Introduction

How to prepare your paper for 8ICCH

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**Abstract:** This Word file is the only template that should be used to prepare and submit your paper for 8ICCH. All instructions regarding the preparation of the text and the figures are provided in this document. Please closely follow these guidelines. If you have any questions, contact the conference organizers: 8icch@arch.ethz.ch

Start by saving a copy of this template and rename your paper as “First letters of first 5 words of the title of your paper”. For example, a paper titled “**T**imber **r**oof **s**tructures **o**f **n**ineteenth-century military riding halls in Switzerland” should be renamed “TRSON”.

Write your paper using only the styles provided in this template, as explained in the following.

1. Title, authors, affiliations and abstract
	1. First submission (November 1, 2023)

Type the title of your paper, using the style “Main title”.

To ensure a blind review, **do not provide any name(s) or affiliation(s)** related to the author(s) while submitting your full paper for the first submission (November 1, 2023). For the same reason, avoid remarks concerning your authorship in the text. Once your paper is accepted, you can revise your paper according to the instructions in section *1.2 Final submission* (January 2024) before submission.

Type your abstract next to the title “**Abstract:**”, using the style “Abstract”. The abstract should comprise between 150 and 250 words. Do not modify the size or position of the text box containing the title, author(s), affiliation(s) and abstract.

 Now please continue writing your paper following the instructions starting from section *2. Structure of the paper*.

* 1. Final submission (January 2024)

Type the title of your paper, using the style “Main title”.

Type the name(s) of the author(s) (first name, then family name), using the style “Author” and their respective affiliation(s), using the style “Affiliation”.

Type your abstract next to the title “Abstract:”, using the style “Abstract”. The abstract should comprise between 150 and 250 words. Do not modify the size or position of the text box containing the title, author(s), affiliation(s) and abstract.

1. Structure of the paper

Your paper should contain the following sections:

An introduction, including a description of the main topic, the related research questions, the state-of-the-art and the methodology; further sections explaining the research in detail; a conclusion which puts the work in context and reflects on the main results; and finally (optional) acknowledgements and a bibliography.

Provide a title to each section with the style “Numbered section heading” by selecting it from the MS Word Style Pane. Then start writing your paragraph. Word should automatically switch to the style “First paragraph” (with no indent) and then adopt the style “Text” for the following paragraphs. When inserting text in this document, make sure to adopt the correct styles from the MS Word Style Plane by selecting “Keep text only” in the paste options. Do not insert an additional space between the paragraphs.

The title “Introduction” is in the style “Introduction heading” whereas the titles “Conclusion”, “Acknowledgements” (optional), “Bibliography” and “Archival sources” (optional) are in the style “Unnumbered section heading”. You can add subsections within the sections using the style “Subsection heading”.

1. Stylistic conventions

For stylistic conventions, please refer to The Chicago Manual of Style (16th edition). You will find the detailed guidelines on [this page](https://www.chicagomanualofstyle.org/16/contents.html). If you do not have access to The Chicago Manual of Stylevia your university library, you can subscribe for a limited time trial version online. Provided below are the most important stylistic conventions.

* 1. Language

Please use American English for your paper. Select “English (United States)” at the bottom left corner of the screen.

Italics are used for isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers:

* The grève du zèle is not a true strike but a nitpicking obeying of work rules.
	1. Tenses

Please prefer using past tense **to describe your methodology and report your results:**

* Three exemplary military riding Halls in Frauenfeld, Solothurn and Thun were chosen for further examination in this article.

Use Present Tense to express findings that continue to be true. Use present tense to express general truths or facts or conclusions supported by research results that are unlikely to change—in other words, something that is believed to be always true:

* These nine exceptionally well-preserved Swiss riding halls show a wide variety of construction details within a same building typology.
	1. Dates, years, centuries, hours

Years are expressed in numerals. In the month-day-year style of dates, commas must be used to set off the year. In the day-month-year system no commas are needed. Where month and year only are given, or a specific day (such as a holiday) with a year, neither system uses a comma:

* In 1848, the Federal Constitution established a mandatory military service.
* The European Union was formally established on November 1, 1993.
* The Watchmaker’s Digest (11 November 2011) praised the new model’s precision.

When a day is mentioned without the month or year, the number is usually spelled out in ordinal form:

* On November 5, McManus declared victory. By the twenty-fifth, most of his supporters had deserted him.

Particular centuries are spelled out and lowercased:

* the twenty-first century
* the eighth and ninth centuries
* from the ninth to the eleventh century
* the eighteen hundreds (the nineteenth century)

Times of day in even, half, and quarter hours are usually spelled out in text. With o’clock, the number is always spelled out. Numerals are used (with zeros for even hours) when exact times are emphasized. Use lowercase a.m. (ante meridiem) and p.m. (post meridiem):

* Her day begins at five o’clock in the morning.
* The first train leaves at 5:22 a.m.
	1. Numbers and units

Follow the simple rule of spelling out only single-digit numbers (zero to nine) and using numerals for all others (10 and above):

* The building is eight years old.
* There is space for 10 more cars.
* The property is held on a 99-year lease.
* The number of students enrolled is about 25,000.

