Instructions for QAV2019 Proceedings

First Author Affiliation firstauthor@somedomain.com	**Second Author** Affiliation secondauthor@somedomain.com
Third Author Affiliation thirdauthor@somedomain.com	

Abstract

This document contains the instructions for preparing a manuscript for the QAV2019 proceedings. Authors are asked to comply with all the directions reported in this document.

1   Styles

The QAV2019 proceedings template (both MS Office and LibreOffice versions) contains a custom set of styles (all of them having the prefix [qav_], see TAB. 1). When preparing your paper for submission please stick with these styles and avoid any direct formatting of the document except for *italics*.

Style name	Used for
qav_title	paper title
qav_author	author's name
qav_affiliation	author's affiliation
qav_email	author's email
qav_abstract_heading	abstract heading
qav_abstract	abstract body
qav_heading1	section heading
qav_heading2	subsection heading
qav_heading3	subsubsection heading
qav_body	text body
qav_table_content	table content
qav_table_caption	caption of the table
qav_fig	figure (charts etc.)
qav_fig_caption	figure caption
qav_formula	math formula
qav_references_heading	references heading
qav_references	references

qav_footnote	footnote
qav_ackn_heading	acknowledgment heading

TAB. 1: Styles used in QAV2019 proceedings.

Use *italics* for:

- emphasis
- non-English words
- book titles

2 The first page

2.1 Title

Use the *qav_title* style for the paper's title. Use common capitalization rules for title as in this document.

2.2 Author's name, affiliation and e-mail address

Use the *qav_author* style for the author's name,the *qav_affiliation* style for the author's affiliation and *qav_email* style for the author's e-mail. Author(s) are listed in the table after the paper's title. If you are the only author, delete one of the columns of the table – this way your name, affiliation and e-mail address will be placed in the middle of the page. If there are more then two authors of the paper, add new row(s) to the table so that at most two authors appear on one row. If the number of authors is odd, merge together the two cells in the last row so that the last author's name, affiliation and e-mail address will be placed in the middle of the page.

2.3 Abstract

Place abstract after the author's name etc. table. Use the *qav_abstract_heading* style for the abstract heading and the *qav_abstract* style for the abstract itself. The abstract should contain 500–1600 characters (including spaces).

3 Sections

Use the *qav_heading1* style for the heading of sections, the *qav_heading2* style for the heading of subsections and the *qav_heading3* style for the heading of subsubsections. Use the *qav_text_body* style for the main body of the text. Do not indent when starting a new paragraph. Use footnotes (not endnotes) with style set to *qav_footnote*.

4   Tables, figures and formulas

4.1   Tables

Place each table in the center of the page. For text inside the table use *qav_table_content* style. Provide a caption for every table and number each one sequentially (disregarding the numbering of figures) in the form "TAB. 1: Caption of the table.". Place the caption directly under the table with style set to *qav_table_caption*.

Avoid referring to the tables as "data are given in the following table:" and refer to them as "data are given in TAB. 1".

4.2   Figures

Place figures in a separate paragraph with *qav_fig* style and anchor them as a character. Provide a caption for every figure and number each one sequentially (disregarding the numbering of tables) in the form "FIG. 1: Caption of the figure.". Place caption directly under the figure with style set to *qav_fig_caption*. Avoid referring to the figures as "as we see in the following chart:" and refer to them as "as we see in FIG. 1".

In the case of simple charts that we can easily reproduce (eg. line chart, pie chart, column chart etc.), provide us with the underlying data (in the Excel/Calc spreadsheet, CSV or JSON) so that we can unify the style of charts.

In the case of complex charts (e.g. network charts etc.), please keep the resolution at least 2500px to 2500px and also attach the image as a separate file. When styling such a chart please try to stick with color palettes introduced in TAB. 2 and TAB. 3 as much as possible.

1 color	2 colors	3 colors	4 colors	5 colors	6 colors	7 colors
#7a00a3	#7a00a3	#7a00a3	#7a00a3	#7a00a3	#7a00a3	#7a00a3
	#00a35f	#003ca3	#2800a3	#4d00a3	#5d00a3	#6600a3
		#00a35f	#009ba3	#003ca3	#0300a3	#2800a3
			#00a35f	#00a38a	#0079a3	#003ca3
				#00a35f	#00a37b	#009ba3
					#00a35f	#00a373
						#00a35f

TAB. 2: Color palettes used in QAV2019 proceedings in HEX.

