the submission system. Ensure that all names are accurately spelled. If necessary, you can include your name in your native script in parentheses after the English transliteration.

Affiliations:

Provide the affiliation addresses where the work was conducted, listed below the author names. Use a lower-case superscript letter immediately after the author's name and in front of the corresponding address to indicate affiliations. Include the full postal address of each affiliation, along with the country name and, if available, the email address of each author.

Corresponding Author

Clearly indicate who will handle correspondence for the article at all stages of the refereeing and publication process, as well as post-publication. This responsibility includes responding to any future queries about your results, data, methodology, and materials. It is crucial to keep the email address and contact details of the corresponding author up to date throughout the submission and publication process.

Present/Permanent Address

If an author has moved since the work described in the article was carried out, or was visiting during that time, the address where the work was conducted should remain as their primary affiliation address.

Abstract

Please provide a concise and factual abstract that briefly states the purpose of your research, principal results, and major conclusions. Follow these guidelines:

- **Stand-alone:** Abstracts must be able to stand alone as they are often presented separately from the article.
- **References:** Avoid references. If essential, cite the author(s) and year(s).
- **Abbreviations:** Avoid non-standard or uncommon abbreviations. If essential, define them within your abstract at first mention.

Keywords

Provide 3 to 5 keywords for indexing purposes. Keywords should be written in English and should preferably be single words. Avoid keywords consisting of multiple words (using “and” or “of”).

Units

Use the International System of Units (SI) in your manuscript, adhering to internationally accepted rules and conventions. If other units are mentioned, include their SI equivalents.

Math Formulae

- Submit math equations as editable text, not images.

- Present simple formulae within the text, if possible.
- Use the solidus (/) for small fractional terms, e.g., X/Y.
- Italicize variables.
- Use “exp” to denote powers of e.
- Display equations separately from the text and number them consecutively as they appear.

Tables

- Submit tables as editable text, not images.
- Place tables next to the relevant text.
- Cite all tables within the manuscript text.
- Number tables consecutively according to their order of appearance.
- Provide captions for each table.
- Place any table notes below the table body.
- Avoid vertical rules and shading within table cells.
- Use tables sparingly to avoid duplicating data presented elsewhere in the article.

Figures, Images, and Artwork

Figures, images, artwork, diagrams, and other graphical media must be submitted as separate files along with the manuscript. Please adhere to the following guidelines:

- **Cite all images** in the manuscript text.
- **Number images** according to their sequence within your article.
- **Provide captions** along with the artwork in a separate file.

Artwork Formats

When finalizing your artwork, save or convert it to the following formats while considering resolution requirements for different types of images:

- **Vector drawings:** Save as EPS or PDF files with embedded fonts or save text as graphics.
- **Color or grayscale photographs (halftones):** Save as TIFF, JPG, or PNG files with a minimum resolution of 300 dpi.
- **Bitmapped line drawings:** Save as TIFF, JPG, or PNG files with a minimum resolution of 1000 dpi.

- **Combination of bitmapped line/halftones:** Save as TIFF, JPG, or PNG files with a minimum resolution of 500 dpi.

Unacceptable Submissions

Do not submit files with low resolution (e.g., GIF, BMP, PICT, WPG) or disproportionately large images compared to font size.

Figure Captions

Each image must have a caption consisting of a brief title (not displayed on the figure) and a description of the image. Minimize the amount of text within images and explain any symbols and abbreviations used.

Color Artwork

If you submit usable color figures with your accepted article, they will appear in color online. Ensure that color images are accessible to all, including those with impaired color vision.

Generative AI and Figures

We do not permit the use of Generative AI or AI-assisted tools to create or alter images in submitted manuscripts. The exception is if the use of AI tools is part of the research design or methods. If so, describe the use in the methods section, including the name of the tool, version, and manufacturer. Generative AI is not allowed for graphical abstracts or cover art unless prior permission is obtained.

Supplementary Material

We encourage the use of supplementary materials to enhance research. Some guidelines:

- **Cite all supplementary files** in the manuscript text.
- **Submit supplementary materials** with the article. They will appear online in their original file type.
- **Include a descriptive caption** for each supplementary file.
- **Provide updated files** if changes are needed during the publication process.
- **Disable track changes** in Microsoft Office files.

