

Editorial Policy

Architectural Research Quarterly aims to publish significant and original research and design offering new insights into architecture. Contributions are welcomed from academia, from specialist consultancies and establishments and from practice. Papers may cover either the totality of design (as in critiques or evaluations of buildings) or significant sub-areas such as history, theory, construction, structures, environmental design, materials, information technology and practice. The objective is to link and support all aspects of architectural and architecturally-related research and practice.

Refereeing of papers submitted for publication will be on an anonymous basis by two referees. The referees will include the appropriate members of the Editorial and/or other persons of standing approved by the Board. The referees' decision will be final.

1 - Submissions

Articles submitted for publication should be sent to one of the Editors: Peter Carolin, Department of Architecture, University of Cambridge, 1 Scroope Terrace, Cambridge CB2 1PX, UK (e-mail: pc207@hermes.cam.ac.uk) or Thomas Fisher, College of Architecture and Landscape Architecture, University of Minnesota, 89 Church Street S.E., Minneapolis, MN 55455, USA (e-mail: fishe033@tc.umn.edu).

Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere. Upon acceptance of a paper, the author will be asked to assign copyright (on certain conditions) to Cambridge University Press.

Contributors are responsible for obtaining permission to reproduce any material for which they do not hold copyright. A declaration that copyright clearance has been obtained for all illustrations **must** be included in all illustrated submissions. Where this requires acknowledgement of the photographer, this must be indicated on an adhesive label on the back of the photograph.

Contributors should follow exactly the journal's stylistic conventions set out below when writing the final version of their articles. Copy-editing is tedious and time-consuming, and the Editors may well decide to return a contribution which does not follow the conventions for correction and re-typing.

Disks and illustrative material will be discarded one month after publication unless the Editors are specifically requested at the time of submission to return material to the contributor. Please help us to save time and reduce costs.

2 - Manuscript preparation

Length of papers should normally range between 2,000 and 5,000 words. The text must be in English and divided into sections with the section headings typed on separate lines.

Submissions should consist of two A4 (210 × 297 mm) or similar size double spaced printouts with numbered pages. Contributors are also expected to submit a final version on a 3.5 inch disk (Apple Macintosh or PC) together with the hard copy manuscript, giving details of the wordprocessing software used (Microsoft Word or Word Perfect). Amstrad disks cannot be used. All files should be clearly marked. Authors submitting text with computer images may find it necessary to use optical disks, zip disks, SyQuest disks or CD to obtain the necessary capacity. The publisher reserves the right to typeset material by conventional means if a contributor's disk proves unsatisfactory.

The title page should include title, contributor's name, address, date of submission, a brief summary and the approximate total number of words in the main text. The title should not exceed 60 letters and spaces. The author should give both the name of any institution or practice in which the work was carried out and his/her title (Lecturer, Partner, Director...), present work and home addresses, telephone, fax and email numbers. The summary should not be more than 100 words. A brief biography of not more than 50 words should be included.

Acknowledgements should be given to any practical or financial assistance.

3 - Text conventions

Appendices should only be used to accommodate essential information subordinate to the text. References to published literature should be cited in the text using the author-date system, for example Summerson (1980), followed by a, b ... when two or more references to work by one author are given for the same year. Full references should be listed alphabetically at the end of the paper. Examples are given below.

Berry, J. and Ferraro, R. (1989). 'Low energy for industry: Spectrum 7 at Milton Keynes', *Architects' Journal*, vol. 189, no. 20, pp. 73-77.

Littlefair, P. J. (1992). *Site Layout Planning for Daylight*, BRE Information Paper 5/92. Building Research Establishment, Garston.

Los, S. (1988). 'The architecture of transformation'. In (eds) E. Fernandes and S. Yannas, *Energy and Buildings for Temperate Climates, Proceedings of the Sixth International PLEA Conference*, Porto, Portugal, pp. 9-31. Pergamon, Oxford.

Summerson, J. (1980). *The Classical Language of Architecture*. Thames and Hudson, London.

Notes are discouraged. However, if essential, they should be keyed into the text by numbers in square brackets in the line [1] and placed at the end of the text. Do not use any special automatic formatting built into software. Units of measure should wherever possible be expressed in S.I. (Système International d'Unités) units.

References to illustrations should be keyed into the text with or without square brackets thus: [Fig. 1]. They should be numbered in the sequence in which they appear in the text.

Diagrams and drawings should be clearly drawn in ink lines of sufficient thickness to allow for reduction. Lettering and key numbers should also be large enough for reduction. (In the case of papers on buildings, authors are recommended to discuss illustrative material with the Editor prior to submission.) Computer generated plots are not acceptable unless produced by laser printer. Computer rendered images may be submitted (together with hard copies) but should be saved as eps files with fonts embedded. If authors are uncertain about the format of their images, it is advisable to check with Lyn Chatterton, who is responsible for the production of *arq* at Cambridge University Press (e-mail: lchatterton@cup.cam.ac.uk).

Tables, which should be referred to in the text, should be supplied as a separate titled file on the computer disk and, in the case of hard copy, as a separate sheet at the end of the typescript. They will usually be reproduced without reduction. Heavy rules should be inserted at the head and foot of each table, and fine rules below column headings. Tabs should be used to create tables not the space bar.

Photographs should, if at all possible, be black and white glossy prints and all of the same size. Colour photographs can be scanned to produce black and white images, but do not reproduce well in mono printing. Illustrations from books and journals cannot be satisfactorily reproduced. Photocopies are not acceptable. Each photograph should be identified on the back in soft pencil or label with the contributor's name and the figure number. In cases where there may be uncertainty about orientation, the top of the photograph should be indicated on the reverse side. The use of paper clips (which mark photographs) should be avoided.

Captions for diagrams, drawings, tables and photographs should be supplied as a separate titled file on the computer disk and, in the case of hard copy, as a separate sheet at the end of the typescript.

4 - Proofs

Proofs will not normally be sent to contributors. However, where there are problems with final length, once illustrations and drawings are combined with text, authors may be contacted for editing advice.

5 - Complimentary copies

Ten copies of the journal will be supplied free of charge to the contributor.

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