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Author Guide
Journal of Architectural Education

July 2023

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1. About

The Journal of Architectural Education is a peer-reviewed international journal published by the Association of Collegiate Schools of Architecture and has been the primary venue for research on architectural education since 1947. It is a platform for architectural educators, scholars, designers, writers, and organizers committed to the ongoing transformation of architectural education and the culture of architectural research toward an inclusive, just, and sustainable future.

JAE also works to increase publishing opportunities and provide expanded services to our academic and professional communities through a web-based platform at JAE Online.

JAE is published each spring and fall to coincide with ACSA's annual conferences. ACSA is a non-profit, 501(c)(3) association of over 200 member schools and is governed by an elected Board of Directors. ACSA members, as well as faculty of ACSA member and affiliate member institutions, receive print copies of the journal as part of their membership. JAE is also available online to ACSA members through the ACSA website and is widely indexed. Libraries, individuals, and organizations interested in subscribing may do so through Taylor & Francis.

2. Submission Guidelines

JAE accepts two types of manuscripts: Peer-reviewed and Solicited.

Peer-reviewed manuscripts fall into four categories: Essay, Design, Narrative, and Image. To submit a manuscript for peer review, please visit our submission site.

Solicited manuscripts are sent directly to the editors. Unsolicited Opinion and/or Interview manuscripts are sometimes accepted, but please consult with the Executive Editor at eeditor@acsa-arch.org before submitting. These pieces should be around 1,500 words in length. Authors are free to express their own opinions, but editors retain the right of rejection.

We do not accept Reviews though Scholar One. If you are interested in submitting a review, please read the Reviews Policy. Please direct any questions to the Associate Editor, Reviews, David Theodore, at aeditorreviews@acsa-arch.org.

JAE typically seeks submissions based on a specific theme. A list of the current calls for papers can be found on our website. For guidance on whether a subject is appropriate for JAE, please write directly to the Executive Editor at eeditor@acsa-arch.org.

2.1 Manuscript Types

Essay (7,000 words)
Essay manuscripts should be grounded in relevant historical or theoretical discourse, offer an original position, and be supported by appropriate visual and textual primary and secondary sources. These manuscripts are primarily text-based, though images are welcome as they support the text.

Design (1,500 – 3,000 words)
Design manuscripts are project-based, with the author of these manuscripts also being the creator of the subject of the manuscript, or the professor of the studio/pedagogical framework in which the projects were created. These manuscripts are primarily image-based, but please limit the image count to 15.

Narrative (1,500 – 3,000 words)
Narrative manuscripts examine material proto-histories of things that continue to fly below the disciplinary radar, but, without which, architectural practice would be lost. These manuscripts can be accounts of architectural production, overlooked histories, or even plausible fictions with potential for future disciplinary action. The voice of this text may be more direct, it may experiment with point of view, or be written in first person, thereby addressing situated knowledge in the tradition of those authors for whom voice is central.

Image (One image + 150 words)
This category acknowledges the long history of images as marking critical turns in architectural discourse. Submissions should include one image with an expanded caption of up to 150 words. Image is defined broadly, including: collage, drawing, photograph of physically modeled or built work, animation, mappings, tracings, provocations and speculations. JAE reserves the right to choose whether the images appear in the print journal or online, based on print issue page limits, fit to theme and other criteria.

2.2 Manuscript Requirements

Manuscripts that do not meet the minimum requirements outlined in this section regarding word/image count and scholarly content, and that do not fit the aims and scope of the call for papers, may be rejected without review. Submissions may also be returned to the authors for necessary changes before they may be forwarded for peer review. Manuscripts that fall outside of the current theme may also be rejected without review. For questions about formatting your submission, please contact the Managing Editor at jmckenzie@acsa-arch.org.

Author Qualifications

1. The first author of the manuscript may be an independent scholar or a faculty member (part- or full-time) of any discipline at the college or university level, or a PhD candidate in architecture or allied discipline.

