

## Guidelines for Contributions to the CHNT Proceedings

Dear contributor,

we are happy that you are willing to publish your work in the CHNT conference proceedings. We kindly ask you to follow these guidelines strictly to ensure a smooth and quick review and publication process.

### Length of abstracts and papers

The length of the short paper is between 5.000 to 10.000 characters (not including captions and references); at least one illustration is required. Papers must have a length of 4 to 10 pages or 10.000 to 25.000 characters. The number of figures is limited to 3 in the case of short papers and 10 for full papers. Every paper must have an abstract of between 200 and 300 words.

### Language

Papers and short papers must be written either in British or American English (the spelling should not be mixed). If your native language is not English, please ask a native English-speaking colleague to proofread your text. Papers and short papers must not be written in first person (“the survey project has been planned” instead of “we planned the survey project”) or active voice.

### Abbreviations, units, and numbers

Use standard abbreviations for metric units (km, kg, m, etc.) without final full stops. Square metres should be expressed as m<sup>2</sup>. Please 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 km<sup>2</sup>, Fig. 3, Henry VII., Table 1. The protected space is inserted by pressing [Ctrl]+[Shift]+[Space] in many word-processing software. Turn on the formatting symbols to check if the protected space is in place.

When giving ranges of numbers, please ensure to use the N-dash (“–”) instead of (“-”) minus to separate the pages. The N-dash is inserted with [Ctrl]+[Numpad “-“] in MS Word. Eg. (Boasson and Visser, 2017, pp. 210–214).

### Figures

Figures must be submitted as separate files in well-established raster graphic formats, such as \*.tif, \*.png, \*.gif. Please use the following naming convention:

figure\_01.png, figure\_02.png, etc.

Every figure must be referenced in the text by an anchor in Brackets, e.g.

The template is there to guarantee a smooth publishing process and a neat appearance of the proceedings (see Figure 1). Not using the submission form will result in a delay of publication, a frustrated and overloaded committee, and unforgiving reviewers (Figure 2).

Please enter all the figure captions in the table below the text. Figure captions should consist of complete sentences and explain the context visible in the Figure well.

There are two sizes of figures possible: Full page (17 cm width) or half page (8 cm width). If you include Text in your figures, make sure it is large enough to be used in print, given the desired size of the Figure. The resolution must be at least 300 dpi.

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

## Tables

Please submit tables as separate files in \*.csv, \*.xls or \*.ods-files. In the text, include anchors, referring to the tables, e.g.

A larger series of numerical data is best displayed as a table (Table 1).

Tables should be numbered according to the order in which they first appear. Please ensure you refer to each table in your text. For each table, captions explaining the table's content are mandatory. Please enter all the table captions in the table further below in this document.

## References in the text

Please give all references according to Harvard Manchester style: <http://subjects.library.manchester.ac.uk/referencing/referencing-harvard>.

(Boasson and Visser, 2017, pp. 210–214)

Author names can also be included in the text, with the year of the publication set in brackets:

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

## References section

Please adhere to the Harvard-Manchester style, as mentioned above. Please make sure, URLs and URIs are provided as interactive hyperlink as seen in the examples in the References section below. Please enter the references in the according section below the text.

- 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)
- Herrmann, J. T., Glissmann, B., Sconzo, P. and Pfälzner, P. (2018). 'Unmanned Aerial Vehicle (UAV) Survey with Commercial-Grade Instruments: A Case Study from the Eastern Habur Archaeological Survey, Iraq.' *Journal of Field Archaeology*, 43(4) pp. 269–283.
- 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](https://www.chnt.at/wp-content/uploads/eBook_CHNT20_Polig_2015.pdf) (Accessed: 13 January 2019).
- Remondino, F. and Campana, S. (eds.) (2014) *3D Recording and modelling in Archaeology and Cultural Heritage. Theory and best practices*. Oxford: Archaeopress (BAR international series, 2598).
- Zubrow, E. B. W. (2006) 'Digital Archaeology. A Historical Context.', in Evans, T. L. and Daly, P. T. (eds.) *Digital archaeology: bridging method and theory*. London; New York: Routledge, pp. 9–26.

## Author Contributions section

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

## Licensing

By submitting your contribution, you agree that this contribution may be published under the terms of the CC BY-NC-ND 4.0 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.

Thank you for carefully reading through these instructions. Please use the according sections and stylesheets on the next page to enter your text, references, figure, and table captions.

Sincerely,

The CHNT Editorial Board