



CHECKLIST FOR AUTHORS

MANUSCRIPT SUBMISSION REQUIREMENTS

To fully submit your paper you must upload in one single .zip file the following documents:

File 1 – The paper manuscript in word .doc format according with the template available in the **B2PROCA4TEMPLATE.dotx** file. The maximum number of pages of the two column paper is 8. The minimum number of pages of the two column paper is 6.

File1 must be named as follows: first author family name_initials of the first 3 words in the paper title.doc

Ex: Paper title: “Portuguese Construction History”/ First Author name and family name: John Silva

In this case the correct file1name would be: silva_pch.doc

Note: The title for a communication at the 7ICCH should not exceed **18** words. Keywords: the maximum number of keywords is **5**.

File 2 – The paper manuscript in ACROBAT .pdf format according with the template **B2PROCA4TEMPLATE.dotx** file available in the **7ICCH_CRC Press Balkema Instructions.zip** file.

File 2 must have the same name as file 1, except the extension pdf at the end

File 3 - **Consent to Publish Form_Copyright** in ACROBAT .pdf format using the file available in the **7ICCH_CRC Press Balkema Instructions.zip** file, dully filled and signed.

File 3 must be named as follows: file1name_consent

File 4 -**Permission Verification Form (PVF)** in ACROBAT .pdf format using the file available in the **7ICCH_CRC Press Balkema Instructions.zip** file , dully filled and signed.

File 4 must be named as follows: file1name_verification

Art work Files – the original source files for illustrations like photographs, drawings, engravings, graphics (preferably in .tiff or in eps formats) according with **Submission of Artwork.pdf** file available in the **7ICCH_CRC Press Balkema Instructions.zip** file.

Artwork files must be named as follows: file1name_figure1; file1name_figure2...



All files must be assembled **in one single folder** and that folder uploaded online in .zip format (**maximum submission size 100Mb**).

.Zip folder must be named as follows: **7ICCH_paper_PAPER ID.zip**

Note that the PAPER ID is the number assigned by EasyChair.org to your accepted abstract.

The zip folder must be uploaded at <https://easychair.org/conferences/?conf=7icch> submission page, using your login personal account. The zip folder will be added to the abstract box you have previously filled in. Use the “Add file” link to upload you paper .zip file.

If you have already uploaded a file during the Call for Abstracts you must replace it by the new folder containing all the files of your paper manuscript.



Please note: When an Author submits a paper to CRC/Balkema from Taylor & Francis Group as Publisher, the Author is obliged to sign and return a Consent Form. This form is available [here](#). By signing the Consent Form , the Author(s) transfer the copyrights to the Editors (The 7ICCH Organizing Committee) and gives the Publisher (CRC/Balkema) permission to publish the paper.

Limites:

Minimum length of a full paper is 6 pages

Maximum length of a full paper is 8 pages

Do not forget:

Figures and tables are limited to 1/3 of the length of the full pa-pers. References must be limited to 1 page.

All figures and tables must be cited within the main text,

Submissions must be made in English. Authors are welcome to use American or British spellings as long as they are used consistently throughout the whole of the submission.