2. Students in undergraduate, professional, or post-professional degree programs may submit, but may not be listed as the first author.

Manuscript Content

1. Must be written in standard (US) English.

2. Must include original scholarship, significant to the field, conducted by the authors.

3. Must include references, citations, and endnotes as appropriate.

Required Files

All text files should be submitted as a Word document (.doc or .docx) using a 12-point, serif font (i.e. Times New Roman).

> Title Page (file named "Surname_title")
> - At minimum, include the manuscript title and all author name(s), affiliation(s), and contact information. This document may also include any fund ing information, acknowledgements, and/or full citation of any references that were masked in the main document to comply with the double-blind peer re view process. More information on double-blind peer review can be found in Section 2.3.
>
> Manuscript Text (file named "Surname_Essay")
> - Include an abstract (less than 100 words) that summarizes the argument and defines the methodological approach of the article, manuscript text, end-notes, and list of figures with captions. Please place the list of figures after the endnotes. Please use the endnote function in Word. Exclude any information that identifies   the author's name or institution (see Section 2.3 for more information on double-blind peer review and removing identifying informa tion).
>
> Biography (file named "Surname_bio")
> - Include biographic information for each author (75-100 words).

Figures (files named using "Surname_Figure_#")
- Figures should be .jpg or .tiff at 300dpi. Line drawings should be .eps files at 1200dpi.
- Figures and line drawings should not exceed 10" on the long axis.
- Color images should be saved as RGB. B/W images should be saved as gray scale.
- Please avoid using scans from books or other publications, as this may result in lower quality and/or moiré patterns. For additional information regard-ing the preparation of digital images, including line art, please consult this author resource from Penn State University Press.
- Please do not place images together in a text document.

Publication History

1. Previously published articles (including publication in conference proceedings) may not be submitted. Manuscripts may contain passages from previously published articles, but not in excess of 30%. The submitted manuscript must have a unique title, abstract, and conclusion. The previous publication should be cited in the endnotes and acknowledgements.

2. Simultaneous submissions to multiple publications are not accepted. The manuscript must not be submitted, under review, in revision, in press, or published elsewhere.

Copyright Permissions for Relevant Images and Text

1. If using material from a third-party, proof of copyright permission is not required for initial submission. However, authors must obtain all necessary permissions upon acceptance for publication and be prepared to submit any documentation to Taylor & Francis before publication. Authors are encouraged to begin this process early as sometimes the permissions process can take months to complete. Guidance on using third-party material can be found here.

Copyright Transfer and Publishing Agreements

1. Authors are expected to read and understand the Taylor & Francis policy regarding copyright transfer found here at the time of submission. Authors will be expected to electronically sign a copyright transfer form with Taylor & Francis upon acceptance for publication.

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Ethical Considerations

1. As a member of the Committee on Publication Ethics (COPE), JAE endorses its "Core Practices," as do the publishers of JAE. By submitting one's work for review and publication, all authors attest to, and agree to abide by, the COPE code of ethical conduct.

2. Authors must reveal any conflicts of interest at submission. If you are unsure if you have a conflict of interest, please see here for examples.

3. Submissions must include the names of all co-authors.

4. Any manuscript that includes research on human subjects, including students, must observe the relevant guidelines and procedures as   dictated by the author's institution, as well as the law and regulations of the subject's location.

2.3 Style Guide

JAE follows The Chicago Manual of Style (CMS), currently in its 17th edition, for most editorial guidelines. When alternate styles are given for humanistic and statistical/scientific copy, JAE follows the humanistic style. This includes the "documentary-note" style for citations, which means citations must be placed in endnotes, sequentially numbered in the text. For spelling and treatment of foreign words, JAE follows the Merriam-Webster dictionary. Clarifications or departures from CMS are described below:

Capitalization
1. In titles or headings, do not capitalize articles (a, an, the) or prepositions fewer than five letters (i.e. "with").

