

CAA 2027 – Author Submission Guidelines

Before submitting your abstract, please read carefully the call for papers (available at: <https://2027.caaconference.org/call-for-papers/>), which contains important instructions regarding the contents of your abstract. Also read the descriptions of the conference sessions (<https://2027.caaconference.org/conference-sessions/>) to select the most relevant one(s) for your presentation.

Please note that CAA conferences are running a double-blind review process. Therefore authors' affiliation and/or any information within the text that may indicate who the author(s) might be should be omitted from your submission.

- 1) If you are not a registered user in the CMT system, please create/request a user account at <https://cmt3.research.microsoft.com/CAA2027>.
- 2) Check your inbox for an email from CMT with your password. If you have not received it within 5 minutes, please check your spam folder.
- 3) Login to the CMT system using the link above and your credentials.
- 4) The Author Console page for the CAA 2027 conference appears.
- 5) Click on the “+ Create new submission” button.

Submissions Contact Chairs Help Center Select Your Role : Author CAA2027 Eythan Levy

Author Console

Please click [here](#) to view Welcome Message & Instructions.

+ Create new submission 1 - 3 of 3 « « 1 » » Show: 25 50 100 All Clear All Filters

Paper ID	Title	Files	Actions
<input type="text"/>	<input type="text"/>		
Clear	Clear		

- 6) Enter the title of the paper or poster in the Title field. Enter your abstract in the Abstract field. For normal papers, abstracts should have 300 words minimum, 1200 words maximum, plus up to 5 bibliographic references. For posters, abstracts should have 200-500 words, plus up to 3 bibliographic references. You can edit your submission at any point before the paper/poster submission deadline.

Submissions
Contact Chairs
Help Center
Select Your Role : **Author**
CAA2027
Eythan Levy

Create New Submission

All abstracts submitted are reviewed by members of the CAA Conference Review College. The CAA Conference operates a double blind peer review process. Please do not include any identifying information (i.e. name or institutional affiliation) in your abstract.

TITLE AND ABSTRACT

* Title

Title

* Abstract

9000 characters left

7) The Author section is prepopulated with your profile information, and you are preselected as the Primary Contact.

AUTHORS *
You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
☒	eythan.levy@uzh.ch	Eythan	Levy	University of Zurich	Switzerland <input type="button" value="x"/> <input type="button" value="↑↓"/>

8) To add a co-author, click on the “Add” button.

AUTHORS *
You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
☒	eythan.levy@uzh.ch	Eythan	Levy	University of Zurich	Switzerland <input type="button" value="x"/> <input type="button" value="↑↓"/>



AUTHORS *
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Primary Contact	Email	First Name	Last Name	Organization	Country/Region		
☒	eythan.levy@uzh.ch	Eythan	Levy	University of Zurich	Switzerland	×	↑ ↓

Email

Email

First Name

First Name

Last Name

Last Name

Organization

Organization

Country/Region

Select...

+ Add

Cancel

Then enter the co-author's first and last names along with the Organization to which he or she belongs and the Country/Region where they reside. Then click the Add button. Once added, the co-author's profile will appear in the list. You may change the Primary Contact to the co-author by clicking the Primary Contact radio button in the co-author's row. The 'X' and 'arrow' icons on the end of the rows are there so you may delete the entry and/or move it up or down to reflect author order.

9) The subject areas correspond to the conference's sessions. Authors need to select one Primary Subject Area indicating the preferred session for their submission. Poster submissions must be submitted to the poster session. You can find a link to the abstracts for the sessions at the top of this document.

SUBJECT AREAS *
 You may select up to 4 secondary subject areas.

Primary	Secondary		Primary	Secondary	
☐	☐	Artificial Intelligence	☐	☐	Linked Open Data
☐	☐	FAIR and CARE principles			
☐	☐	GIS and landscape archaeology			

10) Upload a PDF file for your paper's abstract. **Unlike in previous years, this step is now compulsory.** Drag and drop the file into the dotted region or click the "Upload from Computer" button. Uploaded files will not be saved unless the Submit button at the bottom of the form is clicked. Please ensure your name and affiliation does NOT appear in this file, as we are running a double-blind review process.

