

*Incontri internazionali senza competizione,
nel rispetto delle singole identità culturali -
Un passato da conoscere assieme,
un futuro comune da costruire*



*International encounters without competition,
respecting individual identities -
Discovering the past together,
working to build a shared future*

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- International Partner of the United Nations University Advances Studies's Satoyama Initiative
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19th International Conference and Assembly
***"HERITAGE FOR PLANET EARTH 2017 - Smart Travel,
Smart Architecture and Heritage Conservation and its
Enjoyment for Dialogue"***
Florence, 11-12 March 2017

Guidelines to create your final text

Deadline: March 10th, 2017

1. INTRODUCTION

1.1. General information

This document provides guidance for authors preparing the full text for the proceedings e-book of the 19th International Conference and Assembly of the Experts of the Foundation *"HERITAGE FOR PLANET EARTH 2017 - Smart Travel, Smart Architecture and Heritage Conservation and its Enjoyment for Dialogue"* (Florence, 11-12 March 2017). The texts must follow the style and format instructions given in this document, which can be used as a template.

1.2. Length of the documents

The full texts should have between 6 and 8 pages. This includes images, tables, acknowledgements, references, abbreviations list, etc.

1.3. Language

The text must be written in English, including labels and captions in the figures (though in some particular cases the translation may be provided in the respective caption).

2. FORMATTING INSTRUCTIONS

Example:

FONDAZIONE ROMUALDO DEL BIANCO®-LIFE BEYOND TOURISM®





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first name+family name¹, first name+family name², first name+family name³, ...

Abstract Abstract should not exceed 150 words.

Keywords conference, text, instructions, template

Text
.....
.....
.....
.....
.....

2.1. Text size and margins

The text size is A4 (21.0 cm × 29.7 cm) and the typing area has 2.5 cm margins to all the page borders (top, bottom, left and right). The typing area is, therefore, 16.0 cm wide.

2.2. Fonts, spacing and styles

The text should be written with the Times New Roman typeface. This includes section titles, text, captions of figures and tables, equations, citations and references list.

2.2.1. Text title

The text title font is Times New Roman, with a bold character style and a size of 18 pt. This paragraph is left aligned and with single line spacing and with only the first letter capitalized.

The spacing before the title (to the top of the typing area) is 48 pt.

2.2.2. Authors

The font for the authors' names (first name and last name) is Times New Roman, with a bold character style and a size of 12 pt. This paragraph is left aligned and with single line spacing.

The spacing between the title and the authors' names is 48 pt.

The names should be separated by comas, and following each author's name a superscripted number should flag a footnote where the author's affiliation and contact information will be placed.

¹ first name+family name, Department ..., Institution ..., Country, email@email.com

² first name+family name, Department ..., Institution ..., Country, email@email.com

³ first name+family name, Institution ..., Country, email@email.com





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2.2.3. *Affiliation and contact information*

The authors' names, affiliation (Department, Institution and country) and e-mail contact must be placed, by this order, in a footnote in the first page.

The font for this footnote is Times New Roman, with a regular character style and a size of 10 pt. This footnote is left aligned and with single line spacing.

2.2.4. *Abstract*

The abstract font is Times New Roman, with a regular character style and a size of 11 pt. Abstract paragraphs are justified (left and right) and with single line spacing. The abstract text must have a hanging indent of 2.0 cm and be placed after the word "Abstract" (written with a bold character style). The spacing between the authors' names and the abstract is 48 pt.

2.2.5. *Keywords*

The keywords font is Times New Roman, with a regular character style and a size of 11 pt. Keywords paragraph is justified (left and right) and with single line spacing. The keywords should be separated by comas and the text must have a hanging indent of 2.0 cm and be placed after the word "Keywords" (written with a bold character style).

The spacing between the abstract and the keywords is 24 pt. The spacing between the keywords and the title of first level section of the text is 48 pt.

2.2.6. *Section titles*

The font of the titles of first level sections is Times New Roman, with a bold character style and a 12 pt size. The title paragraph is left aligned, with all the letters capitalized and with single line spacing. These titles are preceded by Arabic numbers (1., 2., 3., ...) followed by 0.75 cm tabulation. Leave two blank lines (24 pt) before the first level titles and 6 pt after

The font of the titles of second level sections is Times New Roman, with a bold character style and a 11 pt size. The title paragraph is left aligned, with only the first letter capitalized and with single line spacing. These titles are preceded by Arabic numbers (1.1., 1.2., 1.3., ...) followed by 1 cm tabulation. Use single line spacing.

Leave one blank line (12 pt) before the second level titles, except when they are placed after a first level title, in which case the spacing is only 6 pt. Leave 4 pt vertical spacing after the second level titles.

