



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): ??

ABSTRACT: This is a template and \LaTeX style for INT-ACT project deliverables. Formatting instructions based on the guidance **provided by the funder** and adapted to the **INT-ACT project style** are given, and complemented by instructions on how to use the \LaTeX style.

Dn.p: Report: short title here?

Project Information

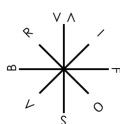
| | |
|---------------------|--|
| Grant agreement No. | 101132719 |
| Project acronym | INT-ACT |
| Project title | Intangible Cultural Heritage, Bridging the Past, Present, and Future |
| Call | HORIZON-CL2-2023-HERITAGE-01 |
| Topic | HORIZON-CL2-2023-HERITAGE-01-04 |
| Start date | 01 Jan 2024 |
| Duration | 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 |
| 5 | KAVALA | DIMOS KAVALAS | EL |
| 7 | EDIN | THE UNIVERSITY OF EDINBURGH | UK |



UNIVERSIDADE DE ÉVORA



ΔΗΜΟΣ ΚΑΒΑΛΑΣ



Dn.p: Report: short title here?

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 TITLE, AS IN DOW] |
| Task leader | [Responsible partner] |
| Task contributors | [List of partner institutions (acronyms) that 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 (ààéí 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. |

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Table of Contents

| | |
|--|----|
| 1. Level 1 section (sample) | 9 |
| 1.1 Level 2 section | 9 |
| 1.1.1 Level 3 section | 9 |
| 2. Using this L^AT_EX style to produce INT-ACT deliverables | 10 |
| 3. Some general guidelines: Report titles | 10 |
| 4. File naming | 11 |
| 5. Change log | 11 |
| 6. Document formatting | 11 |
| 6.1 Headings | 11 |
| 6.2 Paragraph | 12 |
| 6.3 Page set-up | 12 |
| 6.4 Captions and citations | 12 |
| 6.5 Tables | 12 |
| 6.6 Figures | 13 |
| 6.7 Footnotes | 13 |
| 7. Language and notation | 14 |
| 8. Formatting bibliographical references | 15 |
| 9. Associated outputs | 15 |
| 10. Conclusions and further work | 16 |
| References | 17 |
| References | 17 |

List of Tables

| | | |
|---|---|----|
| 4 | Summary of properties of different modeling formalisms. Table as graphic. | 13 |
| 5 | Summary of properties of different modeling formalisms. The table below is produced using L ^A T _E X's table environment. | 13 |

List of Figures

- 1 Caption caption caption caption caption caption caption caption caption caption. (a) Caption caption caption, (b) Caption caption caption, (c) Caption caption caption. 14

Acronyms and abbreviations

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

Here you can either format this in standard \LaTeX (as shown above, in the .tex file), or use the (perhaps more legible) bespoke `intacronyms` environment and `intacronym{}` macros, as follows:

```
\begin{intacronyms}
  \intacronym{3D}{Three-dimensional}
  \intacronym{3E}{Emotional, Experiential, Environmental}
\end{intacronyms}
```

To produce:

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

Or, equivalently, you could use the \LaTeX list-style syntax:

```
\begin{intacronyms}
  \item[AR] Augmented reality
  \item[CDBE] Communication, Dissemination, Exploitation, and Business Growth}
  \item[XR] Extended reality
\end{intacronyms}
```

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

Note that `intacronyms` uses `\longtable`, which allow tables to extend across pages, in case of very long acronym lists.

Executive Summary

Nam dui ligula, fringilla a, euismod sodales, sollicitudin vel, wisi. Morbi auctor lorem non justo. Nam lacus libero, pretium at, lobortis vitae, ultricies et, tellus. Donec aliquet, tortor sed accumsan bibendum, erat ligula aliquet magna, vitae ornare odio metus a mi. Morbi ac orci et nisl hendrerit mollis. Suspendisse ut massa. Cras nec ante. Pellentesque a nulla. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Aliquam tincidunt urna. Nulla ullamcorper vestibulum turpis. Pellentesque cursus luctus mauris.