1 color	2 colors	3 colors	4 colors	5 colors	6 colors	7 colors
122, 0, 163	122, 0, 163	122, 0, 163	122, 0, 163	122, 0, 163	122, 0, 163	122, 0, 163
	0, 163, 95	0, 60, 163	40, 0, 163	77, 0, 163	93, 0, 163	102, 0, 163
		0, 163, 95	0, 155, 163	0, 60, 163	3, 0, 163	40, 0, 163
			0, 163, 95	0, 163, 138	0, 121, 163	0, 60, 163
				0, 163, 95	0, 163, 123	0, 155, 163
					0, 163, 95	0, 163, 115
						0, 163, 95

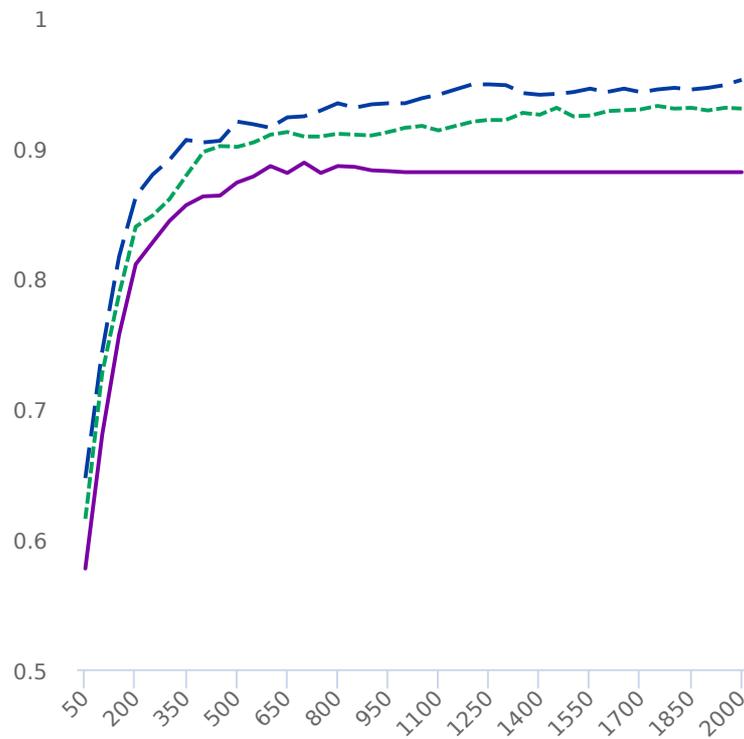TAB. 3: Color palettes used in QAV2019 proceedings in RGB.

FIG. 1: Chart with predefined color palette.

4.3 Formulas

Formulas should be placed in a separate paragraph with style set to *qav_formula*:

$$E = mc^2$$

5 Citations, references and hyperlinks

5.1 Citations

Place citations in the text within parentheses as (Gasparov 1996) or, if the author's

name appears in the text itself, as Gasparov (1996). Cite pages as (Gasparov 1996: 124) and page ranges as (Gasparov 1996: 124–125). Append lowercase letters to the year in the event of ambiguity (Gasparov 1996a). Separate two or more titles by a comma if it is written by a single author (Gasparov 1996, 1997) or by a semicolon if it is written by different authors (Gasparov 1996; Jakobson 1960). Separate two or three authors by a long dash (Červenka–Sgallová 1995; Červenka–Sgallová–Kaiser 1995), but write as (Arukask et al. 2018) if there are more than three authors.

Use […] to indicate omitted passages in citations. Refer to other sections of the paper as "in Sect. 4.2 we have seen".

5.2   References

References are placed at the very end of the paper under the heading "References" (use *qav_references_heading* style for the heading and *qav_references* for the references themselves).

Follow the [American Psychological Association](#) style but separate authors' names by a long dash preceded and followed by a blank space instead of a comma / "and" (also use these separators for book editors in the case of book chapters). Examples of references to book (Gasparov 1996), book chapter (Jakobson 1960) and journal article by several authors (Arukask et al. 2018) are given in the References section below.

5.3   Hyperlinks

We encourage authors to use [hyperlinks](#) when needed, but keep in mind that hyperlinks will only be highlighted in the electronic edition of the proceedings. In the printed version the first sentence will appear as "We encourage authors to use hyperlinks when needed".

Acknowledgements

References

Arukask, A. – Kriisa, K. – Lotman, M.-K. – Truusalu, T. T. – Uudevald, M. – Viiding, K. (2018). Verse texts in the Latin inscriptions of Estonian ecclesiastical space. Meter, rhythm and prosody. *Studia Metrica et Poetica* 5(1), 80–104.

Gasparov, M. (1996). *A History of European Versification*. Oxford: OUP.

Jakobson, R. (1960). Linguistics and Poetics. In T. A. Sebeok (Ed.), *Style in Language* (350–385). Cambridge: MIT Press.