XVI Universeum Meeting Conference Proceedings

<u>University Heritage and Cultural Engagement of European Universities</u>

Call for Papers

As already announced in the XVIth General Assembly, we plan to publish the Conference proceedings in an e-book format. Those of you who would like her/his/their paper/poster being considered for publication are kindly asked to express their interest and send their text according to the style guidelines that follow. Our aim is to complete this publication by the time the next Universeum meeting will take place in the Netherlands in June 2016.

1. General guidelines

1.1. All papers should be written in English –British or American– as long as consistency is observed. If you are not a native speaker, please note that it will be your responsibility to subject your manuscript to professional language editing before submitting it for publication. Otherwise, it may be difficult to include your paper in the Proceedings. Please write for an international audience in a straightforward style: use simple sentence structure and try to avoid long sentences.

1.2. The length of the papers should not exceed (excluding endnotes and bibliography): a) 3,000 words for papers presented in Session no.1 and in the University of Athens Museums Special Session; b) 1,500 words for papers presented in Sessions 2, 3 and 4; c) the Museums presented in the Special University of Athens Museums non-chaired poster session should submit a text of up to 1,000 words.

Please do not forget to write, after the title of your paper:
Author's (or authors') name(s) and first name(s).
Author's affiliation and mailing address.

2. Key formatting issues

2.1. The full physical page size including all margins will be: 148mm x 210mm (header: 15mm, bottom: 15mm, left: 21mm, right: 21mm)

2.2. Use Times New Roman: 12 pts fonts for the main text and all additional parts except endnotes and index (where you should use 10pts), and chapter headings (where you should use 16pts). All text should be single-spaced.

2.3. Indent the first line of each paragraph by 5mm.

2.4. Indent quoted texts of greater than 2 lines or other texts which you think should stand out by 5 mm from both sides, and leave one line spaces between the top line and main text as well as between the bottom line and main text; and use 10 pts for all such text.

2.5. Use double quotation marks for all cases (including single words) except for quotes within quotes.

2.6. Embed all non-standard fonts. To do this, open the file in which you want to embed fonts; click File, then Save As, then either click Tools and Embed TrueType Fonts or click General Options and Embed TrueType Font.

2.7. When using m-dashes, do not leave any spaces before or after the m-dash, e.g. trying to be—assuming it works—some kind of nobility.

3. Images and tables

3.1. Each paper may have up to three images, which will be printed in black and white. It is recommended that you use TIFF files for producing images or photographs, and EPS files for vector graphics (illustrations). All images including photographs must be included in the main Word or other files submitted. Images should not be inserted into Word at more than 100% of their original size because this will cause a loss of quality.

3.2. The size in which images are intended for printing and resolution (300 dpi) is the minimum required for the original scan or photograph: images cannot be recalculated to a larger size at the same resolution or else they will lose quality. Please, note that the quality of an image cannot be checked by looking at it on a screen (which often shows images at a resolution of 72 or 96 dpi in contrast to high quality print where they are usually printed at 360 dpi).

3.3. For tables, it is recommended that you use some sort of background color like light grey for the title row or column of a table, and ensure that the text of titles is in bold. This can be achieved by clicking on the relevant cells of your table, and then clicking on Table, Table Properties, Borders and Shading, and then selecting a color (preferably 20%-grey).

Title 1	Title 2
Text	Text

3.4. Tables should be centered. The title of the table should follow the table number. Tables and Figures will be numbered independently from each other (e.g., Table 1, Table 2, Table 3, and Figure 1, Figure 2, Figure 3).

3.5. The images should be numbered 1,2,3 and accompanied by a small caption and copyright permission/information. Obtaining image rights is a responsibility of the author/s. Please submit the copy of the permission granted along with your manuscript. If the authors need a technical description of the volume (format, print run etc.) to request image publication permission, the editors will provide it upon request.

3.6. Authors are advised to use wetransfer (www.wetransfer.com) for the electronic submission of the images.

4**. References**

4.1. Please **use endnotes rather than footnotes**, also for bibliographical references. Endnotes should be indicated consecutively in the text by Arabic superscript numbers. They should contain the information a reader needs to locate a source and, as their name implies, they should be located after the text.

4.2. The referencing system should comply with the notes and bibliography (rather than the author-date) documentation system of the Chicago Manual of Style (see: http://www.chicagomanualofstyle.org/tools_citationguide.html).

5. Submission deadline

The deadline for submissions is the 1st of **March 2016**. Please send the proposals to universeum2015@uoa.gr and universeum2015@gmail.com

If you do not intend to submit your paper/poster, please notify the editors to the e-mail address specified.

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