We recommend uploading research data to a suitable repository. Refer to our guidelines on sharing research data.

Video

We accept video material and animation sequences to support your research. Guidelines:

- **Refer to video content** in your text and add a note where the file should be placed.
- **Label files clearly** with names related to the content.



- **Provide files** in recommended formats within a preferred maximum size of 150 MB per file, 1 GB in total.
- **Provide “stills”** for each file to use as standard icons.
- **Include essential text** in your article that refers to the video content.

All video and animation files will be published in the electronic version of your article. Refer to our guidelines for more details on submitting video content.

Funding Sources

Authors must disclose any funding sources that provided financial support for the research and/or preparation of the article. The role of sponsors, if any, should be declared in relation to the study design, data collection, analysis, interpretation, report writing, and decision to submit the article for publication. If funding sources had no involvement, this should be stated in your submission.

List funding sources in the following standard format to facilitate compliance with funder’s requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions of the program or types of grants, scholarships, and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institution or organization that provided the funding.

If no funding was provided for the research, include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Appendices

Use the following format for appendices:

- Identify individual appendices using the format: A, B, etc.
- Number formulae and equations within appendices separately using formats such as Eq. (A.1), Eq. (A.2), etc. In subsequent appendices, use Eq. (B.1), Eq. (B.2), etc.
- Number tables and figures within appendices separately using formats such as Table A.1; Fig. A.1, etc.

References

References Within Text



- Ensure that any references cited within your article are also present in your reference list and vice versa.
- References cited in your abstract must be given in full.
- Avoid including unpublished results and personal communications in your reference list; mention them in the article text instead.
- If unpublished results and personal communications are included in the reference list, follow the journal’s standard reference style and indicate “unpublished results” or “personal communication.”
- References cited as “in press” imply that the item has been accepted for publication.
- Correct reference data allows us to link to abstracting and indexing services such as Scopus, Crossref, and PubMed. Any incorrect information may prevent link creation.
- Use Digital Object Identifiers (DOIs) as reference links to provide a permanent link to the electronic article referenced.

Reference Style

- Indicate references by number(s) in square brackets in line with the text. You may refer to author names within your text, but always provide the reference number (e.g., “as demonstrated [3, 6]. Barnaby and Jones [8] obtained a different result ...”).
- Number the references in the reference list in the order they appear in the text.
 - Use the shortened form for the last page number (e.g., 51-9). For more than six authors, list the first six followed by ‘et al.’

Examples

- **Reference to a journal publication:**

[1] Smith, A., Johnson, B., & Davis, C. (2020). The art of writing a scientific article. *Design Dialogues*, 163, 51-59.
<https://doi.org/10.1016/j.sc.2020.00372>.

- **Reference to a journal publication with an article number:**

[2] Smith, A., Johnson, B., & Davis, C. (2022). The art of writing a scientific article. *Design Dialogues*, 19, e00205.
<https://doi.org/10.1016/j.heliyon.2022.e00205>.

- **Reference to a book:**

[3] Brown, D., & White, E. (2000). *The elements of style* (4th ed.). New York, NY: Longman.

- **Reference to a chapter in a book:**

[4] Green, F., & Adams, G. (2023). How to prepare an electronic version of your article. In H. Thomas & K. Jones (Eds.), *Introduction to the electronic age* (pp. 281-304). New York, NY: E-Publishing Inc.

- **Reference to a website:**

[5] Cancer Research UK. (2023). *Cancer statistics reports for the UK*. Retrieved March 13, 2023, from <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/; 2023> [accessed 13 March 2023].

- **Reference to a dataset:**

[6] Miller, J., Smith, L., & Garcia, M. (2015). Mortality data for Japanese oak wilt disease and surrounding forest compositions [dataset]. Mendeley Data, v1. <https://doi.org/10.17632/xwj98nb39r.1>.

- **Reference to software:**

[7] Evans, R., Baker, T., James, L., Martin, A., Smith, K., & Jackson, P., et al. (2020). Advanced Terrestrial Simulator (ATS) v0.88 (Version 0.88) [software]. Zenodo. <https://doi.org/10.5281/zenodo.3727209>.

Journal Abbreviations

- Abbreviate journal names according to the List of Title Word Abbreviations (LTWA).

