



GUIDELINES FOR AUTHORS (VERSION 13): PREPARING ARTICLES FOR PUBLICATION IN THE VIRTUAL ARCHAEOLOGY REVIEW (VAR TITLE)

GUÍA PARA AUTORES (VERSIÓN 13) QUE VAN A PREPARAR ARTÍCULOS A PUBLICAR EN VIRTUAL ARCHAEOLOGY REVIEW (VAR TÍTULO)

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Highlights: (VAR Abstract Header)

- Highlights are short sentences that describe the main findings and the distinctive aspects of the article. (VAR Highlights)
- There should be a maximum of 190 characters, including spaces, per highlight.
- Include three highlights that cover the main results or conclusions, and provide readers with a quick textual overview of the article.

Abstract: (VAR Abstract Header)

This template contains guidelines for the preparation of papers to be submitted to Virtual Archaeology Review (VAR). The author should adhere to these guidelines to ensure uniform style and layout; the light blue colour is used to highlight text styles from VAR_Template.dotx template. It is recommended that manuscripts submitted to VAR count at least 5000 words, including references. All submissions must have a title and an abstract in English (mandatory) and in Spanish (recommended if the authors' capability permits), using no more than 300 words. If the paper is written in Spanish, an Extended Abstract in English is mandatory, ranging from 600 up to 900 words; subsections and citations to references, figures or tables can be included. Next, up to six keywords can be included. The rest is explained below. Reproduction of the paper is made in A4 paper size (margins: top 2.5 cm, bottom 2 cm, left 2 cm, right 2 cm, header and footer: 1.25 cm from edge). (VAR Abstract)

Keywords: (VAR Keywords Header) virtual archaeology; digital archaeology; cyber-archaeology; cultural heritage; documentation; 3D reconstruction (VAR Keywords)

Resumen: (VAR Abstract Header)

La presente plantilla contiene indicaciones para la preparación de artículos en Virtual Archaeology Review (VAR). Los autores deben seguir estas indicaciones para garantizar un estilo y formato uniforme; el color azul claro se utiliza en la plantilla para resaltar los estilos de texto de la plantilla VAR_Template.dotx. Se recomienda que los manuscritos remitidos a VAR tengan al menos 5000 palabras, incluyendo las referencias. Todos los envíos deben tener un título y un resumen en inglés (obligatorio) y en español (recomendado, siempre que puedan los autores), usando no más de 300 palabras. Si el artículo está escrito en español, un Resumen Extendido en inglés es obligatorio, y debe constar de 600 a 900 palabras, pudiendo incluir subapartados y citas a referencias, figuras o tablas. El resumen se acompañará de un máximo de 6 palabras clave para la indexación del artículo. El resto se explica a continuación. La reproducción del artículo es en tamaño de papel A4 (márgenes: arriba 2.5 cm, abajo 2 cm, izquierda 2 cm, derecha 2 cm, encabezado y pie de página 1.25 cm desde el borde). (VAR Abstract)

Palabras clave: (VAR Keywords Header) arqueología virtual; arqueología digital; ciber-arqueología; patrimonio cultural; documentación; reconstrucción 3D (VAR Keywords)

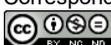
1. General information (VAR Header 1)

(VAR Normal) Papers published in VAR should have the following structure:

- (VAR Bullets) Title of the paper (either English or Spanish, depending on the main language).

- Title of the paper in the second language (Spanish, recommended if the article is in English, optional; English, if the article is written in Spanish, mandatory). (Note: This template considers English as the main language).

*Corresponding author: Author, email@author.com



- Author names –ORCID identifier (ID) for at least one author– and affiliations. These will be written down once the paper is accepted for publication. For peer review, it will be left blank.
- Highlights: three bullet points (up to 190 characters, including spaces) that provide a brief description of the main findings.
- Abstract (up to 300 words) and keywords (up to six) in English. For papers in Spanish, an Extended abstract must be included, up to 900 words, describing objectives and methodology, and presenting the results and the conclusions.
- Translation into Spanish of the abstract and keywords (recommended if the article is in English; mandatory if the article is written in Spanish).
- Main text (e.g. introduction, body sections, discussion, conclusions).
- Acknowledgements (if any, in blank for reviewing).
- References (in English).

Header, Abstract and References sections should be typed in one single column, whereas the main text is typed in double column. The font type Arial is to be used. Text (**VAR Normal:** Arial font, size 9, full aligned text, spacing after 6 pt, line spacing single, two columns).

Font sizes and layout are already defined in this template, so that authors do not have to change the font size, page size or any other layout elements. There is no maximum length of the paper, although it is rare to exceed 20 pages formatted using this template document and guide; all artwork and references included. The authors are encouraged to present long papers (seven or more pages).