1 Level 1 section (sample)

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1.1 Level 2 section

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1.1.1 Level 3 section

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetur id, vulputate a, magna. Donec vehicula augue eu neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilla ultrices. Phasellus eu tellus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc. Praesent eget sem vel leo ultrices bibendum. Aenean faucibus. Morbi dolor nulla, malesuada eu, pulvinar at, mollis ac, nulla. Curabitur auctor semper nulla. Donec varius orci eget risus. Duis nibh mi, congue eu, accumsan eleifend, sagittis quis, diam. Duis eget orci sit amet orci dignissim rutrum.

4 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.

INT-ACT-Dnn-ShortTitle-Status-vn.n.Extension

- Notice the hyphen between the various elements of the file name.
- **INT-ACT:** Each INT-ACT report should be preceded by the project acronym. Notice, there is only one correct spelling of the acronym: 'INT-ACT'.
- **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., 'tex', for \LaTeX files, 'docx' for Microsoft Word and 'pdf' for Portable Document Format.

Examples:

- INT-ACT-D82-InternalCommunication-T82-draft-v1.0.pdf
- INT-ACT-D84-QualityAssurancePlan-T84-submitted.pdf

5 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'.

6 Document formatting

6.1 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.

6.2 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

6.3 Page set-up

Format: A4

Left and right margins: 2.54 cm

Top and bottom margins: 2.00 cm.

6.4 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.

6.5 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 4) 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! You can also the macro `\inttabref{label}` to add your references. This macro highlights (in INT-ACT orange) the full reference, generating a reference that looks like this: **Table 4**.

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 5).

Table 4: Summary of properties of different modeling formalisms. Table as graphic.

| | <i>Static (s), dynamic (d)</i> | <i>Discrete (d), continuous (c)</i> | <i>Deterministic (d), stochastic (s)</i> | <i>Qualitative (ql), quantitative (qn)</i> | <i>Coarse (c), average (a), fine (f) grained</i> |
|------|------------------------------------|---|--|--|--|
| 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 |

^aGeneralization to dynamic Boolean networks is possible.

^bSpatial dimension is often discretized.

^cQualitative analysis of models is possible.

Table 5: Summary of properties of different modeling formalisms. The table below is produced using L^AT_EX'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 |

6.6 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). You can also use the macro `\intfigref{label}` to add your references. This macro highlights (in INT-ACT orange) the full reference, generating a reference that looks like this: [Figure 1](#).

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.

6.7 Footnotes

This¹ is a footnote.

¹The 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 for including nasty-looking long Web references which would look terrible if used in the main flow of the text.

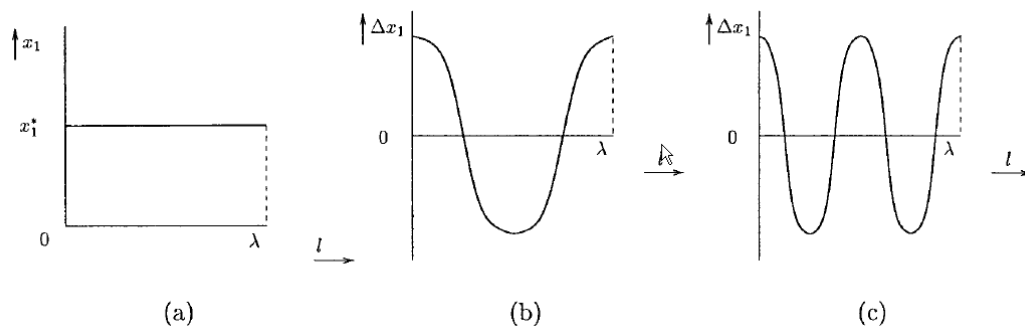


Figure 1: Caption caption caption caption caption caption caption caption caption caption. (a) Caption caption caption, (b) Caption caption caption, (c) Caption caption caption.

7 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.

Highlights: you can use the macro `\ithl{highlight text}` to **highlight text** using the INT-ACT colour scheme.

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 ...

Dn.p: Report: short title here?

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 $1.20 \cdot 10^9$ 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
- 2.13 s not 2.13s

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.

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., (Lampert, 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:

Dn.p: Report: short title here?

| 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.