2020 CONTART INTERNATIONAL CONVENTION

GENERAL RULES FOR PAPERS

1. General considerations

Only original works which have neither been published in journals nor been the subject matter of communications in other Conferences will be accepted.

The maximum number of authors per paper is six (6).

At least one of the authors must be registered at the Conference before the full paper is submitted once the abstract has been accepted. Otherwise, the platform for uploading full papers will be disabled.

Papers (both abstracts and full papers) must be submitted through the web-based platform provided by the organisation at web's papers section. The instructions can be found at platform. In the event of any problems, the author can contact the Technical Secretary's Office through the following email address: contar2020_comunicaciones@viajeseci.es.

All the abstracts of the accepted full papers will be included in the abstract book to be published for the Conference with an ISBN and legal deposit number.

Individual certificates will be given to each of the authors of **accepted** papers.

Submitting the abstract of the full paper presupposes full acceptance of the criteria specified in the sections of this document. Any papers which do not comply with the rules set out here will not enter into the evaluation process.

Any problems the author has or detects during the process must be reported by email to contar2020_comunicaciones@viajeseci.es. If you are having difficulty receiving the various notifications, please first check your spam folder.

2. Regarding submission dates and notifications

The process consists of two distinct parts: the procedure for abstracts and the procedure for full papers. All notifications during this process will be sent via email to the author of correspondence for each of the papers.

2.1. Procedure for abstracts

Abstracts are brief descriptions of the full study which is going to be presented. They are characterised by the requirements summarised in section 3.1 Format of the abstracts.

Relevant important dates are:

- Start date for submitting abstracts (opening of platform): **13 September 2019**
- End date for submitting abstracts (closing of platform): **5 December 2019**

After sending, a notification will be sent providing proof that the document has been sent satisfactorily.

- Notification of Acceptance / Rejection: **24 December 2019**

This date represents the deadline. These notifications can be received before this deadline.

2.2. Procedure for full papers

Full papers present the research of the author or the authors. They are characterised by the requirements summarised in section 3.2 Format of full papers. Only full papers which correspond to the abstracts accepted in the first part of the process can be submitted.

This phase is made up of two sub-phases. In the first sub-phase, the result can be Accepted / Amendments / Rejected. In the event that one of the assessors decides that amendments are required, the paper will be returned to its author so the author can meet these requirements before a second deadline. Next, the paper will be assessed by the assessor for a second time for a final decision, which can only be either Accepted or Rejected.

Important dates are:

- Start date for first submission (re-opening of platform): **3 January 2020**
- End date for first submission (closing of platform): **12 February 2020**

After the submission has been sent, a notification will be provided to show that the document has been sent satisfactorily.

- Notification to authors regarding the first submission: **5 March 2020**

Authors who have been informed of the decision that amendments are required must submit a new version of their paper between the following dates.

- Start date for second submission (re-opening of platform): **6 March 2020**
- End date for second submission (definitive closing): **16 March 2020**

2.3. Spoken presentations and posters

Once the review procedure for full papers has been completed, the authors will be informed of the final decision (Accepted / Rejected). All those accepted will comprise the abstract book for the Conference.

In addition, it will be possible for a limited number of the papers received and accepted to be presented in presentation form or in poster form, a decision which is the responsibility of the Conference's Technical Committee. This fact will be explicitly explained in the notification sent.

Section 6 describes the considerations for these two methods.

Both the presentations to be given as a spoken presentation and the posters must be submitted by *30 April 2020* via the same online platform.

3. Format of the papers

3.1. Abstracts

The abstracts must be sent in Spanish or in English in accordance with the template.

They will comprise the following parts:

Title	With a maximum length of 120 characters
Author(s)	First give the author's two surnames and then their initials. If there is more than one author, the authors' names should be separated using ";". Each name must be related to their affiliation through letters in superscript. **For example: [a] López García, P.;**
Affiliation(s)	Full name of the institution and acronym if necessary. **For example: [a]Consejo General de la Arquitectura Técnica de España, CGATE**
Abstract	Up to 500 words, with no images or tables. It must set out the problem which is solved and a representative part with data.
Keywords	Up to 4 words or expressions that the author considers important

IMPORTANT: The order in which the authors' names are given when this abstract is submitted will be immovable and will be maintained in the publication of the abstract in the abstract book, in the event that the paper is accepted by the Review Committee.

The length of these documents must not exceed 500 words.

The information must be placed appropriately into the fields provided on the online platform for communications. The organisation accepts no liability for any damages that may arise out of any mistakes made when the text is entered into the fields.

3.2. Full papers

The full papers must be sent in Spanish or in English in accordance with the template.

Full papers will be divided into the following chapters:

Title	With a maximum length of 120 characters. The same title as the title of the accepted abstract.
Author(s)	First give the author's two surnames and then their initials. If more than one author, the authors' names should be separated using ";". Each name must be related to their affiliation through letters in superscript. **For example: [a] López García, P.;**
Affiliation(s)	Full name of the institution and acronym if necessary. **For example: [a]Consejo General de la Arquitectura Técnica de España, CGATE**
Abstract	Up to 500 words, with no images or tables. It must set out the problem which is solved and a representative part with data
Keywords	Up to 4 words or expressions that the author considers important
Introduction	The current problem to be solved or the state of the art of the topic covered by the contribution is set out here
Methodology	Methods, planning, tools used and other aspects, which explains how the research has been undertaken
Results and Discussion	All the findings of the research, both quantitative and qualitative, analysed and discussed by the author
Conclusions	Final compact part of the paper where, in just a few lines, the author must determine that the research undertaken provides a solution to the problem described in the introduction
Bibliography	The IEEE reference format must be followed

The papers should have a maximum length of 8 sheets of DIN A4 including all the chapters mentioned.

These full papers will be posted on the platform in accordance with the instructions provided at www.contart.es. The organisation accepts no liability for any damages that may arise out of any mistakes made when the text is entered into the fields.

4. The review process

All submissions will be assessed through the double-blind peer review system for scientific papers in which the author cannot see who the correctors are and the correctors do not see the names of the authors of the paper.

The procedure for reviewing full papers has been explained above, describing the two phases in the cases that the Review Committee deems it necessary.

The decisions of the reviewers will be final and cannot be appealed.

5. Inclusion in the "**Anales de Edificación**" indexed journal

The 12 highest-rated papers will be published in the "Anales de Edificación" journal (http://polired.upm.es/index.php/anales_de_edificacion), indexed in DOAJ, Avery Index, Latindex, REDIB and ÍnDICEs CSIC.

Note: It is possible that these papers may require changes in format, which will be requested from the authors in a timely manner and in due form.

6. Presentation during the Conference

Those papers that the Review Committee considers it is appropriate to include as content during the holding of the Conference may be presented in two ways: as a spoken presentation or as a poster.

6.1. Spoken presentations

The length of time for presentations will be 15 minutes, with no extension possible, in order for the Conference to run smoothly.

If all the speakers for the section have given their presentations, the moderator may allow questions from the audience until the time assigned to the section has run out.

The author who gives the presentation may be aided by a PowerPoint (.pptx) presentation, provided that the template used is that provided by the organisation which can be downloaded at https://contart.es/tematicas/area-cientifica/normativa-comunicaciones/ii-formato-de-los-trabajos/

Presentations on laptop computers will not be accepted; these presentations will be loaded onto a computer belonging to the organisation with the Windows operating system and Microsoft Office software.

6.2. Poster communications

Posters must comply with the template provided by the organisation; the available space can be used as the author chooses.

The lettering size must be taken into account, so that attendees can read it easily from a distance of 1.5m; font size must be at least 18.