Web References

- Provide the full URL and the date when the reference was last accessed.
- Additional information (e.g., DOI, author names, dates) should be provided if known.
- List web references separately under a new heading directly after your reference list or include them in your reference list.

Data References

- Cite underlying or relevant datasets within article text and list data references in the reference list.
- Include author name(s), dataset title, data repository, version (where available), year, and global persistent identifier.

Preprint References

- Mark preprints clearly by including the word “preprint” or the name of the preprint server.
- If a preprint has subsequently become available as a peer-reviewed publication, use the formal publication as your reference.
- Reference preprints if they are central to your work or cover crucial developments in the topic.

Reference Management Software

- Use the relevant journal template in popular reference management software products that support Citation Style Language (CSL) such as Mendeley Reference Manager.
- Select the relevant journal template, and all citations and bibliographies will be automatically formatted in the journal style.
 - Remove all field codes before submitting your manuscript to any reference management software product.

5. Figures and Tables

Figures:

- Should be of high quality and submitted in separate files.
- Each figure must have a caption.
- Ensure that the figures are referenced in the text.

Tables:

- Should be included in the manuscript file after the references.
- Each table must have a title and a legend.
- Ensure that the tables are referenced in the text.

Submitting Your Manuscript

Suggest Reviewers

To support the peer review process, please provide names and institutional email addresses of several potential reviewers for your manuscript. Some guidelines to follow:

- Reviewers should not be colleagues or have co-authored or collaborated with you in the past three years.
- Avoid suggesting reviewers with whom you have competing interests.
- Suggest reviewers from different countries or regions to ensure a broad and balanced assessment of your work.
- Consider diversity in your reviewer suggestions, such as gender, race, ethnicity, and career stage.
- Do not suggest members of our Editorial Board.

The journal editors will make the final decision on whether to invite your suggested reviewers.

Submit Online

Our online submission system will guide you through the process of entering your manuscript details and uploading your files.

Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including the editor's decision and requests for revision, will be sent by email.

Submit your paper [here](#).

After Receiving a Final Decision

Publishing Agreement

Authors will be asked to complete a publishing agreement after acceptance. The corresponding author will receive a link to the online agreement by email. Please read our policies related to copyright to understand your rights and responsibilities.

Open Access

Visit our [open access](#) information page to learn about open access options for this journal.

Permission for Copyrighted Works

If excerpts from other copyrighted works are included in your article, you must obtain written permission from the copyright owners and credit the source(s) within your article using our permission request and license form.

Proof Correction

To ensure a fast publication process, you will be asked to provide proof corrections within a week. Corresponding authors will receive an email with a link to our online proofing system, allowing annotation and correction of proofs online. You can edit text, comment on figures and tables, and answer questions raised by our copy editor.

Proofing instructions and available alternative proofing methods will be provided in our email. The purpose of the proof is to check the typesetting, editing, completeness, and correctness of your article text, tables, and figures. Significant changes to your article at the proofing stage will only be considered with the approval of the journal editor.

Language and Editing Services

We recommend writing in American or British English but not a combination of both. If you feel the English language in your manuscript requires editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English, you may wish to use the English Language Editing service provided by our Author Services.

6. Ethical Considerations

Plagiarism Policy:

Design Dialogue has a strict policy against plagiarism. Authors must ensure that their work is original and properly cite the work of others.

Use of AI and AI-Assisted Tools:

Authors who use AI or AI-assisted tools during the manuscript writing process must disclose their use in a separate section of the manuscript. AI and AI-assisted tools do not qualify for authorship under the journal's authorship policy.

Data Access and Retention:

Authors may be asked to provide the research data supporting their paper for editorial review and/or to comply with open data requirements.

Ethical Guidelines

Submission Declaration

By submitting an article to Design Dialogue, authors imply that:

- The work described has not been previously published, except in the form of a preprint, abstract, published lecture, academic thesis, or registered report.
- The article is not under consideration for publication elsewhere.
- The publication of the article has been approved by all authors and, implicitly or explicitly, by the responsible authorities where the work was conducted.
- If accepted, the article will not be published elsewhere in the same form, in English or any other language, including electronically, without the copyright-holder's written consent.

To ensure compliance with our journal's publishing policies, your manuscript may be checked with our screening tools.

