Title of my CHNT Paper<style CHNT\_Title>

Subtitle <style CHNT\_Title\_Subtitle>

FirstAuthorFirstName LastName, affiliation, country <style CHNT\_Name\_Affiliation>

SecondAuthorFirstName LastName, affiliation, country <style CHNT\_Name\_Affiliation>

**Abstract:** These instructions give you guidelines for preparing papers 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. Papers 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.   
(200-300 words)

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

**CHNT Reference:** add full reference here: FirstAuthorSurname, G., SecondAuthorSurname, G. and ThirdAuthorSurname, G. (2021). ‘Title of my CHNT Paper’, in CHNT Editorial board. *Proceedings of the 26th International Conference on Cultural Heritage and New Technologies, held in Vienna and online, November 2021.* Heidelberg: Propylaeum.

DOI: xxxxxxx. <style CHNT\_Citation\_Reference>

Guidelines <style CHNT\_Heading 1>

Please follow these guidelines strictly to ensure a smooth and quick review and publication process.

General issues <style CHNT\_Heading 2>

These instructions give you guidelines for preparing Long paper for 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 papers must be written either in British or American English (the spelling should not be mixed). Please use footnotes instead of endnotes. 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.

Whenever a number occurs make sure the number is separated with a protected space to prevent a line break between the number and its according information/unit. E.g., 100 km², Fig. 3, Henry VII, Table 1. The protected space is inserted by pressing [Ctrl]+[Shift]+[Space]. Turn on the formatting symbols to check if the protected space is in place.

The papers must be between four (4) pages and ten (10) pages in length (plain text i.e. without abstract, illustrations and references).

Papers may not have more than ten (10) illustrations.

Papers 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.

By submitting the long paper, you agree that this contribution may be published under the terms of the [CC BY-NC-ND 3.0](https://creativecommons.org/licenses/by-nc-nd/3.0/) Licence in the CHNT proceedings. All submissions will be reviewed after submission. It is therefore possible that your submission is rejected, or you will be asked to make some changes before it is published. <style CHNT\_Long\_Abstract\_Text>

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 paper, listed in Table 1.

When assigning a style to a particular element of the paper, first select the section of text that you want to designate with a particular style and then select the appropriate style sheet 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 paper more uniform and makes production work easier. To highlight words, use *italic* letters only.

Table 1. List of the styles used in a CHNT Long abstract. <style CHNT\_Table\_Captions>

|  |  |
| --- | --- |
| Style | Text involved |
| CHNT\_Abstract | Main body of the abstract; Arial 11 pt, spacing 1.15; margin distance each 1 cm |
| CHNT\_Title | Title; Arial, 14 pt, bold, space before 24 pt, after 12 pt |
| CHNT\_Title\_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 paper title;  Arial, 9 pt, spacing 0 pt before and after each paragraph, line spacing: multiple 1.15 |
| CHNT\_Keywords | Arial 11 pt, italics. spacing 1.3; |
| CHNT\_Long\_Abstract\_Text | Main body; Arial, 11 pt, spacing 4 pt before and after each paragraph, line spacing: multiple 1.3 |
| CHNT\_Citation\_References | Same, but no spacing between paragraphs |
| CHNT\_Header | Arial 9 pt., grey, used in the header only – don’t change |
| 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\_Figure | Use for Images only. Keeps images and captions on the same page. |
| CHNT\_Table\_Captions | Table caption, above the table; Arial, 9 pt, italics, spacing 10 pt before and 4 pt after each paragraph, line spacing: multiple 1.3, centre align |
| 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\_Figure\_Captions | Figure 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\_Figure\_SubfigureLetter | Arial, 10 pt, italics, spacing 2 pt before and 6 pt after each paragraph |
| CHNT\_Footnote | Author’s names and footnotes; Arial, 9 pt, spacing 0 pt before and after each paragraph, line spacing: single, spacing 2 pt after each paragraph |
| CHNT\_Footer\_odd | Arial 8 pt., used in the footer of the odd pages |
| CHNT\_Footer\_even | Arial 8 pt., used in the footer of the even pages |
| CHNT\_Reference | Entry in the list of references at the end of the Long paper; Arial, 9 pt, spacing 4 pt before and 4 pt after each paragraph, line spacing: multiple 1.15, hanging: 0.5 cm |

