

CAA 2016 PROCEEDINGS

AUTHORS' INSTRUCTIONS

If you have any questions about this document, please contact the CAA Publication Officer,
Arianna Traviglia (publications@caa-international.org)

FORMS OF PUBLICATION

The CAA Proceedings will be published within one year of the conference. The CAA Proceedings consist of a printed version that will contain **50 papers that were ranked highest by the CAA Review College when first submitted**. All accepted papers will however be available online, and as downloadable .pdf-files through OJS provided by the University of Oslo (UiO).

The printed version of the CAA Proceedings will be sent to all members who have checked this option when registering.

REVIEW

Your manuscript will be reviewed by members of the CAA Review College. This will include a check for English language. At least one of the reviewers will be a native English speaker. If the quality of English means that the content of the paper cannot properly be assessed then the paper will be rejected immediately.

Reviewed papers can receive one of four possible recommendations:

- ✓ accept as is
- ✓ accept with minor revision (including English language, referencing and formatting)
- ✓ accept with major revision (including English language, referencing and formatting)
- ✓ reject

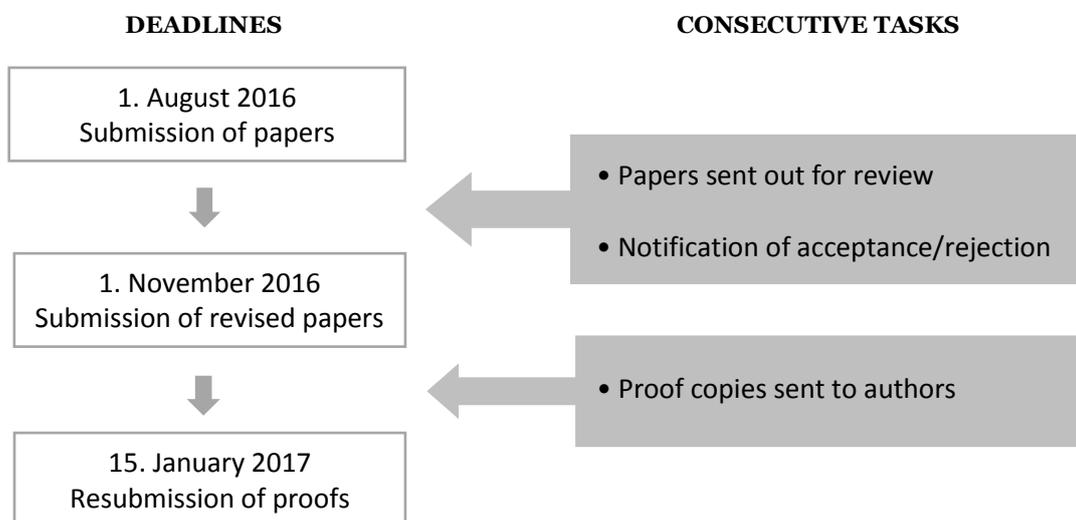
In the case of acceptance with minor or major revisions, you will receive the reviewers' comments that will help you to improve your manuscript and a brief comment on referencing and formatting. Papers **requiring major revisions** must be accompanied by a brief statement of how the comments have been addressed. **A rejected manuscript cannot be resubmitted.**

The following fundamental selection criteria are used:

- ✓ the paper's academic standard
- ✓ its consistency of content
- ✓ its clarity of style
- ✓ quality and relevance of illustrations

A full description of the review process, including the membership of the Review College, is given on the CAA website.

TIMELINE FOR PUBLICATION CAA 2016



GUIDELINES FOR PAPER SUBMISSION

NOTE: If you did not present a paper or poster in CAA2016, you are not entitled to a submission for CAA2016 Proceedings

PAPER LENGTH

Your manuscript should not be longer than **5,000 words** excluding abstract, key words, figures, tables and bibliography. This applies to both papers and posters.

AUTHORS AND AFFILIATION

Provide the full names and affiliations of all authors, including e-mail addresses. Indicate the name of the corresponding author.

ABSTRACT AND KEYWORDS

Provide an abstract for your paper of **150 words maximum**.

Provide **3-5 keywords** describing the contents of your paper on a separate line after the abstract.

TEXT

- ✓ Follow the guidelines in the checklist in the OJS Submission.
- ✓ Spelling should conform to British practice and follow the *Oxford English Dictionary*.
- ✓ Add a **separate list** for tables, diagrams, figures, graphs, maps, etc.
- ✓ Submit tables, diagrams, figures etc. in separate files as well as in the text. These should be numbered consecutively (see below the FILE NAMING section); indicate in the text where exactly you want these to be inserted.
- ✓ Submit figures and diagrams in their original format and not as a Word file.
- ✓ Submit tables in any image format *only* if the quality of the image is sufficiently high; otherwise submit them in an Excel file (preferred) or in a separate Word file with an embedded table. Although not recommended, you can also create tables by using tabs (as little as possible), but *not* by using spacing.

BIBLIOGRAPHY

Follow the Harvard style of formatting and author-date system as found here:

<https://intranet.birmingham.ac.uk/as/libraryservices/library/referencing/icite/referencing/harvard/referencelist.aspx>

IMAGES

Note that the printed version of the CAA Proceedings will have mainly black and white images. The online version of the CAA Proceedings can have colour versions of the images. If your paper has been accepted for publication on the printed proceedings, and you are submitting colour images, provide greyscale versions as well. Make sure that all of your colour images are usable when converted to greyscale.

All images must be at least **600 dpi** and either **8-bit greyscale or RGB**. Use either **.jpg, .tiff or .eps files**. Verify that all images are the correct size: images must be **less than 16 cm wide and 24.7 cm high**.

FILE NAMING

- **Name your manuscript Word file** as: first two meaningful words of the title (shortened, if needed) excluding articles, and number of submission in the editorial process, all separated by an underscore, e.g. 'SettlementPatterns_1' where '1' indicates the first, initial submission; when you will resubmit your amended manuscript after the review that number will have to be changed in '_2'). Make sure the surname of first author is not included in the file name.
- **Name your images, tables, diagrams etc:** first two meaningful words of the title, file content abbreviation with file consecutive number, and number of submission in the editorial process all separated by an underscore, e.g. 'SettlementPatterns_fig1-1' or 'SettlementPatterns_tab1-1'. Make sure the surname of first author is not included in the file name.

Please note: it is essential that you name the files according to these instructions. Paper proposals that do not follow the correct naming style and zipping procedure will be sent back to authors for revision and might risk missing the final deadline and consequently exclusion from publication.

HOW TO SUBMIT

It is essential that you submit all your files in a folder archived into a single zip file (abstract, paper, images, tables etc. and -later on- copyright release form). Make sure you first create a **folder named** as follows: first two meaningful words of the title (shortened, if needed) excluding articles, and number of submission in the editorial process, all separated by underscores, e.g. 'SettlementPatterns_1'. This naming will insure quick lookup of all papers. Place all the files you want to submit into this folder and then zip this folder (be sure to keep the naming if asked during the zip process). You should end up with a zip file that contains the folder which contains the files.

The OJS upload process will automatically rename the uploaded file. The previous procedure will ensure that the submission folder name is preserved through the upload procedure.

You will receive a confirmation from “[CAA] New notification from FRITT - Open Access journals at UiO”.

COPYRIGHT RELEASE FORM

Upon acceptance of the manuscript, all authors must fill in and sign the copyright release form. **This includes co-authors.**

CONTACT DETAILS

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