



We strongly recommend you read these general rules, due to, once the abstract was sent, changes in data and contents will not be possible.

## GENERAL RULES

Only **original** manuscripts, not published neither in journals nor in congresses, will be accepted.

**Maximum** number of **authors** per manuscript is **6**. Manuscript's information included by the authors in the manuscript's platform, will be later transferred to both certificates and abstract book. Consequently, make sure that data is correct.

All notifications will be sent to the selected author in the platform as **correspondence author**. He/she is the only intermediary between organizing committee and authors. All notifications will be sent to correspondence author including those related to the submission process, review process and more manuscript's processes. Any modification in included data should be communicated and accepted by the organization.

Same author can submit up to 3 papers.

## SUBMISSION RULES

At least, one of the authors should be registered in **CONTART 2022** before papers submission deadline. Otherwise, the paper will not be evaluated.

Manuscript's sending, both for abstracts and papers, and later documentation sending (poster or presentations) should be submitted using the congress platform for manuscripts offered by the organization, which is available in [contart.es](http://contart.es). Before sending, author should be registered by means of the box named **MY CONGRESS (MI CONGRESO)** and, lately, authors will be able to access to "Manuscripts/Manuscripts sending" section. This platform should be used to send both abstracts and papers. In exceptional cases, under organizing committee acceptance, they can be sent by other vias.

Organization is no responsible for any prejudices caused by mistakes in data included by the authors during sending process.

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Colegio anfitrión



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## 1.ABSTRACTS

Abstracts are brief and concise texts about the topic that will be developed in paper. They are sent as a proposal for their review by the Scientific-Technical Committee which will evaluate its adequation to the congress scope, being the possible decision result **Accepted/Rejected**. This decision is **unappealable**.

In the manuscript's platform all mandatory fields in section "**Abstracts sending**" should be filled. No template is needed. Official languages of the congress are English and Spanish. Those fields are:

- **Presentation mode:** Oral or Poster (definitive mode will be established by the Scientific-Technical Committee).
- **Topic:** authors should select one of the seven proposed topics
- **Title:** máx. 20 words. This will be the same for paper.
- **Keywords:** máx. 5 words (e.g., Heating) or concepts (e.g., Energy efficiency). First letter in each word/concept will be in capitals. These won't be modified for paper.
- **Text:** máx. 500 words. It is recommended to follow this structure: introduction of topic, methodology brief description, more relevant results, and main conclusion. **It should not contain** acronyms, references, equations, figures, tables. Neither this text could be considered as a part for paper introduction.
- **Authors:** máx. 6 authors. Manuscript's information included by the authors in the manuscript's platform, will be later transferred to both certificates and abstract book. Consequently, make sure that data is correct. All notifications will be sent to the selected author in the platform as **correspondence author**. He/she is the only intermediary between organizing committee and authors. All notifications will be sent to correspondence author including those related to the submission process, review process and more manuscript's processes. Any modification in included data should be communicated and accepted by the organization.

There are not format requirements for font type, line spacing, capitulate, lists (it is recommended to avoid their inclusion in abstracts) or other related to abstract appearance.

## 2.PAPERS

Papers should show the entire research, study, or technical report on the issue. These must be sent after the abstract acceptance by the Scientific-Technical Committee. Committee will accept papers in which some advance in state of knowledge or technological development is shown. They are also acceptable papers which described innovations or practical works in any congress topics.

It is mandatory to use the [Paper template](#) provided by the organization. Resultant file should not exceed **5MB**.

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Papers should contain five sections: introduction, development/methodology, results and discussion, conclusions, and references. They can also contain other optional sections. Papers can be sent in English or Spanish. The International System of Units (ISU) should be used.

For paper sending process, resultant file should be uploaded to the manuscript's platform in .pdf format by means of the section "**Paper sending**". File name should indicate the abstract ID and the last name of the first author (e.g., 009\_Sánchez).

Structure and format requirements are deeply described in the [Paper template](#) provided. Paper should be up to 10 pages long in A4.

