

Submission Guidelines / Guide to Image Reproductions

September 2010

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Text Structure

Please follow this order when preparing manuscripts. Details on the individual sections are outlined below.

- Title Page with Author name(s), affiliation with postal and e-mail addresses, telephone and fax
- Biography/ies
- Abstract
- Main text
- Acknowledgements
- References
- Illustrations

Do NOT include figures, plates etc. in the text. Save and submit the article as RTF (Rich Text Format).

Text Layout

Use double spacing, 3 cm margins and left justification.

Number all pages consecutively.

Use 11 pt font size and Times New Roman.

Please make sure to not identify yourself in the main text.

Biography

Indicate your educational and professional background, position, current affiliation and research interests in 100 words max.

Abstract

Outline the aims, scope, methods, and conclusions of the contribution in 150 words max.

Main Text

Articles typically have a length between 4.000 and 8.000 words, or a maximum of 45.000 characters including footnotes. Exceptions are possible. Ensure that each new paragraph is clearly indicated.

References

Use footnotes with an Author Date: Page format.

List full references alphabetically by author at the end of the paper.

Refer to the [Citation Guide](#) below.

Article Illustrations

If relevant, integrate references to illustrations, tables etc. into the text as follows: (Fig.1)

Number the image files in the sequence in which they appear in the text.

List figure titles, captions and sources – the authors are responsible for obtaining the copyright! – at the end of the article.

Submit all illustrations in a separate folder in the digital format most suitable to convey its quality. Give each illustration a file name corresponding to the sequence in the text: fig-1.tif or fig-4.xls.

For the peer review process highest resolution is not necessary. Prepare the illustrations in order to keep the folder-size below 5MB.

The best course of action is to submit what you already have and to await any particular requests from the editors. However, if you are the one preparing the illustrations, refer to the [Guide to](#)

[Reproductions](#) below.

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Guide to Citations

How to cite a Book (and its relevant original and translated versions)

Rossi, Aldo. 1966. *L'architettura della città*. Padua: Marsilio Editori.

Deutsch: 1973. *Die Architektur der Stadt. Skizze zu einer grundlegenden Theorie des Urbanen*. Arianna Giachi, Übers. [Bauwelt-Fundament 41]. Düsseldorf: Bertelsmann.

English: 1982. *The Architecture of the City*. Diane Ghirardo and Joan Ockman, trans. [Opposition Books.] Cambridge, MA: MIT Press.

* Leave places of publication in the publication's language; if the publication is in German, write Zürich, not Zurich, if it is in Italian, write Milano, not Mailand or Milan.

* Mention the translators of a work, and / or the potential editors of a translation.

* If there is more than one work published by the same author in one year, use the suffix YEARa, YEARb, etc.

A citation from this work in the German text would place this note in a footnote:

Rossi 1973 [1966]: 112.

A citation from this work in the English text, with a page range, would be:

Rossi 1982 [1966]: 120–124

*use full page numbers (120–124), not an abbreviated form such as 120–4.

*separate page numbers with an en-dash (long dash, alt + -)

*120f. for 120–121

*120ff. for 120, 121, 122

*120–123 for longer ranges

If the following note cites the same work, DO NOT use Ibid. or Ebenda, but repeat the author, year, page number.

If you want to refer to another work, use:

Cf. — or Vgl. —

If you are citing a newer edition of the same work, please note the [YEAR of original publication] after the YEAR of the edition cited:

Simmel, Georg. 1992 [1908]. *Soziologie: Untersuchungen über die Formen der Vergesellschaftung*. Otthein Rammstedt, Hg. Gesamtausgabe, Bd. 11. Frankfurt am Main: Suhrkamp.

English: 1950. "Sociology: Studies of the Forms of Sociation." In: Kurt H. Wolff, trans. and ed. *The Sociology of Georg Simmel*. New York: The Free Press.

The English citation would then be

Simmel 1950 [1908]: 233.

If there are no existing translations of the work you are citing in the main text, translate this passage into the language of the main text. Please add the translator at the end of the footnote:

[Eng. Trans.: Name of Translator]

[Dt. Übers.: Name of Translator]

Several Authors:

Venturi, Robert / Denise Scott Brown / Steven Izenour.

*In the citation: Venturi / Scott Brown / Izenour

Editors:

Suter, Ursula, Hg. 1993. *Hans Schmidt 1893–1972. Architekt in Basel, Moskau, Berlin-Ost*. Zürich: gta-Verlag.