Use the metric system and the International System of Units (SI). No periods are used after any of the SI symbols for units, and the same symbols are used for both the singular and the plural:

* 345 m
* 24 kg
* 55 BCE
	1. Quotes

Quoted words, phrases, and sentences run into the text are enclosed in double quotation marks. Single quotation marks enclose quotations within quotations:

* “When we build, let us think that we build forever” said John Ruskin.
* She concluded her presentation by saying “I often quote Churchill who claimed that ‘We shape our buildings; thereafter they shape us’ in a speech to the House of Lords”.
	1. Hyphens

Multiple hyphens (-) are usually appropriate for such phrases as an over-the-counter drug or a winner-take-all contest. If, however, the compound modifier consists of an adjective that itself modifies a compound, additional hyphens may not be necessary. The expressions late nineteenth-century literature and early twentieth-century growth are clear without a second hyphen.

A hyphen can make for easier reading by showing structure and, often, pronunciation. Words that might otherwise be misread, such as re-creation or co-op, should be hyphenated. Hyphens can also eliminate ambiguity. For example, the hyphen in much-needed clothing shows that the clothing is greatly needed rather than abundant and needed. Where no ambiguity could result, as in public welfare administration or graduate student housing, hyphenation is unnecessary.

* 1. Dashes

The principal use of the en dash (–) is to connect numbers and, less often, words. With continuing numbers—such as dates, times, and page numbers—it signifies up to and including (or through). For the sake of parallel construction, the word *to*, never the en dash, should be used if the word *from* precedes the first element in such a pair; similarly, and, never the en dash, should be used if between precedes the first element:

* For documentation and indexing, see chapters 14–16.
* She was in college from 1998 to 2002.

In other contexts, such as with scores and directions, the en dash signifies, more simply, to:

* The London–Paris train leaves at two o’clock.

Figure 1. Plan of the amphitheater Augusta Raurica in Basel

(Universitätsbibliothek Basel, VB A2:2:103).

em dash—one that indicates a break in a sentence like this—either use the em dash character on your Word processor or type two hyphens (leave no space on either side).

* hyphen -
* en dash – ­­
* em dash —
	1. Abbreviations

In using periods with abbreviations, Chicago recommends the following general guidelines in nontechnical settings.

Use periods with abbreviations that end in a lowercase letter: p. (page), vol., e.g., i.e., etc., a.k.a., a.m., p.m., Ms., Dr., et al. (*et* is not an abbreviation; *al.* is). An exception may be made for the few academic degrees that end in a lowercase letter (e.g., DLitt, DMin)

Use periods for initials standing for given names: E. B. White; do not use periods for an entire name replaced by initials: JFK.

Use no periods with abbreviations that appear in full capitals, whether two letters or more and even if lowercase letters appear within the abbreviation: VP, CEO, MA, MD, PhD, UK, US, NY, IL.

* 1. Titles cited in text

The choice of italics or quotation marks for a title of a work cited in text or notes is determined by the type of work. Titles of books and periodicals are italicized; titles of articles, chapters, and other shorter works are enclosed in quotation marks:

* Many editors use The Chicago Manual of Style.
* Refer to the article titled “A Comparison of MLA and APA Style.”
	1. Lists

A vertical list is best introduced by a complete grammatical sentence, followed by a colon. Items carry no closing punctuation unless they consist of complete sentences. Each item begins with a lowercase letter (if not a sentence). To start a list, use the style “Lists” which automatically inserts bullet points:

* item 1
* item 2
* This is the final item.
1. Figures
	1. Preparing figures

All figures (e.g., photos) should be provided in .jpeg or .png format with an image resolution of 300 dpi. Graphs and tables should be provided as vector graphics (.svg, .pdf). If they are not available as vector graphics, please use an image resolution of 600 dpi. Figures will be printed in color.

Name your figures as follows: “First letters of first 5 words of the title of your paper\_Fig\_Number”. For example, the first figure of the example paper should be named “TRSON\_Fig\_01”.

Figures in full resolution (max. 5 MB) should be submitted separately after the review (in case of acceptance of your paper). Compressed images and their captions should be inserted by the author(s) in the Word document. See *4.4. Compressing images*.

* 1. Inserting figures

Once your final figures are ready, insert them at the appropriate position by placing the cursor on the page where the figures should display. To import a figure, click on “Insert” at the top of the page, select “Pictures” and select “Insert”.

