Instructions for contributors

1. Submissions
Prospective authors are welcome to discuss or send outlines or drafts to the Editors in advance of making a formal submission. Drafts need not conform to any of the text conventions or other requirements given below for final submissions.

Articles submitted for publication should be sent to:
Professor Richard Weston
arq
c/o The Welsh School of Architecture
Cardiff University
Bute Building
King Edward VII Avenue
Cardiff CF10 3NB
UK
(email: westonr1@cardiff.ac.uk)
(Tel: +44 (0) 29 2087 4431)

Submission of an article will be taken to imply that it is unpublished and is not being considered for publication elsewhere.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. (Permission to reproduce is not normally withheld.)

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Hard copies, CDs 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.

2. Length, style and format
The length of papers should normally range between 2,000 and 5,000 words. The text must be in English. For ease of reading, it is advisable that the text should be divided into sections with section headings typed on separate lines.

The title page should include title, contributor's name, postal and email addresses, telephone number and date of submission together with a 28-word headline to introduce the paper and the approximate total number of words in the main text.

A brief biography of no more than 50 words should be included.

When writing the final version of their articles, contributors should follow the journal's stylistic conventions set out in Section 3 below.

Acknowledgements should be given to any practical or financial assistance.

Please include a 300 word abstract to be used in Cambridge University Press's online journals access. In absence of an abstract, the paper title, edited strap line and first paragraph will be used.

3. Text conventions
References and notes, used sparingly, should be indicated in the text by a superscript number. A full list of references and notes should be given at the end of the paper. Examples of references are given below. For further guidance on referencing and preparing submissions contributors should consult the MHRA Style Guide, available at www.mhra.org.uk

William J. R. Curtis, *Modern Architecture since 1900*, 3rd rev. edn (London: Phaidon, 1996), pp. 124–32.

Tadao Ando, 'Towards New Horizons in Architecture', in *Theorizing a New Agenda for Architecture*, ed. by Kate Nesbitt (New York: Princeton Architectural Press, 1996), pp. 462-530 (p. 473).

Jeremy Melvin, 'More than just the British Library', in *Architects' Journal* 206, Pt. 10 (18 September 1997), 48–55 (p. 51).

Marcus Frings, 'The Golden Section in Architectural Theory', *Nexus Network Journal: Architecture and Mathematics On-line* 4, No. 1 (2002) <http://www.nexusjournal.com/Frings.html> [accessed 19 September 2005].

References to illustrations should be keyed into the text with square brackets thus: [Fig. 1]. They should be numbered in the sequence in which they appear in the text.

Appendices should only be used to accommodate essential information subordinate to the text.

4. Text hard copies and files
E-mail submissions should be sent as attachments, which can be opened using Word.

Hard copy submissions should, preferably, consist of an A4 (210x297mm) or similar size printout with numbered pages. Contributors submitting in this way are also expected to supply a version on CD. All files should be clearly labelled.

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Tables, which should be referred to in the text, should be supplied as a separate titled file on the CD or, in the case of hard copy, as a separate sheet at the end of the text. 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 (and not the space bar) should be used to create tables.

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- Photographs and other images for halftone reproduction: should, where possible, be black and white. Colour photographs can be transformed to produce black and white images, but do not reproduce well in mono-printing.
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If authors are uncertain about the format of their images, it is advisable to check with the Editor or with the Art Editor, Angela Ashton

(email: design@angelaashton.co.uk and tel: +44 (0)7967 194 133)

7. Captions
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Submissions are sent to suitably qualified persons for comments as appropriate. Subject to these, the Editors will make a final decision on publication. This process of vetting will, wherever possible, be on an anonymous basis.

9. 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.

10. Complimentary copies
Contributors will receive ten free copies of the journal for major papers and three to five copies for other papers. Electronic versions of the pages – from which further hard copies may be printed – can be made available to contributors. Contact Gwenda Edwards at Cambridge University Press

(email: gedwards@cambridge.org and tel: +44 (0)1223 325032).

Submissions Checklist
- 2,000–5,000 words divided into sections with section headings
- Title page with title, name, full contact details, 28 word headline and word count
- Biography of no more than 50 words
- Referenced following MHRA style guidelines
- Illustrations and tables in an appropriate format, labelled and with captions on a separate sheet

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