



GUIDELINES FOR AUTHORS (VERSION 1): PREPARING SUPPLEMENTARY FILES FOR ARTICLES FOR PUBLICATION IN THE VIRTUAL ARCHAEOLOGY REVIEW (VAR TITLE)

GUÍA PARA AUTORES (VERSIÓN 1) QUE VAN A PREPARAR DOCUMENTOS SUPLEMENTARIOS POR ARTÍCULOS A PUBLICAR EN VIRTUAL ARCHAEOLOGY REVIEW (VAR TÍTULO)

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SUPPLEMENTARY FILES (VAR TITLE)

DOCUMENTOS COMPLEMENTARIOS (VAR TÍTULO)

1. General information (VAR Header 1)

(VAR Normal) Papers published in VAR can be enhanced with supplementary files. Supplementary data may be images, tables, Video clips, Sound files, PowerPoint, 3D data and/or any other kind of data. Submitted supplementary items up to 30Mb will be published together with your manuscript under the same DOI on the VAR website. The files will appear exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article. Files larger than 30Mb can be shared via open-data repositories and linked to your article. To guarantee a concise, descriptive caption for each supplementary file an overview of all files will be presented in a separate PDF by following this template.

The overview contains the following structure based on the VAR template:

- (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).
- 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.
- Followed by the header “Supplementary files” (VAR Title).

The Header 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).

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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 overview of the supplementary files.

2. Title, authors (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).

The 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). 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).

The next line indicates the overview of the supplementary files, do not change the header (VAR Title and VAR Título).

3. Main body and text (VAR Header 1)

Please create for each type of Supplementary Files (images, tables, videos, ...) a separate chapter. 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 optionally 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).

4. Illustrations and tables (VAR Header 1)

Supplementary images and tables should follow the VAR style and will be shown directly in the overview of the supplementary files. Authors can include unlimited illustrations and tables related to the article. It is the responsibility of authors to insert figures, graphics and images which will help to enhance the article. Please provide for each figure captions located beneath the corresponding illustration, centred 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 S1.

To identify different images in figures such as Fig. S1a and Fig. S1b, **VAR Figure Sub-caption** will be used for the line of text (a), (b)... just below the images.

If wanted short paragraphs can be added to the illustrations and tables using **VAR Normal**.

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 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.

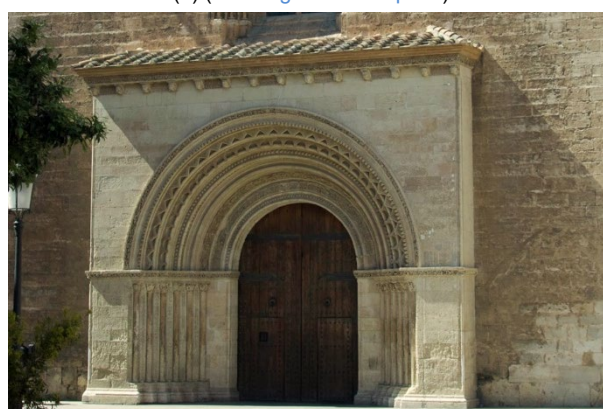
4.2. Tables (VAR Header 2)

Table layout must follow the design of Table S1. 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 S1.

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.



(a) (VAR Figure Sub-caption)



(b)

Figure S1 (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)

Table S1 (VAR Table Caption Label): Template margin values in mm and inches (VAR Table Caption)

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

5. Separate and external files (VAR Header 1)

For each separate file (e.g., audio and video clips, PowerPoint, EXCEL and/or 3D data) and for files provided via open-data repositories, please provide additional information in different sections (**VAR Header 1**), including illustrations (e.g. screenshots of the 3D data to be downloaded) and/or a short description of the external files to guarantee a concise, descriptive caption for each supplementary file. Items larger than 30Mb must be published via open-data repositories. Please provide a link to such files here. For the text body, use

VAR Normal and follow the style guidelines for illustrations and tables.

The separate files themselves will appear on the VAR website under your article exactly as they are received (Excel or PowerPoint files will appear as such online).

6. Citations and references (VAR Header 1)

You are free to add references to your supplementary files (e.g., to mention references used to create reconstructions). Therefore, please follow the VAR guidelines for citations and references as follows:

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 carefully check 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.

There is no need to specify all the references included in the main article; please add only the ones related to the Supplementary files.

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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