INTANGIBLE CULTURAL HERITAGE, BRIDGING THE PAST, PRESENT, AND FUTURE

Dn.p [Deviverable title as appears in the DOW]

EDITOR(S): Names of co-authors (partners short names)

CONTRIBUTOR(S): [List of others contributed to the deliverable]

REVIEWER(S): Names of co-authors (partners short names)

ABSTRACT: This is a template and LaTeX style for INT-ACT project deliverables. Formatting instructions based on the guidance provided by the funder at `https://linkto.eu/BdiWO` and adapted to the INT-ACT project style (see `https://int-act.aalto.fi/`) are given, adn complemented by instructions on how to use the LaTeX style.

Project Information

Grant agreement No.	101132719
Project acronym	INT-ACT
Project title	Intangible Cultural Heritage, Bridging the Past, Present, and Future
Call	HORIZON-CL2-2023-HERITAGE-01
Topic	HORIZON-CL2-2023-HERITAGE-01-04
Start date	01 Jan 2024
Durtion	36 Months

Project Consortium

Partner No.	Short name	Legal name	Country
1	AALTO	AALTO KORKEAKOULUSAATIO SR	FI
2	EVORA	UNIVERSIDADE DE ÉVORA	PT
3	ITML	INFORMATION TECHNOLOGY FOR MARKET LEADERSHIP	EL
4	URBASOFIA	URBASOFIA SRL	RO
6	KAVALA	DIMOS KAVALAS	EL
7	EDIN	THE UNIVERSITY OF EDINBURGH	UK
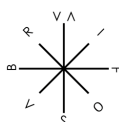
Deliverable Information

Deliverable	[Deviverable title as appears in the DOW]
Deliverable No.	Dn.p
Task	[ADD TASK NUMBER, E.G. Tn.m]
Task No.	[ADD TASK NUMBER, E.G. Tn.m]
Task leader	[Responsible partner]
Task contributors	Names of co-authors (partners short names) [List of others contributed to the deliverable]
Task duration	Months XX-YY
Deliverable due date	dd/mm/yyyy
Dissemination level	[ADD LEVEL, e.g. CO]
Version	**vn.n**

Document history

Version No.	Date	Contributors	Notes
v1.o	dd/mm/yyyy	Name (Partner short name)	Draft report template
	...	...	
v0.1	12/01/2019	S Luz (UEDIN)	Created template
v1.o	dd/mm/yyyy	Name (Partner short name)	Report quality checked and finalised
v1.o	dd/mm/yyyy	Name (Partner short name)	Report submitted
v2.0	24/09/2019	Fábio Magalhães	Added support for Latin chars (áàéí etc) in changelog.
submitted	25/09/2019	S Luz	Redefined delivStatus to produce ✓ for draft, final or submitted, without affecting document identifier. Increased width of version column in changelog.

Disclaimer

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Acronyms and abbreviations

AR	Augmented reality
XR	Extended reality
CDBE	Communication, Dissemination, Exploitation, and Business Growth

1 Level 1 section

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1.1 Level 2 section

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1.1.1 Level 3 section

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2 Report titles

Deliverables have a title that is defined in the DoA. This title is referred to as the full title of the deliverable. Please stick to the official spelling. It has turned out useful to also have a short title (max 60 characters) for each deliverable, as it can be cumbersome if one always has to use the full title.

3 File naming

The project will generate many documents (deliverable reports) and versions of these reports. It is beneficial to consistently use an agreed file naming format.

INTACT-Dnn-ShortTitle-Status-vn.n.Extension

- Notice the hyphen between the various elements of the file name.

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- **INTACT**: Each INTACT report should be preceded by the project acronym. Notice, there is only one corect spelling of the acronym: 'INTACT'.

- **Dn.n**: Indicates the deliverable identifier, e.g., 'D34' for 'D3.4' following the numbering of the DoA (part A of annex 1 of the grant agreement). Notice, there is no dot between the two parts of the deliverable number.

- **ShortTitle**: This should be based on the formal short title of deliverables but 'contracted' into a single (no spaces) character string using Java class naming convention, e.g., 'ExploitationPlan', or 'ProjectWebSite'. Avoid underscore, space and other unusual characters.

- **Tn.n**: Indicates the task identifier, e.g., 'T34' for 'T3.4' following the numbering of the DoA.

