

## **2019 First International Conference on Cultural Accessibility and Social Inclusion**

### **Instructions for Paper Submission**

1. The aim of the conference is to establish a new academic field specifically to promote the development and discussion of cultural accessibility and social inclusion, and to enable discussion of practical experience, in order to accelerate cross-disciplinary communication, enhance professional knowledge in related fields, and further the goals of sociocultural equality and inclusion.

**2. Topic Areas:** Conference paper topic areas should be related to universal cultural accessibility and social inclusion. They should belong to but are not limited to the following areas:

- (a) **Accessibility Services and Programs:** Design and implementation of and commentary on cultural accessibility programs, assistive devices, and accessible services.
- (b) **Inclusion, Outreach and Community Engagement:** Seeking meaningful and effective ways to promote equality and diversity in cultural access and participation.
- (c) **Organizational Buy-Ins and Strategic Planning:** Discussing administrative management at organizations that promote cultural accessibility and inclusion.
- (d) **Staff Training:** Running training courses and awareness raising for staff and volunteers on topics relating to cultural accessibility and inclusion, teaching them how to handle complaints and suggestions from members of the public.
- (e) **Program Evaluation or Research:** Views on comprehensive cultural accessibility policies and implementation, comparison of policies, testing the effectiveness of implementation, and suggestions for future approaches.
- (f) **Technology:** Promoting technological intervention strategies for cultural accessibility and inclusion, or discussion of relevant uses of technology.
- (g) **Legal Requirements:** Exploring legal and normative issues relating to cultural accessibility and diversity and inclusion.
- (h) **Universal Design:** Concepts and trends relating to accessibility, universal design, case studies, and evaluation reports.

### **3. Submission Guidelines**

- (a) We accept both Chinese and English submissions. Please indicate which topic area your paper relates to (choose one of nine).
- (b) Applicants should first submit an abstract in English and Chinese in advance of the

conference (1,000–1,500 Chinese characters and 600–1,000 English words). Those who pass the review should submit the full text (8,000–15,000 words/characters in total, including the main text of the paper in either English or Chinese, a condensed abstract in both Chinese and English, keywords in both English and Chinese, captions to figures, and references).

- (c) The condensed abstract in both English and Chinese (maximum of 500 Chinese characters and 300 English words) should briefly describe the objectives, methodologies, and results of the study, or the main points of the paper. Please also include 3-5 keywords in both English and Chinese.
- (d) The order of the full manuscript should be: title page (with the title in both in Chinese and English), Chinese abstract and keywords, English abstract and keywords, main text in either English or Chinese (with footnotes not endnotes), appendices, and references.
- (e) Abstracts may not contain any personal information.
- (f) Citation style: References to webpages should be indicated in footnotes, including the date of visit. Periodicals and e-books must be included in the reference list, with URLs and dates. The following examples of Chinese and English book and journal references are given for your reference.

王嵩山，2005。體現文學的疆界。想像與知識的道路，頁：105-108。臺北：稻鄉出版社。

蔡振家、陳佳利、李捷葳，2010。博物館中的文學聲景：試析聲音元素在文學展示中的角色與功能，博物館學季刊，24（1）：93-113。

David, J. & Gardner, H., 1993. "Open window, open doors". In: Hooper-Greenhill, E. (Ed.), 1994, *The Educational Role of the Museum*, pp. 99–104. London: Routledge.

Webb, R. C., 1996. "Music, mood, and museums: a review of the consumer literature on background music". *Visitor Studies*, 8(1): 15–29.

#### **4. Uploading manuscript**

- (a) Please upload the basic information form, your full paper, and the authorization consent form to the conference website (<http://www.2019CASI.org>) before Monday 21 October 2019.
- (b) Formatting

- (i) Upload your paper in Word or ODT file format, A4 paper size.
- (ii) For general style guidelines, see section 3, above.
- (c) Basic information form: title of paper in Chinese or English, topic area (one of nine), author's name, organization, department, and title. (Please download the form on the conference website.)
- (d) Full paper
  - (i) Chinese and English abstract and keywords: Chinese abstracts no more than 500 characters, English abstracts no more than 300 words, 3 to 5 keywords in both English and Chinese.
  - (ii) Main text: typesetting, fonts, font size
    - (1) Chinese text: PMingLiU, 12 point; quotations in Chinese: Microsoft Standard Kai Font, 12 point; English text: Times New Roman, 12 point.
    - (2) The main text should use standard kerning, single line spacing, and justified alignment. Paragraphs should be spaced with a 0.5 line gap without using empty lines.
    - (3) Page margins are 3 cm (top, left, right) and 2 cm (bottom). Font color is black.
    - (4) Page numbers must be indicated in the center of each page's footer.
- (e) Authorization: Download and print out the Authorization Form, sign it, and upload it in pdf file format. (Please download the Authorization Form on the conference website.)

5. The conference organizers and administrators are not responsible for copyright issues arising from manuscript contents (figures, tables, long citations, etc.), and the author must obtain prior consent from any copyright holders. In cases of plagiarism or other infringements of third-party rights, the author shall bear sole legal responsibility, and the organizers and administrators shall not be liable.