

Journal of Architectural Education Manuscript Guidelines and Final Submission Protocols

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Please find below manuscript guidelines and final submission protocols for manuscripts under consideration for publication in the *Journal of Architectural Education*. The Managing Editor, or other *JAE* editors (including Theme Editors), may provide additional information as required. All manuscripts conditionally accepted for publication are not approved and slated for publication until notified by the Executive Editor or his/her agents. Manuscripts must comply with all guidelines, editorial revisions, and tendered in accord with all Final Submission protocols to be considered for Executive Editor approval and published in the *JAE*. All decisions by the Executive Editor are final.

1. The standard word/image/page limits for *JAE* articles are: Scholarship of Design (7,000 words/12 images); Design as Scholarship (1500 words, with a layout based on the *JAE* template typical); Op Arch 780 words (w/o images); Interviews (varies – consult EE and/or Theme Editors); *Reviews* (varies – consult Reviews Editor). All word counts include Abstracts and Endnotes. Exceptions to these limits must be requested and approved by the EE before submitting a manuscript for review to the *JAE*. When a manuscript exceeds a 16 page full signature in print, authors are given the opportunity to provide a publication subvention, or to reduce the combined word/image count.
2. All authors must include complete contact information at the top of the MS Word manuscript submitted for EE review. (This information will be removed from the document by the Production Editor at Blackwell and used only for communications regarding this issue of the *JAE*.) Include author name, home address, telephone number at which you can best be reached (cell and land line), best e-mail address at which you can be reached, any information regarding travel dates and how to contact you during your travels.
3. The *JAE* does not accept simultaneous submissions. Authors attest that their manuscript is not under consideration for publication elsewhere and that no part has been published previously (web-based or in hard copy), except where attribution is cited by use of quotation marks and/or endnotes. Contact Executive Editor with any questions. Authors attest
4. Authors must comply with all comments/edits made by Blind Peer Reviewers, editors, and the Executive Editor for an article to be published in the *JAE*. In cases where reviewers differ substantially, editors or the Executive Editor (EE) will direct the author.
5. The *JAE* and its agents must have access to authors during all stages of manuscript revision/article production.
6. Format all text as single-spaced. Use hard return at end of paragraph. Separate paragraphs with a single line space. Do not indent new paragraphs.
7. Use only a single space between sentences.
8. Delete as many passive voice sentences as possible. Use the active voice.
9. Authors are encouraged to use the first person. For example, authors ought not use the phrase “this paper/article argues...” The author is the active agent. Use “we” when referring to multiple manuscript authors. Otherwise, use the first person.
10. Keep sentences as short as possible; avoid run-on sentences.
11. Use gender-neutral language.
12. For dates, when applicable, use BCE and CE, not BC and AD.
13. The *JAE* editors do not provide line edits. The *JAE* strongly encourages all authors, particularly non-native English authors, to use a professional editor/proofreader before submitting a manuscript for review.
14. Author affiliations should appear directly below their names. University names must be consistent with those used by the ACSA. If authors are full- or part-time academics and practitioners, they should cite the name of their school, not their practice.
15. No author appellations. For example: not Joe Smith, PhD; nor Joe Smith, AIA – just Joe Smith.
16. All Design as Scholarship and Scholarship of Design manuscripts must begin with a less-than-100-word Abstract. There must be no endnote citations in article titles or abstracts.

17. Endnote citations are limited to one per sentence. All endnote marks must appear at the end of the sentence, not in mid-sentence. Endnotes should be limited to simple source citations. Use the Microsoft Word endnote function. Endnote marks must be in Arabic numerals and placed outside the punctuation.
18. Use the most recent edition of *The Chicago Manual of Style (CMS)* for endnote style guide. Authors may access the *CMS* online. It is available for free for a one-month trial. An online version permits relatively quick searches in contrast to using the hard copy version.
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21. Use **BOLD**, not Italics, for section titles. Do not indent section titles, nor use section breaks.
22. *Italicize* titles of books and journals, and foreign words; do not underline.
23. All grammar, spelling, capitalization, and punctuation must be standard American English. All punctuation must be WITHIN the quotation marks, not outside.
24. All quotations longer than 3 lines (in manuscript) must be set off and left-margin indented ¼ inch from body text margin, without quotation marks. Authors responsible for obtaining rights to quote passages in excess of 150 words.
25. All figure notations to appear at the end of each sentence located inside the punctuation – for example, (Figure 1). All figures must have a caption, a figure credit, and be cited in the body text. Authors should insert text for Captions and Figure Credits at the end of the body text, following the Acknowledgments (if any).
26. Acknowledgments (if any) must immediately follow the body text. Do not use endnotes for acknowledgments. Acknowledgments should be headed: **Acknowledgments**.
27. All author biographies for the Contributor's page must be written in the third person and limited to 75 words. Biography word count may be reduced during production as required.
28. Final manuscripts for Executive Editor (EE) review and Final Submission must be MS Word documents, not PDFs. Manuscripts for EE review must include low resolution jpegs of all figures.
29. All images submitted for publication must be in the format required. The *JAE* does not accept jpegs for publication. There are special requirements for line drawings and digital images. The Managing Editor (or others) will provide technical guidelines.
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