The preferred language of VAR is English, although a number of papers can be published in Spanish. Papers accepted for publication will be assigned a DOI for indexing and querying purposes.

2. Title, authors, highlights, abstract and keywords (VAR Header 1)

(VAR Normal) The Title of a technical paper (main language) should be concise and indicate clearly the subject matter (**VAR Title:** Arial font, bold, size 14, centred aligned text, spacing before 12 pt and after 6 pt, capital letters).

Next line, the Spanish/English version of the Title (second language), ‘Título’ (**VAR Título,** Arial font, size 9, capital letters, italics, left-aligned text, spacing after 6 pt,). Optional/Mandatory.

Once the paper is accepted for publication, the Title should be followed in another line by authors’ names (name and surname, **VAR Authors:** Arial font, size 11, centred aligned text, spacing before 6 pt and after 6 pt). The next line will contain the place of work (affiliation, city and country) and e-mail address (**VAR Affiliation:** Arial font, size 8, centred aligned text, spacing before 6 pt and after 3 pt) with hyperlinks to this e-mail (**VAR Hyperlink:** dark blue, without underlining).

Highlights (**VAR Abstract Header:** Arial font, bold, size 9, left-aligned text, spacing before 12 pt) are mandatory for the main language. They consist of a short collection of bullet points (**VAR Highlights:** Arial font, size 9, full aligned text, spacing before 6 pt and after 6 pt, bullets,

hanging indentation 0.5 cm) that convey the main findings of the article. Please include 3 bullet points (maximum 190 characters, including spaces, per bullet point).

Abstract (**VAR Abstract Header:** Arial font, bold, size 9, left-aligned text, spacing before 12 pt) followed by bold colon “:”. Next line, abstract (**VAR Abstract:** Arial font, size 9, full aligned text, spacing before 6 pt) in English (a concise outline of the content of the paper using no more than 300 words). Next line, “Keywords:” (**VAR Keywords Header:** Arial font, bold, size 9, full aligned text, spacing before 6 pt and after 6 pt) with up to six English keywords (**VAR Keywords:** Arial font, size 9, full aligned text, spacing before 6 pt and after 6 pt).

A Spanish version of the Abstract, ‘Resumen:’ (**VAR Abstract Header:** Arial font, bold, size 9, left-aligned text, spacing before 12 pt) followed by bold colon “:”. Next line, abstract (**VAR Abstract:** Arial font, size 9, full aligned text, spacing before 6 pt) in Spanish (a concise outline of the content of the paper using no more than 300 words). Next line, “Palabras Clave:” (**VAR Keywords Header:** Arial font, bold, size 9, full aligned text, spacing before 6 pt and after 6 pt) with three to six keywords in Spanish (**VAR Keywords:** Arial font, size 9, full aligned text, spacing before 6 pt and after 6 pt).

3. Main body and text (VAR Header 1)

Section headings should be concise and numbered sequentially, using a decimal system for both sections (**VAR Header 1:** Arial font, bold, size 11, left-aligned text, spacing before 12 pt and after 6 pt, hanging indentation 0.5 cm, numbered) and subsections (**VAR Header 2, VAR Header 3 and VAR Header 4**) headings. For bulleted lists in text use **VAR Bullets** (Arial font, size 9, full aligned text, spacing after 3 pt, bullets, left indent 0.2 cm, hanging indentation 0.4 cm).

Footnotes can be used sparingly to include additional information¹. Footnotes should be consecutively numbered throughout the article and will have a differentiated text size².

Whenever you include a foreign language word, please apply italics, e.g. *Château*. While referring to centuries, superscripts must be used in English, for instance, 19th century, and Roman numerals in Spanish, e.g. s. XIX.

4. Illustrations and tables (VAR Header 1)

Authors can include illustrations related to the accompanying text. It is the responsibility of authors to insert figures, graphics and images in the right place. Figure captions should be located beneath the corresponding illustration, centered with respect to column width. Both **VAR Figure Caption Label** (Arial font, bold, size 8, centred) and **VAR Figure Caption** (Arial font, size 8, centred) will be simultaneously used for the figure captions, as presented in Figure 1.

To identify different images in figures such as Fig. 1a and Fig. 1b, **VAR Figure Sub-caption** will be used for the line of text (a), (b)... just below the images.

Figures (diagrams, images, maps, sketches) and tables will be adapted to the printing width: 80 mm one-column; 170 mm two-columns. The authors are free to add new

¹ Content footnotes supplement or amplify substantive information in the text; they should not include complicated, irrelevant, or non-essential information.