If paper is not adapted to structure and format requirements, it **will be automatically rejected**.

### 3. PRESENTATIONS:

Even though all abstracts of accepted papers will be included in the abstract book edited by the organization of CONTART 2022, not all of them will be exposed during the congress due to organization issues. So, only a concise number of the best quality manuscripts will be included in scientific-technical program. This will be notified to authors in good time before.

#### ORAL PRESENTATION

Only a concise number of manuscripts will be orally exposed during the Congress, constituting the scientific-technical program.

Oral exposure time will be 15 minutes. There will not be extensions for this time to achieve a correct course of the Congress.

At the end of each part of the scientific-technical program, it will be possible for the audience to transmit some questions about presentations. Time for these questions is not established and it will depend on remaining time assigned.

Authors can support on a pptx presentation following the structure and design included in the [Presentation template](#) provided by organization. In this case, authors should upload the .pptx file to manuscripts platform properly in time and form. File should not exceed **100 MB** and it should be named indicating its abstract ID and the first author's last name (e.g., 009\_Sánchez).

Speaker's secretary will be provided in the conference centre. There, speakers will be able to review their oral presentations. Carry a copy of the presentation file is highly recommended.

Windows is the operating system available for presentations during the congress so is highly encouraged to use Microsoft Office when designing presentations.

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## POSTER PRESENTATION

Apart from oral presentations, there will exist in the conference centre some space for poster exhibition. These posters will be selected from the best qualified manuscripts by the Scientific-Technical Committee.

Organizing and Scientific-Technical Committees will determine the number of exposed posters.

Authors should use the [Poster template](#) provided by the organization and it should be uploaded to the manuscript's platform properly in time and form. File should be named indicating its abstract ID and the first author's last name (e.g., 009\_Sánchez).

Organization will print and place all posters in its adequate location. Required size is 90 cm width and 120 cm high. Organization will not be responsible for quality of the images used by authors.

It is recommended that authors stay next their poster during congress breaks to answer questions from assistants and receive their feedback.

## REVIEW PROCESS

Manuscripts received from authors are evaluated by experts in each topic that constitute the congress scope. Review is based on double-blind peer process in which neither authors nor reviewers both the reviewer and author identities are concealed from the reviewers, and vice versa.

Reviewers will review papers according to the following criteria: **Technical quality, impact and scientific relevance and Presentation quality.**

Notified decisions will be unappealable.

This review process consists of the following parts:

- **Abstract submission** by authors via manuscripts platform.
- **Abstract review** by the Scientific-Technical Committee.
- **Acceptance/Rejection abstract notification** by the organization via email to correspondence author.
- **Papers, whose abstract was accepted, submission** by authors via manuscripts platform.
- **Paper review** by the Scientific-Technical Committee.
- **Paper prior notification (accepted/suggestions/rejected)** by the organization via email to correspondence author.
- In case of suggestions decision, **modified paper submission** by authors via manuscripts platform.
- **Modified review** by the Scientific-Technical Committee.

