Guidelines for preparing your paper for
digital cultural heritage:FUTURE VISIONS
conference April 2017

Digital proceedings will be published following the conference with an ISBN.

Selected papers will be invited to a special edition of International Journal of Heritage Studies, in expanded form (up to 8000 words).

The following guidelines are based on Taylor and Francis journal standards, the publishers of IJHS, in order to make the transition between proceedings and journal papers as smooth as possible.

Word limits
Please include a word count for your paper.
Papers for the conference should be no more than 5000 words. This limit includes tables; references; figure captions; footnotes; endnotes.

Style guidelines
Please refer to these style guidelines below when preparing your paper.
Please use Australian spelling consistently throughout your manuscript.
Please use single quotation marks, except where ‘a quotation is “within” a quotation’. Please note that long quotations should be indented without quotation marks.

Formatting
Papers may be submitted in any standard format, including Word and LaTeX.
Figures should be saved separately from the text.

Font: Times New Roman, 12 point, double-line spaced. Use margins of at least 2.5 cm (or 1 inch).
Title: Use bold for your article title, with an initial capital letter for any proper nouns.
Abstract: Should be no more than 300 words. Indicate the abstract paragraph with a heading and indentation on both right and left margins.
Keywords: Please provide up to six keywords.
**Headings:** Please indicate the level of the section headings in your article:

1. First-level headings (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns.
2. Second-level headings should be in bold italics, with an initial capital letter for any proper nouns.
3. Third-level headings should be in italics, with an initial capital letter for any proper nouns.

**Tables and figures:** Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The actual tables should be supplied either at the end of the text or in a separate file. The actual figures should be supplied as separate files. Please provide high resolution .tiff or .png files of images with the final paper. These files should be named Figure1_[authorname].jpg/.tiff and sent within a zip file or similar.

**References**

References are to be author-date and follow the Chicago 16th Manual of style, available here: [http://www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) [Be sure you are on the author-date tab on this website to use the correct style] and following on page 4 of this document.

**Checklist: what to include**

1. **Author details.** Please include all authors’ full names, affiliations, postal addresses, telephone numbers and email addresses on the cover page. Identify one author as the corresponding author with an asterisk. Authors’ affiliations are the affiliations where the research was conducted. If any of the named co-authors moves affiliation during the peer-review process, the new affiliation can be given as a footnote.
2. A non-structured **abstract** of no more than 300 words is required.
3. Include 3 to 6 **keywords**
4. **Funding details.** Please supply all details required by your funding and grant-awarding bodies as follows:
   *For single agency grants:* This work was supported by the [Funding Agency] under Grant [number xxxx].
   *For multiple agency grants:* This work was supported by the [funding Agency 1]; under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx].
5. **Disclosure statement.** This is to acknowledge any financial interest or benefit that has arisen from the direct applications of your research.
6. **Biographical note.** Please supply a short biographical note for each author. This could be adapted from your departmental website or academic networking profile and should be relatively brief (e.g. no more than 70 words).

7. **Supplemental online material.** Supplemental material can be a video, dataset, files, sound file or anything which supports (and is pertinent to) your paper.

8. **Figures.** Figures should be high quality (1200 dpi for line art, 600 dpi for greyscale and 300 dpi for colour, at the correct size). Figures should be saved as .tiff or .png files.

9. **Tables.** Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text. Please supply editable table files.

**Using third-party material in your paper**

You must obtain the necessary permission to reuse third-party material in your article. The use of short extracts of text and some other types of material is usually permitted, on a limited basis, for the purposes of criticism and review without securing formal permission. If you wish to include any material in your paper for which you do not hold copyright, and which is not covered by this informal agreement, you will need to obtain written permission from the copyright owner prior to submission.
Chicago 16th Style Guide – Author-Date
The following is directly from the Chicago Manual of Style website see
http://www.chicagomanualofstyle.org/tools_citationguide.html

Books
One author
(Pollan 2006, 99–100)

Two or more authors
(Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al. (“and others”):
(Barnes et al. 2010)

Editor, translator, or compiler instead of author
(Lattimore 1951, 91–92)

Editor, translator, or compiler in addition to author
(García Márquez 1988, 242–55)

Chapter or other part of a book
(Kelly 2010, 77)

Chapter of an edited volume originally published elsewhere (as in primary sources)

(Cicero 1986, 35)

**Preface, foreword, introduction, or similar part of a book**


(Rieger 1982, xx–xxi)

**Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.


(Austen 2007)

(Kurland and Lerner, chap. 10, doc. 19)

**Journal articles**

**Article in a print journal**

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.


(Weinstein 2009, 440)

**Article in an online journal**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

**Article in a newspaper or popular magazine**

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . .”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

(Mendelsohn 2010, 68)
(Stolberg and Pear 2010)

**Book reviews**

(Kamp 2006)

**Thesis or dissertation**

(Choi 2008)

**Paper presented at a meeting or conference**

(Adelman 2009)
Website
A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website...”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.


Blog entry or comment
Blog entries or comments may be cited in running text (“In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .”), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)


E-mail or text message
E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”), and they are rarely listed in a reference list. In parenthetical citations, the term personal communication (or pers. comm.) can be used.

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item in a commercial database
For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this
example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses. Choi, Mihwa. 2008. “Contesting Imaginaires in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago. ProQuest (AAT 3300426).