- **Status**: draft = Draft version – indicates that the drafting of the report is in progress; final = final version as checked and updated by the reviewers/WP leader/quality manager; submitted = submitted version as submitted to the EC by the project coordinator/administrator.

- **vn.n**: The version of the report starting from v1.0.

- **Extension**: File extension, e.g., 'docx' for Microsoft Word and 'pdf' for Portable Document Format.

Examples:

- INTACT-D82-InternalCommunication-T82-draft-v1.0.docx

- INTACT-D84-QualityAssurancePlan-T84-submitted.pdf

4 Change log

The Change log is there to keep track of the changes made to the document. Whenever changes are made to the doc, a new version should be created and the changes should be briefly summarized in the Change log. We anticipate a minimum of three phases of Change Log entries. (1) The researcher responsible for the given Deliverable enters the changes as he/she develops the document. (2) The two reviewers and the Quality Manager register the changes made in the quality assurance phase. Once the responsible researcher passes the report on to the Project Coordinator/Administrator, the status should be changed from 'draft' to 'final'. (3) The Project Coordinator/Administrator submits the report to the EC, the status should be changed from 'final' to 'submitted'.

5 Document formatting

5.1 Headings

Like in many journals and books, it is a good practice not to use more than 3 levels of headings. If you really need more, then by all means do so, but you may first consider how to structure the document with a maximum of three heading levels.

Use the following capitalization style for all headings: 'Text text text text'

Only first term is capitalized (unless, of course, English grammar capitalization require otherwise) and do not use a full stop at the end.

5.2 Paragraph

The paragraphs are separated by an empty line (not by ad hoc spacing). Each plain paragraph has the style Text (not the default Normal) which has the following main formatting features:

- Style: Arial
- Font size: 10 pt (notice, the Executive summary has also font size 10 pt)
- Alignment: Justified
- Spacing: 1.2 lines

5.3   Page set-up

Format: A4
Left and right margins: 2.54 cm
Top and bottom margins: 2.00 cm.

5.4   Captions and citations

Use the following for captions and cross referencing:

- 'Table 1' for tables, not 'table 1' or 'Tab. 1', etc.
- 'Figure 1' for figures, not 'figure 1' or 'Fig. 1', etc.
- 'Section 1.1.1' to cross-reference other sections, not 'section 1.1.1' or 'S. 1.1.1', etc

Do not abbreviate the word 'Equation' to 'eq', 'Eqn', etc.

Table captions should be placed above the table and figure captions should be placed below the figure. The captions should succinctly describe the content of the table or figure.

5.5   Tables

Producing informative tables is not easy. Avoid grid lines around each table cells (typical for people with little experience in drafting technical papers). The table below (Table 1) is a good example how tables should look like. Make sure that caption appears on the same page as the table. The table caption is above the table!

The table caption should follow the sentence style layout and end with a full stop. The caption as well as the table should be centred.

The table caption is bold, Arial style, font size 9 pt, 6 pt space before and after, keep with next (making sure that the table and the caption stick together).

Each table must be introduced in the deliverable text. Make sure that cross references to tables are correct before submitting the deliverable.

The same (simplified) table using the LaTeX table feature is shown below (Table 2).

5.6   Figures

Good figures/diagrams are even more difficult to produce than tables. Figures should contain legends explaining the symbols in the figure. Avoid surrounding the figure with a box outline. If there are different parts of a figure (e.g, (a), (b), (c)), indicate these clearly. Make sure that the labels within a figure/diagram are spelled consistently within the figure/diagram and are also consistently spelled in the text. Make sure that caption appears on the same page as the figure. The figure caption is below the figure. See an example of a figure and its caption below (Figure 1).

Table 1: Summary of properties of different modeling formalisms. Table as graphic.

	Static (s), dynamic (d)	Discrete (d), continuous (c)	Deterministic (d), stochastic (s)	Qualitative (ql), quantitative (qn)	Coarse (c), average (a), fine (f) grained
DG	s		d	ql	c
BYN	s[a]	d,c	s	qn	c
BNN	d	d	d	ql	c
GLN	d	d	d	ql	a
NLDE	d	c	d	qn	a,f
PLDE	d	c	d	ql,qn[c]	a
QDE	d	d	d	ql	a,f
PDE	d	c[b]	d	qn	a,f
SME	d	d	s	qn	f
R	d	d	d	ql	a,f

[a] Generalization to dynamic Boolean networks is possible.
[b] Spatial dimension is often discretized.
[c] Qualitative analysis of models is possible.