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

The styles <CHNT\_Footer\_odd>/<CHNT\_Footer\_even> are used only for the page numbers and the authors names and paper title at the bottom the pages. Don’t forget to enter the authors names in the footer. The title is inserted in the footer automatically. For additional remarks or detailed references, please use footnotes[[1]](#footnote-2) instead of endnotes.[[2]](#footnote-3)



Fig. 1. Bamiyan Valley, Afghanistan (© Irmengard Mayer). <style CHNT\_Figure\_Captions>

Figures <style CHNT\_Heading 2>

Please use the style <CHNT\_Figure> for inserted images to ensure appropriate spacings and that images and captions are kept on the same page. For the captions please use the style <CHNT\_Figure\_Captions>. 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 of different subfigures. In that case, please indicate with a letter each subfigure, and refer to it in the caption, as for example in Fig. 3 using style CHNT\_SubfigureLetter. Figures should be ordered and numbered according to the order in which they first appear. Please ensure you refer each figure in your text. Figures are prefered to be placed in the text. If you absolutely want to add the pictures after the text, please place it after the author statements and before the References.

Please don’t use tables to arrange compound figures. Use tabstops like in Fig. 3. or create a drawing canvas (Insert -> Shapes -> New drawing canvas) to arrange more complex compound figures.

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



Fig. 2. Mixed masonry of mud bricks and fired bricks, Burgenland (© Irmengard Mayer). <style CHNT\_Figure\_Captions>

  

a b c

Fig. 3. Building phases of a window, Weidling, Lower Austria  a) phase 1; b) phase 2; c) phase 3 (© Irmengard Mayer).<style CHNT\_Figure\_Captions>

References in the text

Please use the Harvard Manchester style as a referencing system: <http://subjects.library.manchester.ac.uk/referencing/referencing-harvard>. Please make sure, URLs and URIs are provided as interactive hyperlink as seen in the examples in the References. In the case of references which refer to a range of pages please ensure to use the N–dash instead of “-“ minus to separate the pages. The N-dash is inserted with [Ctrl]+[Numpad “-“]. Eg. (Boasson and Visser, 2017, pp. 210–214).

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

Funding

Please provide information if and by which institutions the research was funded. If applicable, provide the grant number of the funding agency.

Conflict of Interests Disclosure

Please disclose any financial or personal relationships with other individuals or organisations, such as sponsors, that could make your work appear biased or influenced.

Author Contributions

Please list the contributions of the project participants here, according to the CRediT system. See specific descriptions of the role here: (<http://credit.niso.org/>). Please omit non-applicable roles.

**Conceptualization:** <contributor names>

**Data curation:** <contributor names>

**Formal Analysis:** <contributor names>

**Funding acquisition:** <contributor names>

**Investigation:** <contributor names>

**Methodology:** <contributor names>

**Project Administration:** <contributor names>

**Resources:** <contributor names>

**Software:** <contributor names>

**Supervision:** <contributor names>

**Validation:** <contributor names>

**Visualization:** <contributor names>

**Writing – original draft:** <contributor names>

**Writing – review & editing:** <contributor names>

References <style CHNT\_Heading 1>

Use the <style CHNT\_Reference> for the references. Please make sure, that URLs and URIs are actually working links.

Boasson, W. and Visser, R. M. (2017). ‘SIKB0102: Synchronising Excavation Data for Preservation and Reuse’, Studies in Digital Heritage, 1(2), pp. 206–224. DOI: [10.14434/sdh.v1i2.23262](https://doi.org/10.14434/sdh.v1i2.23262)

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)