

# Instructions for the draft Paper submission

## General information

**Title of the proposed solution:** A clear and concise title summarizing your idea

**University:** Name of your home university

**Team members:** List of participants with full names, student status/level and email addresses (include the two representatives who will present the team in Rome, if applicable).

## Problem statement

Provide a brief description of the specific issue of over-tourism from the perspective of inclusivity your team is addressing, linking it to a local, regional and European context. Highlight why this problem is important.

## Proposed solution overview

Offer a summary of your proposed solution in 2-3 sentences, ensuring it is both innovative and easy to understand. Afterwards, state the main objectives of your solution, such as addressing visitor congestion, fostering community participation or promoting sustainable tourism practices through inclusivity.

## Implementation plan

Outline a clear and actionable plan for implementing your solution. Specify the key steps required.

## Expected impact

Describe the immediate benefits (short-term) you expect your solution to achieve. Additionally, explain the long-term vision for how your idea can contribute to solving overtourism under the lense of inclusivity on a broader scale.

## Challenges and risks

Acknowledge potential challenges your team may face in implementing the solution and suggest strategies to address these obstacles effectively.

## Conclusion and call to action

Summarize the key points of your draft and emphasize why your solution deserves attention. End with an inspiring call to action and dissemination activities, encouraging stakeholders to support your idea and contribute to its development.

## Practical details

### a. Visual elements and posters

If appropriate, include a simple visual element such as a diagram, flowchart or map to clarify your proposal. Ensure it enhances rather than detracts from the content.

The poster is highly recommended because it will be exhibited during the Global CIVIS Days.

### b. Formatting notes and references

Include references for any data, research, or sources of inspiration cited in your draft. Use APA referencing style (<https://apastyle.apa.org/instructional-aids/reference-examples.pdf>). Write in clear, professional English, and maintain a structured, concise format throughout the document.

# Formatting guidelines for the draft (and the final) paper

## **Font, text size, line spacing and margins:**

Use Times New Roman.

Font size: 12 pt for the main text and 14 pt bold for section titles.

Set the line spacing to 1.5 for the main text.

Use single spacing for block quotes or references.

Use 1-inch (2.54 cm) margins on all sides.

Full text alignment (justified is optional but not required).

Titles and headers should be center-aligned.

## **Paper length:**

Draft: 2 pages maximum.

Final submission (if the paper will be accepted): 5 pages maximum (including visuals, references, and appendices, etc).

## **References and citations:**

Follow APA style (<https://apastyle.apa.org/instructional-aids/reference-examples.pdf>) for citations and references.

Include in-text citations for quotes, data, or ideas from external sources.

Provide a References section at the end, formatted in APA style.

## **File format:**

Submit the paper as a PDF.

Ensure the file name follows this format: University\_solution\_title.pdf.

## **Header and footer:**

Header: Include the title of the paper and page number on the top right.

Footer: Include the team name and university affiliation.

## **Language and grammar:**

Write in English, using professional and formal academic language.

Proofread the document to ensure correct grammar, spelling and punctuation.

# **Structure of the poster**

## **(in case your proposal is accepted)**

### **Title section**

Title of the solution (large and bold).

University name.

Team members and their student status/level.

### **Design poster tips (optional instructions):**

Layout: Use 3-4 columns for a clean and organized structure.

Font Sizes:

Title: ~72pt

Headings: ~36pt

Body Text: ~24pt

Color Scheme: Professional palette with good contrast

Visuals: High-quality diagrams, infographics, or images

White Space: Ensure spacing between sections for readability

References: Small section at the bottom for citations or acknowledgments

### **Useful links:**

<https://www.posterprinting.london/poster/how-to-create-an-academic-poster/>

<https://www.adobe.com/express/templates/poster/academic>

<https://edit.org/>

<https://www.canva.com/>