Table 2: Summary of properties of different modeling formalisms. The table below is produced using LATEX's `table` environment.

	Static	Discrete	Deterministic	Qualitative	Coarse
DG	s		d	ql	c
BYN	s	d,c	s	qn	c
BNN	d	d	d	ql	c
GLN	d	c	d	qn	a,f

Each figure must be introduced in the deliverable text. Make sure that cross references to figures are correct before submitting the deliverable.

The figure caption should follow the sentence style layout and end with a full stop. The figure caption as well as the figure should be centred.

The figure caption is bold, Arial style, font size 9 pt, 6 pt space before and after.

(a)   (b)   (c)
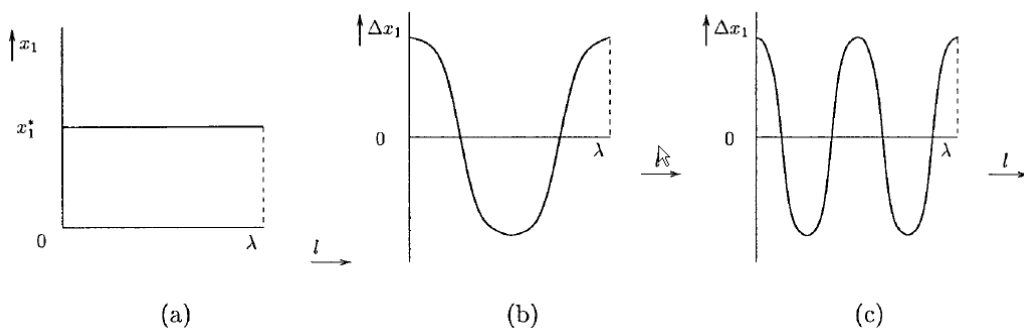
Figure 1: Caption caption caption caption caption caption caption caption caption. (a) Caption caption caption, (b) Caption caption caption, (c) Caption caption caption.

5.7 Footnotes

This[1] is a footnote.

6 Language and notation

There are a few things we should consider when writing documents in terms of language. The question is not deeply philosophical in the sense of whether one or the other approach is fundamentally correct (or wrong). It is more the case of maintaining a certain level of consistency across the project.

Since British/UK English is the official version of English within the EC, we should by default use UK English spelling (and adopt a spell-checker set to UK English). Nevertheless, US spelling is also fine – the main issue to ensure is to be consistent within a given deliverable.

Quotation marks. UK English (unlike US), use single quotation marks ('X') instead of double quotation marks ("X"). At least maintain consistency within a document.

- It is claimed that Y is 'superior' to X.

- 'Good morning, Dave,' greeted HAL.

Do not use quotation marks to indicate emphasis – use italics, bold or underline style instead.

The accepted standard for separating orders of magnitude in large figures is not ',' or '" (quotation mark) or '.', but a non-breaking (small) space.

- This is inappropriate: 1,000,000 or 1.000.000 or 1'000'000 (very bad!)

- This is good: 1 000 000.

Capitalization. Use capitalization according to English grammar rules. If someone is interested, see capitalization rules:
`http://andromeda.rutgers.edu/ jlynch/Writing/c.html`
`http://www.grammarbook.com/punctuation/capital.asp`

Tense. Use past tense when describing activities and tasks (experiments, developments, etc) carried out in the past.

- A test bed was set up to ...

- The evaluation revealed that ...

Use present tense when describing the ideas, design, systems, etc. that exist in the present.

- The system supports the following exchange formats ...

- A key property of the system is its ability to ...

Large numbers. Use explicit format or scientific notation for large numbers

- Use 1 200 000 000, not 1.2bn or 1,200,000,000

- Or use $1.20\,10^9$ or 1.20×10^9

Small numbers. As usual, unless in tables and similar elements, use one, two, ... , twelve for numbers < 13, and 13, 14, ..., for large numbers.