Illustrations and Captions
1. All illustrations (images, photographs, line drawings, and tables) must include a caption and be cited in the text of the article. Captions are intended to briefly describe an illustration and provide a source credit. They should not include bibliographic information, which should instead be included in a note.

2. Citations for figures in the text occur within a sentence. If not constructed as part of a sentence, the citation comes in parentheses at the end of the sentence, before the period. The word "figure" is capitalized and the text cites the figure using a cardinal number.

Ex. For the purpose of this game, we have simply invented a riverbank site that is largely vacant at the start (Figure 1).

3. All captions should appear at the end of the manuscript, preceding the endnotes. Captions should include the word "Figure" and its   number in boldface, followed by the designer (if known), the name of the building or object, location, date, brief description (if necessary), and source (using the wording prescribed by the copyright holder, if necessary). Subsequent references may be shorter than the first one.

Ex. Images or photographs from projects

Figure 3. University of Minnesota students experiment in a "Materials as Probes" workshop. (Image © KieranTimberlake.)

Figure 10. Al-Sawaber complex with façade alterations. (Photograph by author.)

Ex. Artwork; for works cited online, add a URL.

Figure 12. Julie Mehretu, Stadia II, 2004, ink and acrylic on canvas, 107   x 140 1/8 x 2 1/4 in (272.73 x 355.92 x 5.71 cm), Carnegie Museum of Art, Pittsburgh, PA.

Ex. Reproduction of artwork

Figure 7. Robyn Kahukiwa, Whakapapa Birth & Death, 2005, in Ron Brownson, ed., Art Toi: New Zealand Art at Auckland Art Gallery Toi o Tāmaki (Auckland: Auckland Art Gallery, 2011), 298.

Endnotes
Endnotes should be formatted according to CMS. Below, please find a brief list of common endnote formats and examples:

Book:
Author [or editor], Title (city of publication [include state or country if   not commonly known]: publisher, year of publication): page number(s).

Ex. Saidiya Hartman, Wayward Lives, Beautiful Experiments: Intimate Histories of Riotous Black Girls, Troublesome Women, and Queer Radicals (New York: W.W. Norton and Company, 2019), xiii.

Journal Article:
Author, "Title of Article," Journal Title volume no., issue no. (month and year of publication): page number(s).

Ex. Carlo Lodoli, "Architectural Education as Storytelling," Journal of Architectural Education 66, no. 1 (March 2007): 16-19.

Essay in a Collection:
Author, "Title of Article," in Title of Collection, ed. Name of Editor(s) (city: publisher, year of publication), page number(s).

Ex. Douglas Darden, "The Underbelly of Architecture," in Narrative Architecture, ed. Ben Ledbetter (New York: Harper & Row, 1983), 364- 76.

Electronic Sources:
Provide all relevant information mentioned above for the media type (books, articles, etc), then provide the complete URL.

Ex. Megan Bennet, "After 20 years, has mystery of Oñate's foot been solved?" Albuquerque Journal, October 20, 2017, https://www.abqjournal.com/1080408/after-20-years-has-mystery-of-ontildeates-foot-been-solved-excerpt-chris-eyres-movie-will-feature-the-man-who-says-he-cut-it-off.html.

2.4 Preparing your Manuscript for Double-Blind Peer Review

JAE uses a double-blind peer review process. This means the identities of both the reviewers and author(s) are hidden from one another. Authors will need to prepare their manuscript in a way that does not expose any identifying information. Identifying information most commonly refers to authors' names and institutions, as well as any photos of the authors, students, colleagues, or team members. Authors should prepare and   upload a separate "Title Page" document as described in Section 2.2.

Other tips for preparing your blinded submission include:

1. Limit self-references and/or use "Authors, Year." Self-citations in the reference list should be alphabetized under "A" for "Authors" and show the year only (i.e. "Authors, 2019").