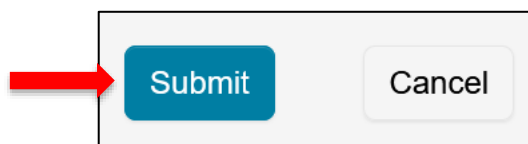
FILES
 You can upload from 1 to 6 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here
 -or-

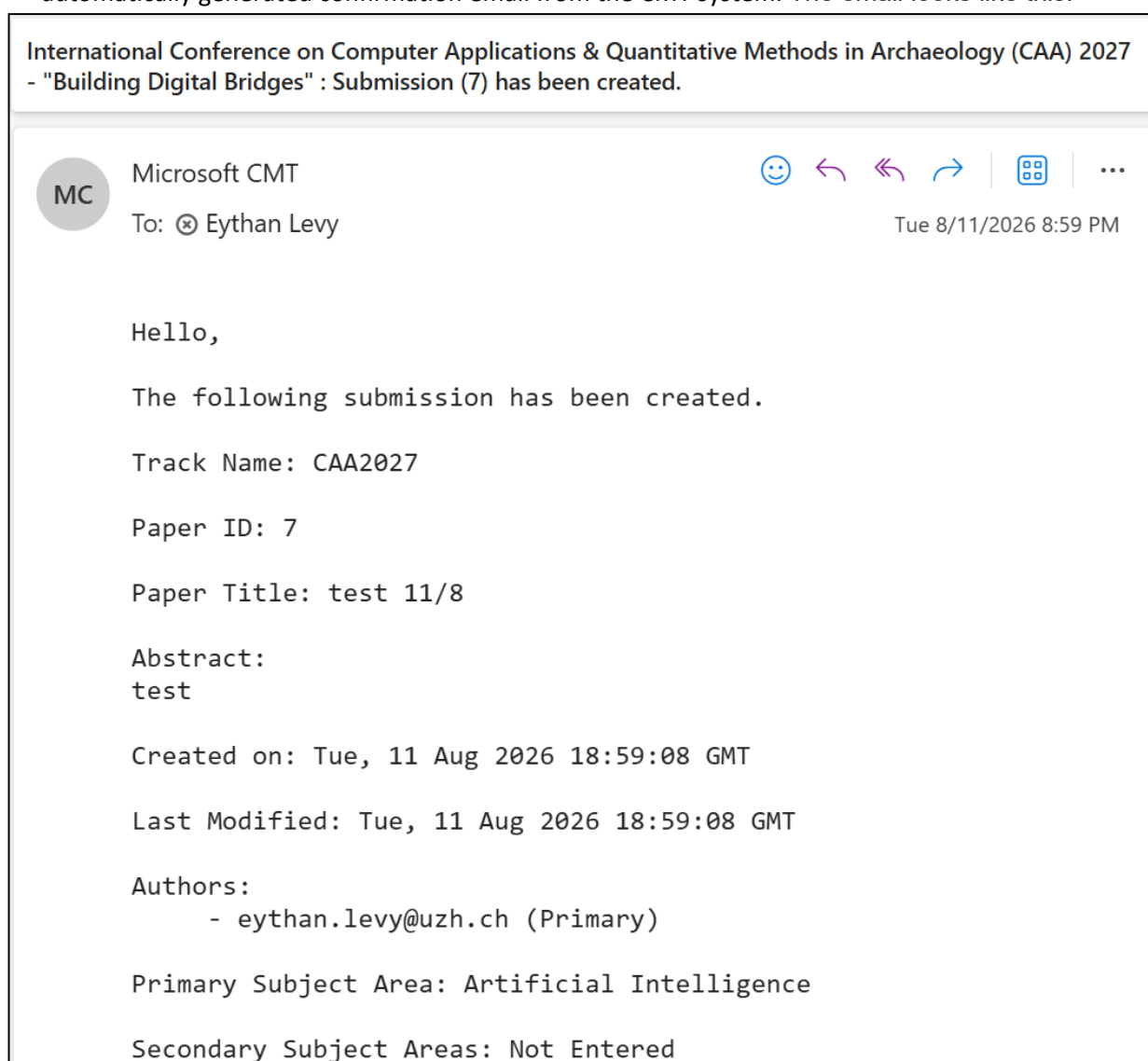
11) Before submitting, you will be asked to answer a few additional multiple-choice questions. These include the required agreement to the CAA Ethics Policy, and whether you apply to the [Nick Ryan bursary](#) (students only) and the [Recycle Award](#). You will then be asked

whether you want to join the CAA Review College, and also to provide five keywords describing your area of expertise.

12) Once the form is filled out with all the required information, click the “Submit » button at the bottom of the page.



13) You will then see a summary of your submission on the screen. You will also receive an automatically generated confirmation email from the CMT system. The email looks like this:



14) At this point your submission is complete. You will receive an automated email from CMT telling you if your submission is accepted, accepted with major revisions, or rejected. After acceptance, you might also hear from your session chair about specific details related to your session. Thank you for your participation.