Numbers and units. Use small space (In LaTeX: or) to separate figures from units. E.g.,

- 10 GB, not 10GB

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[1]The footnote is at the bottom of the same page where the footnote is cited and the font size is only 9 pt. Footnotes are useful to for including nasty-looking long Web references which would look terrible if used in the main flow of the text.

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Bits, bytes and pieces. Use the following terms and abbreviations for bytes (sometimes it is better to use the full term than the abbreviation).

Bits:

kb or Kb	kilobit	10^3
Mb	megabit	10^6
Gb	gigabit	10^9
Tb	terabit	10^{12}

Bytes:

kB or KB	kilobyte	10^3
MB	megabyte	10^6
GB	gigabyte	10^9
TB	terabyte	10^{12}

Number of decimals. When a number is expressed in the scientific notation, the number of significant digits (or significant figures) is the number of digits needed to express the number to within the uncertainty of calculation. For example, if a quantity is known to be 1.234 ± 0.002, four figures would be significant. http://mathworld.wolfram.com/SignificantDigits.html

Unless there is a good reason, do not use more than three fractional digits or places (the number of digits following the point).

Other issues. Avoid overly long sentences. Certain rules suggest that sentence over approximately 20 words become difficult to understand and should therefore be avoided.

7   Using the LaTeX style files

To use the latex template, copy the contents of this directory and use `template.tex` as the master file of your deliverable (after renaming it as required). The necessary files are:

- `int-act.sty`
- `istcover.sty`
- `istprog.sty`
- `graphics/`
  - `intactlogo.pdf`
  - beneficiary and partner logos, etc

Use the following macros to populate the tables on the cover and on page two:

- `\istChange{}{}{}{}`: for setting change log items. The first argument is the date, the second is the deliverable's version number, the third, the author's name, and the fourth the summary of changes made. You may add as many of these commands as you like. They will be stored and added to the table on the second page. See preamble in the LaTeXsource file of this document for examples.
- `\ProjectAcronym{}`, `\ProjectFullTitle{}`, `\ProjectRefNo{}`: these are pre-set to the obvious values.
- `\delivNumber{}`: the deliverable number, Dn.n
- `\delivName{}`: deliverable's title, as appears in the DOW
- `\delivShortTile{}`: Short Title
- `\delivResponsible{}`: partner in charge of the deliverable
- `\delivVersion{}`: version as vn.n
- `\ActualDate{}`: date of submission
- `\delivDissLevel{}`: PU, PP, RE or CO
- `\delivType{}`: R = report or O = other

- `\delivWP{}`: not used
- `\delivAuthor{}`: Lead author(s)
- `\delivFPAuthor{}`: Co-author(s)
- `\delivStatus{}`: (d)raft, (f)inal, or (s)ubmitted
- `\delivKeywords{}`: well...
- `\delivTask{}`: as Tn.n
- `\delivTaskTitle{}`: the task's name, as in the DOW
- `\delivTaskDuration{}`: the task's start and end month
- `\delivExecSummary{}` : a short summary to go on the cover.

These declarations must appear before you issue the `\makecover` command, at the beginning of the report.

8 Formatting bibliographical references

By default, references should use APA style (as, e.g., used in Google Scholar) and be ordered in alphabetic order. See for example (Tan, Kumar, & Srivastava, 2004), in the list below.

Other styles are also OK, nevertheless the authors should make sure that within a single document the notation to references and their citation should be consistent. In the text, the references should ideally be referred to by the author name and year, e.g., (Lamport, 1994); however, referencing by reference number is also acceptable.

9 Associated outputs

If appropriate, please include a section with details of any datasets, code or other resources being released with this deliverable.

The work described in this deliverable has resulted in the following resources:

Description	URL	Availability
My Dataset 1	`http://hdl.handle.net/12345`	Public (Apache 2.0)
My Dataset 2	`http://hdl.handle.net/54321`	Private (consortium only)
My Code	`gitlab.com/int-act/xxx`	Public (GPL3)

10 Conclusions and further work

Each deliverable should end with conclusions and plans for further work.

References

Lamport, L. (1994). *Latex: a document preparation system: user's guide and reference manual*. Addison-wesley.

Tan, P.-N., Kumar, V., & Srivastava, J. (2004). Selecting the right objective measure for association analysis. *Information Systems*, *29*(4), 293–313.