² Footnote text: Arial font, size 8. Spacing before 6 pt; after, 0 pt.

sections with one-column for imagery and tables (and corresponding captions); afterwards, the double column will follow. The content of the illustrations should be large enough to guarantee proper visualisation and understanding. Colour imagery is highly recommended.

4.1. Illustrations (VAR Header 2)

4.1.1. Figures (VAR Header 3)

Good-quality images are requested for publication. Try to avoid low-resolution figures and tables embedded within the document. It is not allowed to overlay Word objects such as text and drawings on any image. Please insert the composed figures (with objects) as images in TIFF, PNG or JPG.

4.1.1.1. How to reference (VAR Header 4)

Figures can be referenced in two ways. When figures are placed as a complement to the paragraph, but they are not connected to the text, they should be referenced in brackets as (Fig. 1). If references are part of the text, either the complete form (Figure) or the contracted form (Fig.) can be used.

Cross-references should not be linked to figures; only plain text.



(a) (VAR Figure Sub-caption)



(b)

Figure 1 (VAR Figure Caption Label): Cathedral of Valencia and the Micalet Tower: a) General outer view from the south; b) Close-up view from the east. (VAR Figure Caption)

4.2. Tables (VAR Header 2)

In order to improve readability and interpretation of papers, authors are encouraged to add significant data sets in the form of tables. Table layout must follow the design of Table 1. Referencing of tables is similar to that of figures, they can be referenced as part of the text as in Table 1, or in brackets if they complement text but are not part of the wording (Table 1). Both **VAR Table Caption Label** (Arial font, bold, size 8, centred) and **VAR Table Caption** (Arial font, size 8, centred) will be simultaneously used for the table captions, as presented in Table 1. Cross-references should not be used to reference the tables, only plain text.

Table captions must be fully informative. Please realise that for the first row of the table, the **VAR Table First Row** (Arial font, size 8, centred, italics) will be used (Table 1); for the cell values, **VAR Table Data** (Arial font, size 8, centred). Hide all gridlines except both the first bottom row and the left and right central column.

Table 1 (VAR Table Caption Label): Template margin values in mm and inches (VAR Table Caption)

<i>(VAR Table First Row) Setting</i>	<i>Value (mm)</i>	<i>Value (inch)</i>
Left	25	0.98
Right	25	0.98
Top	30	1.18
Bottom	30	1.18
<i>(VAR Table Data)</i>	<i>(VAR Table Data)</i>	<i>(VAR Table Data)</i>

5. Equations and units (VAR Header 1)

Normal mathematical conventions should be followed for equations. This implies Times New Roman italics for symbols representing scalars and points (**VAR Scalar:** Times New Roman font, size 9, italics, e.g. $x y z X Y Z$), lowercase normal symbols for vectors (v) (**VAR Vector:** Times New Roman font, size 9, lower case), uppercase normal symbols for matrices ($A^T A$, confirm the convention for transpose, with superscript T) (**VAR Matrix:** Times New Roman font, size 9, capital letters), and normal type for units (m, mm...) and all numerals including subscripts and superscripts ($12, x^3, a_{12}$) (not italic) with **VAR Subscript** (Times New Roman font, size 9, subscript, normal) and **VAR Superscript** (Times New Roman font, size 9, superscript, normal), respectively. All symbols should be defined when first used, and the use of the same symbol for different parameters within the same paper should be avoided. Equations must be numbered sequentially and referenced in the text.

Equations should be typed (left aligned, hanging indentation 0.75 cm, spacing before 6 pt) with the equation editor available in the text processing software, and the equation number on the right-hand side (between brackets), as in Eq. (1):

$$x = x_0 - c \frac{X - X_0}{Z - Z_0}; y = y_0 - c \frac{Y - Y_0}{Z - Z_0} \quad (1)$$

where

c = focal length

x, y = image coordinates

X_0, Y_0, Z_0 = object coordinates

X, Y, Z = object coordinates

All units must be reported in the *Système International d'Unités* (SI).

The symbol for the decimal marker shall be the point (e.g. 9.95 m, 123.43 m², 20.7 °C).

For coordinates, parentheses will be used as well as a comma to separate numbers, for instance, (0.997, 0.004), (700345.76, 4567253.56, 10.76). For dimensions, the 'x' will be used, e.g. 3.1 x 4.8 x 6.6 m.

6. Citations and references (VAR Header 1)

All in-text references must be cited in the text, with hyperlinks to the corresponding item in the References section (**VAR hyperlink**). Citations must follow the author-date style for referencing according to the *American Psychological Association (APA), 6th Edition*. The use of reference management software in your word processor (that supports citation styles such as Mendeley and RefWorks) is highly recommended to format automatically your citations and references in the journal's APA6th style referencing. Sometimes the information about dissertation, doctoral thesis or master thesis is omitted. Therefore, the authors should check carefully the lack of information in order to fulfil the data.

