Title of my CHNT Long Abstract <style CHNT\_Title>

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**Keywords:** Please add 3 to 5 key words separated by M-Dashes "—". <style CHNT\_Keywords>

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Guidelines <style CHNT\_Heading 1>

General issues <style CHNT\_Heading 2>

These instructions give you guidelines for preparing Long abstracts for the proceedings of the conference “Cultural Heritage and New Technologies” (CHNT). Use this document as a template. Please use Microsoft Word or a compatible free word processor using the styles described in the next section. Long abstracts must be written either in British or American English (the spelling should not be mixed). Please do not use endnotes but only footnotes using style CHNT\_footnote. Use standard abbreviations for metric units (km, kg, m, etc.) without final full stops. Square metres should be expressed as m². Define non-trivial abbreviations and acronyms the first time they are used in the text.

The Long abstracts must be one (1) until two (2) pages (250 words - illustrations and references) in length.

Long abstracts may not have more than one (1) illustrations.

Long abstracts must not be written in first person (“the survey project has been planned” instead of “we planned the survey project”) or active voice.

Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to carefully proofread your text.

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Tables and Styles <style CHNT\_Heading 2>

Please make strict use of the given styles that have been carefully defined for each part of the Long abstract, listed in Table 1.

When assigning a style to a particular element of the long abstract, first select the section of text that you want to designate with a particular style and then select the appropriate style from the style menu. The style will then adjust your fonts and line spacing. Do not change the font sizes or line spacing to squeeze more text into the maximum number of pages. Please follow this rule carefully: it makes the final shape of your long abstract more uniform and makes production work easier. To highlight words, use *italic* letters only.

|  |  |
| --- | --- |
| Style | Text involved |
| CHNT\_Title | Title; Arial, 14 pt, bold, space before 24 pt, after 12 pt |
| CHNT\_Subtitle | Subtitle, i.e. a secondary or explanatory title; Arial, 12 pt, bold, space before 0 pt, after 12 pt |
| CHNT\_Name\_Affiliation | Author’s name, short affiliation, country, immediately below the Long abstract title; Arial, 9 pt, spacing 0 pt before and after each paragraph, line spacing: multiple 1.15 |
| CHNT\_Abstract\_Text | Main body; Arial 11 pt, spacing 1.3; margin distance each 1,5 cm |
| CHNT\_Heading 1 | Section title, level 1; Arial, 13 pt, bold, no numbering, space before 18 pt, after 0 pt |
| CHNT\_Heading 2 | Section title, level 2; Arial, 12 pt, bold, no numbering, space before 11 pt, after 2 pt |
| CHNT\_Text | Main body; Arial, 11 pt, spacing 4 pt before and after each paragraph, line spacing: multiple 1.3 |
| CHNT\_Table\_Header | Header of a table column; Arial, 8 pt, bold, spacing 10 pt before and 3 pt after each paragraph |
| CHNT\_Table | Cells of the table; Arial, 8 pt, spacing 2 pt before and after each paragraph |
| CHNT\_Captions | Figure or table caption, below the figure or table; Arial, 9 pt, italics, spacing 4 pt before and 10 pt after each paragraph, line spacing: multiple 1.3, centre align |
| CHNT\_SubfigureLetter | Arial, 10 pt, italics, spacing 2 pt before and 6 pt after each paragraph |
| CHNT\_Footnote | Author’s address and footnotes; Arial, 9 pt, spacing 0 pt before and after each paragraph, line spacing: single, spacing 2 pt after each paragraph |
| CHNT\_Reference | Entry in the list of references at the end of the Long abstract; Arial, 9 pt, spacing 4 pt before and 4 pt after each paragraph, line spacing: multiple 1.15, hanging: 0.5 cm |

Table 1. List of the styles used in a CHNT Long abstract.

The Style CHNT\_Footer is only used for the page numbers at the bottom of each page.

Please use footnotes[[1]](#footnote-2) instead of endnotes.[[2]](#footnote-3)

Tables should be numbered according to the order in which they first appear. Please ensure you cite each table in your text. Below each table, captions including text beyond the table name are mandatory.



Fig. 1. Excavation, Mölker Bastei Vienna (© Stadtarchäologie Wien).

Figures <style CHNT\_Heading 2>

*Please insert up to 10 figures in the text layout.* Figures are supposed to fill the entire page breadth, like Fig. 1 or to be centred in the page, like Fig. 2. As an alternative, a figure can be made by different subfigures. In that case please indicate with a letter each subfigure, and make reference to it in the caption, as for example in Fig. 3 using style CHNT\_SubfigureLetter. Figures should be numbered according to the order in which they first appear. Please ensure you cite each figure in your text.

Authors must obtain permission to publish illustrations taken from a copyrighted source. The figure caption should include the appropriate credit information.



Fig. 2. Results of the Radiocarbon dating (@ Stadtarchaeologie Wien)

|  |  |  |
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| Tarcsay_Glashuetten_Abb08a | Tarcsay_Glashuetten_Abb08b | Tarcsay_Glashuetten_Abb08c |

Fig. 3. Epitaph of Niclas Pitti, St. Stephans Cathedral Vienna a) f 2,6; b) f 4,8; c) f 12,9 (© Wolfgang Börner).<style CHNT\_Captions>

References in the text

Please use the Harvard Manchester style as a referencing system: <http://subjects.library.manchester.ac.uk/referencing/referencing-harvard>

The citation of the Long abstract by Boasson and Visser (2017) provides a template for citing a Studies in Digital Heritage publication. Polig (2016) published in a CHNT proceedings.

References (max 2-3)

Use the <style CHNT\_Reference> for the references.

Boasson, W. and Visser, R. M. (2017). ‘SIKB0102: Sychronising Excavation Data for Preservation and Reuse’, Studies in Digital Heritage, 1(2), pp. 206-224. DOI:10.5284/1046734

Polig, M. (2016). The original Holy Cross Church in Dalby. New interpretations through digital archaeology, *Proceedings of the 20th International Conference on Cultural Heritage and New Technologies 2015*, Vienna, 17 pages. Available at https://www.chnt.at/wp-content/uploads/eBook\_CHNT20\_Polig\_2015.pdf (Accessed: 13 January 2019).

1. Footnotes concerning a single word should be positioned immediately after the word. [↑](#footnote-ref-2)
2. Footnotes concerning a whole sentence should be positioned after the full stop. In-text references must not be written in footnotes. <style CHNT\_Footnote> [↑](#footnote-ref-3)