Authorship

All authors should have made substantial contributions to:

- The conception and design of the study, acquisition of data, or analysis and interpretation of data.
- Drafting the article or revising it critically for significant intellectual content.
- Final approval of the version to be submitted.

All authors should agree to be accountable for all aspects of the work to ensure that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Changes to Authorship

The editors of this journal generally will not consider changes to authorship after manuscript submission. Authors must carefully consider the authorship list and order before submitting the manuscript and provide a definitive author list at original submission.

Policy for Authorship Changes

- All authors must be listed in the manuscript, and their details entered into the submission system.
- Any addition, deletion, or rearrangement of author names in the authorship list should only be made prior to acceptance and only if approved by the journal editor.
- Requests to change authorship should be made by the corresponding author, who must provide the reason for the request to the journal editor with written confirmation from all authors, including any authors being added or removed, agreeing with the change.
- Only in exceptional circumstances will the journal editor consider the addition, deletion, or rearrangement of authors post-acceptance.
- Publication of the manuscript may be paused while an authorship change request is considered.
- Any approved authorship changes will result in a corrigendum if the manuscript has already been published.
- Unauthorized authorship changes may result in the rejection of the article or retraction if the article has already been published.

Declaration of Interests

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence or bias their work. Examples of potential competing interests include:

- Employment
- Consultancies
- Stock ownership
- Honoraria
- Paid expert testimony
- Patent applications or registrations

- Grants or other funding

Authors with no competing interests to declare should select the option “I have nothing to declare.”

The resulting document containing your declaration should be uploaded during the submission process. It is important that the document is saved in the .doc/.docx file format.

Declaration of Generative AI in Scientific Writing

Authors must declare the use of generative AI in scientific writing upon submission of the paper. This refers only to the writing process, not the use of AI tools for data analysis or drawing insights.

Guidelines for AI Use:

- Generative AI and AI-assisted technologies should only be used to improve the readability and language of the manuscript.
- The technology must be applied with human oversight and control, with authors carefully reviewing and editing the result.
- Authors are responsible and accountable for the content of the work.
- Authors must not list or cite AI and AI-assisted technologies as an author or co-author on the manuscript.

A declaration must be added at the end of the manuscript in a new section before the references list, for example:

- **Title of new section:** Declaration of Generative AI and AI-assisted Technologies in the Writing Process.
- **Statement:** During the preparation of this work, the author(s) used [NAME TOOL / SERVICE] to [REASON].
After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the published article.

Use of Inclusive Language

Authors should ensure their work uses inclusive language throughout and contains nothing that implies superiority based on:

- Age
- Gender
- Race
- Ethnicity
- Culture
- Sexual orientation

- Disability or health condition

Avoid descriptors about personal attributes unless they are relevant and valid. Write for gender neutrality and avoid using “he, she,” or “he/she.”

Reporting Sex- and Gender-Based Analyses

Integrate sex and gender-based analyses (SGBA) into research design when involving humans, animals, or eukaryotic cells, as per funders’ or sponsors’ requirements and field best practices. Address the sex and/or gender dimensions of the research within the article or declare them as limitations.

Authors should define how sex and gender have been used in their research and publication. For example:

- **Sex:** Biological attributes associated with chromosomal genotype, hormonal levels, and anatomy.
- **Gender:** Socially constructed roles, behaviors, and identities in a historical and cultural context.

Jurisdictional Claims

Design Dialogue respects the decisions taken by its authors on designating territories and identifying affiliations in their published content. The journal takes a neutral position with respect to territorial disputes or jurisdictional claims, including maps and institutional affiliations.

Maps:

- Maps should only show the study area and include a note stating “map lines delineate study areas and do not necessarily depict accepted national boundaries.”

Institutional Affiliations:

- Use the full, standard title of the institution or the standard abbreviation to ensure independent verification for research integrity.

7. After Acceptance

Proofs:

Authors will receive proofs of their manuscript for review before publication. Prompt return of corrected proofs is essential.

Publication Charges:

Currently, Design Dialogue has a waiver policy, and all publications will be free of charge for a limited period.

Open Access Policy:



All articles published in Design Dialogue are open access and freely available to readers.

8. Contact Information

For any inquiries regarding the submission process or manuscript preparation, please contact the editorial office at [contact email](#).

Thank you for choosing Design Dialogue as the platform for your research. We look forward to your contributions.