For in-text references with one author, for information prominent, the author's name is within parentheses, such as in (Barceló, 2012) (example of a citation with a hyperlink to the reference); for author prominent, the author's name is outside the parenthesis, for instance, "Fangi (2009) states that...". When the reference has two authors the citation must be (Forte & Siliotti, 1997). For the first in-text reference with three to five authors, list all the authors' family names, e.g. (Domingo, Villaverde, López-Montalvo, Lerma, & Cabrelles, 2013), then use the first author's family name followed by 'et al.' for subsequent entries, e.g. (Domingo *et al.*, 2013); for six or more authors, list only the first author's family name followed by 'et al.' (Boochs *et al.*, 2014). All the authors should appear in each entry of References section, i.e. authors must avoid the 'et al.' abbreviation in that section, unless eight or more authors; in this case, in the reference list include the first six authors' names, then insert three ellipsis points (...), and add the last author's name.

For several works by the same author in the same year, please arrange alphabetically by title in the reference list, and place lowercase letters "a", "b", "c" etc. immediately after the year. List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname; separate the citations with semicolons (;), for instance (Böhler, 2006; Domingo *et al.*, 2013; Fangi, 2009).

The style for references (books, articles, technical reports, theses and so on) can be checked at the end of this template. If the digital object identifier (DOI) exists, it must be included for each reference. In the reference section, authors can find examples of how to reference the following documents:

- (VAR Bullets) Books (Forte & Siliotti, 1997; Luhmann, Robson, Kyle, & Boehm, 2013).
- Chapter from an edited book (Böhler, 2006).

- Journal Article (Barceló, 2012; Domingo *et al.*, 2013; Forte, 2011).
- Papers in conference proceedings (Fangi, 2009) or long-running ISPRS series (Evgenikou & Georgopoulos, 2015; Boochs *et al.*, 2014).
- Doctoral Theses (Navarro, 2014) and Master's Theses (Molada, 2016).
- Webpage (Wu, 2011).
- Open data repository (Palomar-Vázquez & Viñals-Blasco, 2016).

Please make use of the **VAR Ref Header** (Arial font, bold, size 11, left-aligned text, unnumbered, spacing before 12 pt and after 6 pt) for the Reference Header and **VAR References** (Arial font, size 9, justified text, hanging indentation 0.5 cm, spacing after 6 pt, line spacing exactly at 12 pt) for the full list of references.

Acknowledgements (VAR Acknow)

Please insert acknowledgements in a separate section (**VAR Acknow**: Arial font, bold, size 11, left-aligned text, spacing before 12 pt and after 6 pt, unnumbered) at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List herein with **VAR Normal** those persons or companies who provided help during the research (e.g., proofreading, language help, provided data, etc.). Next two examples are presented:

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].'

Supplementary files (optionally) (VAR Sup)

It is possible to provide supplementary files to your manuscript. These data can be images, tables, PowerPoint, 3D files or any other kind of data enhancing your contribution, up to 30Mb. Supplementary files will be provided on the journal's website under your article, accessible via the same DOI. In addition, it is possible to link open-data repositories as supplementary files to your article. If you wish to add supplementary files, please follow the template for Supplementary files. If your manuscript contains Supplementary files, please insert a new section (**VAR Sup**: Arial font, size 11, left-aligned text, unnumbered, spacing before 12 pt and after 6 pt) at the end of the article between Acknowledgements and Authors Contributions. List herein with **VAR Normal** following general information: 'This article contains supplementary files accessible via <https://doi.org/NNNNNNNN>.' The link will be updated by the editors.

Author Contributions (optionally) (VAR Contri)

Feel free to insert information about the individual contribution of different authors in a separate section (**VAR Contri**: Arial font, size 11, left-aligned text, unnumbered, spacing before 12 pt and after 6 pt) at the end of the article between Supplementary files and References. List herein with **VAR Normal** either general

information e.g. 'All authors have contributed equally to the paper.' or detailed information about the individual contributions e.g. who was involved in data acquisition, data curation and processing; conceptualisation, writing

and editing of the article; supervision; administration and funding acquisition, etc. End the paragraph with the following information: 'All authors have read and approved the published version of the manuscript.'

References (VAR Ref Header)

- (VAR References) Barceló, J. A. (2012). Computer simulation in archaeology. Art, science or nightmare? *Virtual Archaeology Review*, 3(5), 8–12. <https://doi.org/10.4995/var.2012.4489>
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