Select the imported figure and click on “Format” at the top of the page and “Position” to indicate where the figure should be. Preferably, place the figure at the top left or top right of the page and limit it to one column's width (243.65 pt., 8.6 cm). If needed, you can also place a figure over two columns. To do so, follow the previous steps to position the figure and set its width to 500 pt (17.64 cm) in the “Format” tab at the top right of the page.

* 1. Inserting captions

To place a caption, right click on the figure and select “Insert Caption”. The caption for the first figure should be named “Figure 1” and the style of the caption should correspond to the style “Caption”. Type a succinct description of the figure and mention its source between brackets, before a full stop. To ensure that the caption remains under the figure while editing the document, you can select both figure and caption with SHIFT, right click on the figure and select “Group”.

* 1. Compressing images

As your paper may not exceed 5 MB for the review, it is crucial to compress *all figures* inserted in your paper (you will be able to upload the high-resolution figures only for the final submission after the review, further information will be provided then).

For Windows users, once all figures have been inserted into the paper, select one of them and click on “Format” at the top of the page, then “Compress Pictures”. Uncheck the box “Apply only to this picture” and select “E-mail (96 dpi)”. All images are now in low resolution.

For Mac users, once all figures have been inserted into the paper, choose “File” and “Reduce File Size”. Check the box “All pictures in this File” and select “E-mail (96 dpi)”.

* 1. Submitting the high-resolution figures

The high-resolution figures (max. 12 figures, max. 5 MB per figure) must be submitted separately in the submission portal after acceptance of your paper. Further information will be provided after the review.

* 1. Referring to figures in the text

To refer to a figure in the text, mention the reference between brackets at the end of the sentence after a full stop. (Fig. 1) To refer to multiple figures, use “Figures”. (Figures 1–2)

1. Format and size

The paper should not exceed a maximum of 8 pages, figures and bibliography included. A maximum of 12 figures can be included in the paper. Graphs and tables count as figures.

* 1. First submission

To create a .pdf file, click on “Save as” and select the format “PDF (\*.pdf)” next to “Save as type”. Please make sure that your .pdf file does not exceed 5 MB, figures included. For this reason, please compress your figures in Word as indicated in section 4.4 Compressing images.

* 1. Final submission

Instructions for the final submission will be provided separately after acceptance.

1. References

To create a bibliography, please use The Chicago Manual of Style (16th edition) with the author-date system. You will find the [detailed guidelines](https://www.chicagomanualofstyle.org/16/ch14/ch14_toc.html) and many [examples](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html) online. If any, please list the archival sources under a separate heading at the very end of the paper.

* 1. Inserting citations

To facilitate the insertion of citations and the creation of a bibliography, we recommend using the [reference tool of Word](https://support.microsoft.com/en-gb/office/add-citations-in-a-word-document-ab9322bb-a8d3-47f4-80c8-63c06779f127#:~:text=to%20your%20document-,Click%20at%20the%20end%20of%20the%20sentence%20or%20phrase%20that,citation%20you%20want%20to%20use.). Alternatively, you can also use a reference management software like Zotero, Mendeley or EndNote. If you use a reference management software, make sure that the citations are unlinked before submitting your paper, using CTRL+A (select all) and CTRL+SHIFT+F9 (remove field codes).

* 1. In-text citations

Use The Chicago Manual of Style (16th edition) author-date system in the text, with page numbers when available:

* (Dickstein 2002, 71)
* (Einstein 1923)
* (University of Amsterdam 2018)
* (Edward M. House Papers 1918)
* up to three authors, (Keng, Lin, and Orazem 2017, 9–10)
* for more than three authors, (Bay et al. 2017, 465)
	1. Footnotes and endnotes

The use of footnotes and endnotes is not permitted. Please mention all important information in the text.

1. Terms and conditions

By submitting a paper for 8ICCH, you agree to these terms and conditions:

* I confirm that I and any listed authors are the sole authors of the work I am submitting and that it is written in our own words.
* I understand that no changes can be made to the submission once it has been submitted.
* I understand that submitted papers will be reviewed and accepted or rejected by a designated 8ICCH committee and that the decisions of this committee are final.
* I agree that if my paper is accepted, I or one of the listed presenters will then confirm attendance by registering for the conference.
* I understand that accepted and confirmed submissions will be published on the conference website and in the conference proceedings.
* I confirm that I have the reproduction rights for all figures used in the paper.
1. First submission

Once your paper with figures is ready, please submit your .pdf file on the submission portal of 8ICCH.

1. Final submission

Instructions for the final submission will be provided separately after acceptance.

1. Printing

The proceedings will be available online in open access. Printing will be available on demand.

Conclusion

Type here a conclusion which puts the work in context and reflects on the main results.

Acknowledgements

Thank you for following the guidelines provided in this document. Looking forward to seeing you soon in Zurich!

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Bibliography

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