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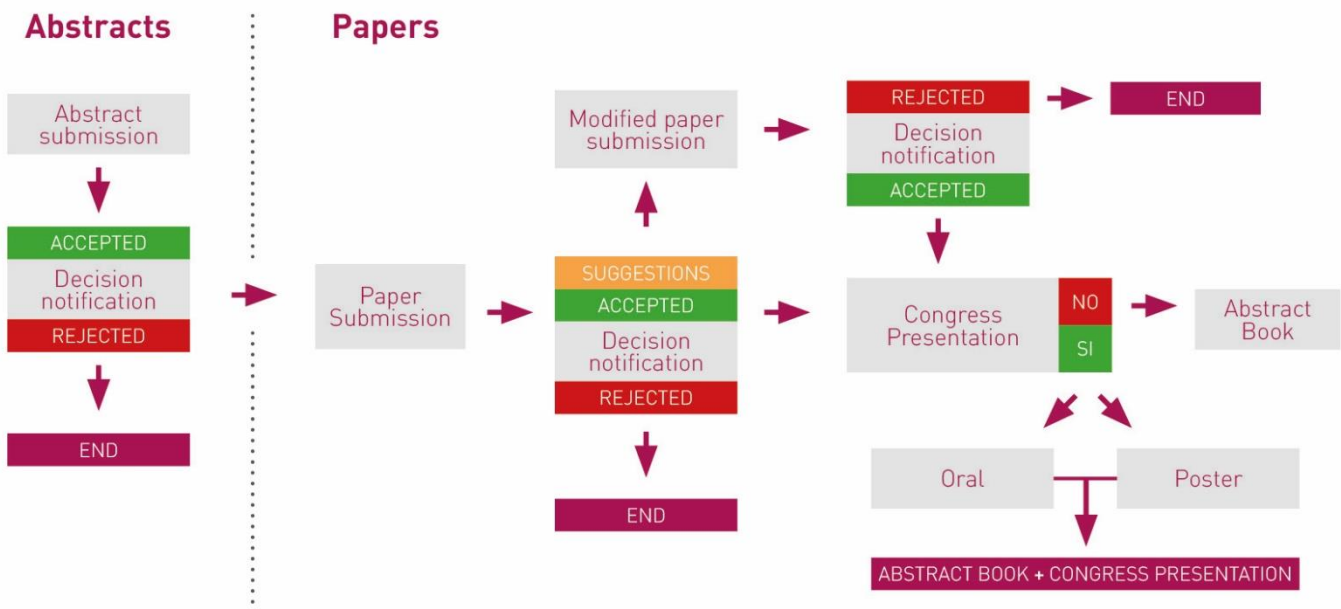
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# CONTR

Toledo 2022

- **Modified paper Accepted/Rejected decision** by the organization via email to correspondence author.  
**IMPORTANT:** this email will also include the decision about if the manuscript is exposed (oral or poster mode) during the congress. If so, it will be also included the decision about the presentation mode.
- **Presentation or poster design submission** by authors via manuscripts platform.



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# CONTART

Toledo 2022

## IMPORTANT DATES

These **deadlines can change** according to organization decisions. If they change, correspondence authors will be notified via email, and this will be disseminated throughout the congress communication channels.

Important dates are the following:

- |  |                  |
|--|------------------|
| • Abstract submission deadline   | 12 January 2022  |
| • Abstract decision notification                                       | 20 January 2022  |
| • Paper submission deadline ( <b>first review</b> )                    | 21 February 2022 |
| • Prior <b>paper decision</b> notification                             | 11 March 2022    |
| • Modified paper submission deadline ( <b>second review</b> )          | 24 March 2022    |
| • <b>Final paper decision</b> notification including presentation mode | 19 April 2022    |
| • <b>Presentation/Poster</b> design submission deadline                | 03 May 2022      |

## AFTER CONGRESS

All abstracts whose papers will have been accepted, will be included in the congress abstract book. This will have an associated ISBN and legal deposit number.

Moreover, those better qualified papers by the Scientific-Technical Committee will be published in renowned prestige journals which are indexed in international repositories such as [AVERY](#), [Latindex](#), [DOAJ](#), [REDIB](#)...

Lastly, accepted papers will be available in Repositorio de Investigación de la Arquitectura Técnica de España, [RIARTE](#), included in databases such as [Hispana](#) and [Europeana](#).

**IMPORTANT:** papers sent to renowned prestige journals will be also included in RIARTE by their journal link when published.

Individual certificates will be sent to authors with **accepted** papers.

## CONSIDERATIONS

Abstract submission involves the plenty acceptance of the criteria, conditions, and requirements of this document. You are able to review the privacy policy for authors [here](#).

Any incidence detected by authors related to any process should be reported to organization via email [contart\\_comunicaciones@viajeseci.es](mailto:contart_comunicaciones@viajeseci.es).

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