The font of the titles of third level sections is Times New Roman, with an italic character style and a size of 11 pt. The title paragraph is left aligned, with only the first letter capitalized and with single line spacing. These titles are preceded by Arabic numbers (1.1.1., 1.1.2., 1.1.3., ...) followed by 1.25 cm tabulation.

Leave one blank line (12 pt) before the third level titles and 3 pt after



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2.2.7. Plain text and mathematical expressions

The plain text font is Times New Roman, with a regular character style and a size of 11 pt. Paragraphs are justified (left and right), with no indentation and with single line spacing.

The vertical spacing between paragraphs can be adjusted between 0 pt and 6 pt to arrange the contents on the pages.

2.3. Figures

Figures are centered in the typing area, with one blank line above (12 pt), numbered and captioned below.

The text inside the figures (legends, labels, etc) should be properly sized and legible.

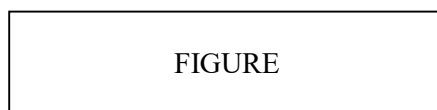


Figure 1 – This figure caption uses the font Times New Roman, size 10 pt with regular character style. The paragraph has 6 pt spacing before, 12 pt spacing after and single line spacing.

The font in figure captions is Times New Roman with a size of 10 pt; the caption text is centered. The expression “Figure X” is printed with a bold character style, but the rest of the caption is printed with a regular character style. Leave 6 pt spacing to the figure above the caption and 12 pt spacing to the text below the caption. See Figure 1 above.

2.4. Tables

Tables are centered in the typing area, with a numbered caption above. There must be one blank line (12 pt) above the caption and one blank line (12 pt) below the table.

The cell margins are 0.1 cm on all sides (top, bottom, left and right). The font for the text inside the table is Times New Roman size 10 pt. Borders must be used to separate the title row/column from the other table contents, and a bold character style may be used in the table headers, to improve readability.

Table 1 – This table caption uses the font Times New Roman, size 10 pt with regular character style. The paragraph has 0 pt spacing before, 6 pt spacing after and single line spacing.

	w	d_y	F_y	d_u	F_u	d_u/d_y	F_u/F_y
	[%]	[mm]	[kN]	[mm]	[kN]		
X1	12	4.3	8.5	10.4	7.0	2.42	0.82
X2	14	5.0	12.7	12.6	10.2	2.52	0.80
X3	11	4.1	10.0	6.0	8.6	1.46	0.86





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Y1	22	6.8	8.2	10.1	5.5	1.49	0.67
Y2	23	7.0	12.3	11.3	9.0	1.61	0.73
Y3	19	7.1	9.5	5.6	7.8	0.79	0.82

The font in the table caption is Times New Roman with a size of 10 pt; the caption text is centered. The expression “Table X” is printed with a bold character style, but the rest of the caption is printed with a regular character style. Leave 6 pt spacing between the caption and the table. See Table 1 above.

3. BIBLIOGRAPHIC CITATIONS AND REFERENCES LIST

The bibliographic citations are the last section of the text. The title of this section “References” is formatted as a first level section title, but unnumbered.

To cite sources in the text, the author-date method must be used. List the last names of the authors and then the year, using the following formats: one author (Paolo Del Bianco 2011); two authors (Kudryavtsev and Tomaszewski 2011); three or more authors (Tuner et al. 2011).

In the “References” section, the references are left aligned, with a regular character style and a size of 10 pt. The paragraphs of the references list have an indent of 1.0 cm, except the first line which has no indent.

Samples of formatted references can be found in the “References” section.

4. CONCLUSIONS

These formatting instructions must be followed by the authors. Extended abstracts and full texts should be sent to the e-mail address secretarygeneral@fondazione-delbianco.org in .pdf format, and also in .doc (WinWord) or .odt (OpenOffice) editable document format.

ACKNOWLEDGMENTS

The “Acknowledgments” section is placed before the “References” section. The title of this section “Acknowledgments” is formatted as a first level section title, but unnumbered.

Thank you for your cooperation in abiding by these instructions. We are looking forward to seeing you in Florence again soon.

REFERENCES

Paolo Del Bianco (2011) *Cultural Heritage for Intercultural Dialogue with Life Beyond Tourism*®, in “The Image of Heritage. Changing Perception, Permanent Responsibilities”, Proceedings of the



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International Conference of the ICOMOS International Scientific Committee for the Theory and the Philosophy of Conservation and Restoration (6-8 March 2009 Florence, Italy), ed. by Andrzej Tomaszewski, Polistampa, 2011, pp. 37;

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