* Use either – Hg. or ed. – or whatever the original language of the book is.

* If there are several editors: Hg. or eds.

Candide. Journal for Architectural Knowledge

How to cite a journal article

Bédard, Jean-François. 2009, March. "Political Renewal and Architectural Revival during the French Regency: Oppenord's Palais-Royal." *Journal of the Society of Architectural Historians* 68 (1): 30-51.

A citation from this in a footnote would be
Bédard 2009: 31.

If an Essay published in a journal was subsequently published in book form and / or translated, and this is what you are citing from:

Vidler, Anthony. 1976, Winter. "The Third Typology." *Oppositions*, Nr. 7. Reprinted in: Michael Hays, ed. 1998. *Oppositions Reader. Selected Readings from A Journal for Ideas and Criticism in Architecture 1973–1984*. New York: Princeton Architectural Press.

German: 1980. „Die dritte Typologie“. In: G.R. Blomeyer und B. Tietze, Hg. *In Opposition zur Moderne. Aktuelle Positionen in der Architektur*. [Bauwelt-Fundamente 108] Braunschweig/Wiesbaden: Vieweg.

A citation from this in the English Footnote would be
Vidler 1998 [1976]: 154.

A citation from this in the German Footnote would be
Vidler 1980 [1976]: 113.

How to cite a contribution in a book

Cox, Maurice. 2004. "Rebuilding Bayview." In: Bryan Bell, ed. *Good Deeds, Good Design. Community Service through Architecture*. New York: Princeton Architectural Press. 101–108.

A citation from this would be
Cox 2004: 102–104.

How to cite an internet source

A blog or newspaper article

Lopez, Steve. 2007, 7 January. "Going Nowhere on the Westside." *Los Angeles Times*. (http://latimesblogs.latimes.com/bottleneck/2007/03/cheviot_hills_c.html). Accessed/Zugriff: 21 April 2010.

A citation would be: Lopez 2007.

An online publication

Kaçel, Elâ, 2005, 23 May. "oma/amo: Kimin Ütopyası?" [oma/amo: Whose Utopia?] *Arkitera*. (<http://arkitera.com/article.php?action=displayArticleAuthor&ID=30>). Accessed/Zugriff: 29 October 2009.

A citation would be: Kaçel 2005.

When citing an internet source without an author or publication date

"Wissen." In: Wikipedia. Die freie Enzyklopädie. (<http://de.wikipedia.org/wiki/Wissen>). Accessed/Zugriff: 29 October 2009.

A citation would be: "Wissen", Wikipedia 2009.

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Other details:

Years:

Two consecutive years, always: „1952/53“.

With a longer period of time in the main text: "1953 bis 1956" (or 1953 to 1956)

When set in parentheses or in the references: „1953–1956“

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Guide to Reproductions of Artwork

Resolution and size

Images (photographs, reproductions of art work, etc.) should have a minimum resolution of 350 dpi on 18 x 25 cm (7 x 10 inches) for full one-page images. Images on a double-page spread: 350 dpi on 34 x 25 cm (13.5 x 10 inches). When scanning, scan the original at 350 dpi and submit this to us; do not attempt to “up” the resolution.

Format: Ideal formats are tifs in RGB. However, leave the image in its original format; do not change tif into jpg or RGB in CMYK or the other way round.

Provide ample space around the relevant part of an image so that the image can be adapted to various formats. For a full-page image, for instance, we have a 3 mm bleed on all sides; but sometimes we will also need to crop significantly above/below or right/left.

Line-artwork (vector-based drawings) should be submitted as Illustrator of eps files, all black lines, with fonts embedded. Again, the size of the drawing should correspond to the journal size (see above). Architectural drawings (plans, elevations, sections etc) should be submitted at a typical scale which you name (for example, at 1:100 or 1/4"=1'), but should also include a graphic scale and a north arrow. If line-artwork is being scanned, please scan the original at 1200 dpi.

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Reproductions of print publications

Covers or spreads of books or magazines should be photographed from a neutral angle (if possible, perpendicular) with the pages as flat / horizontal as possible. Aim for consistent lighting. Photograph the entire book (not only a detail) plus a minimum of 4 cm (2 inches) all around the book; with large books, please be even more generous.

If the publication is being scanned, please provide a white background (for example, place a white piece of paper on top of the book if the scanner lid is dark); a black background does not help since it cannot be cropped.

Filters. Please use only the anti-moiré filter; avoid using any filters that blur the image.