2. Use third person to refer to previous work. For example "As we have shown…(Doe, 2019)" becomes "As Doe (2019) has shown…"

3. Mask references to "in press," "under review," or other unpublished works by using, for example, "Authors, in press."

4. Avoid references to specific schools, programs, projects, sites, or cities and/or use, for example, "[Location Redacted for Blind   Peer Review]."

5. Remove any institutional identifiers in images.

6. Remove any running headers or footers with identifying information.

3. The Review Process

1. The review process lasts roughly three to four months, depending on the availability of reviewers and the editorial calendar.

2. Essay manuscripts will be reviewed by three scholars with expertise relevant to the manuscript. Design and Narrative manuscripts, and Image content, will be reviewed by three members of the Design Committee, discussed by the Associate Editor and the entire JAE Design Committee in a review meeting, and will be sent to a fourth reviewer only if needed. Peer reviewers are selected by the editors. Authors may not suggest reviewers. In the event of a split decision, the manuscript may be sent to more reviewers at the discretion of the editors.

3. The Executive Editor will make the final decision on all manuscripts, based on the findings of the reviewers and consultation with the Associate Editors and Guest Theme Editors for that issue. If the Executive Editor has a conflict of interest regarding a manuscript, an Associate Editor will make the final decision.

4. Manuscripts will receive one of the following decisions: Accept Pending, Major Revision, Accept Pending Minor Revision, or Reject.

5. If a manuscript is accepted pending revision, the author is responsible for completing the revisions within the deadlines imposed by the production schedule. If the author is unwilling or unable to revise the manuscript, the manuscript will not be published, and the author may withdraw the manuscript.

6. If the Executive Editor determines a revised manuscript fails to address the revision requests, they may reject the manuscript or request additional revisions.

7. A revised manuscript may be sent out for a second round of peer review at the discretion of the editors. In the event a manuscript requires a second round of major revisions, the Executive Editor may reject the manuscript.

4. Image Permissions

4.1 General Copyright Information

Artworks whose creator died more than 70 years ago are no longer under copyright in the United States. If the artist or architect died less than 70 years ago, or if the work was created by a corporate entity less than 125 years ago, copyright is still in effect. In such cases, you'll need to obtain permission from the rights holder for both print and online/digital use.

You may also need to obtain both a rental/loan permission from an image lender (i.e. a museum or photo bank such as Art Resource or Getty Images) and a copyright permission from the rights holder for the work (i.e. an artist, artist's estate, publisher, or agent, such as the Artists Rights Society).

For example, to reproduce a drawing from a museum archive, you must obtain permission from the copyright holder (i.e. the architect's estate) and you must also obtain a digital file of the drawing from either a photo bank or the archive. The latter transaction may include you signing a permission form with restrictions or terms – that form is not a copyright permission, but the rental contract. Be advised that some text, such as lengthy excerpts, or the use of many short passages, can also fall under copyright.

4.2 Tips for Getting Permissions

1. Although permissions are not required until a manuscript is accepted for publication, you should begin to request pictures and permissions as early as possible, as the processes and requirements can vary.

2. If there is no credits page in a book, and the work or photo of the work is not in the public domain, then you may need to consult the publisher.

3. JAE will need to keep the pictures until after the date of publication. If you are renting images, negotiate a rental term that will accommodate this.

4. Request "world English-language" rights as JAE is sent to international libraries and member organizations.

5. As a scholar publishing in a non-profit, academic journal, you can, and should, negotiate any fees.

6. When submitting your final manuscript and images, include copies of all signed permissions and any other documents you receive from rights holders and/or image lenders.

7. The publisher of a book is usually not the copyright holder for an artwork reproduced in the book. The museum that owns an artwork is usually not the copyright holder for that artwork, though it may assert copyright over a photo of that artwork.

8. We have also created this standard form to assist you in requesting permissions to reuse third-party material in JAE. If you have questions about copyright, please contact the Managing Editor at jmckenzie@acsa-arch.org.

5. Open Access

There are no fees for submission or publication in JAE. In certain instances, authors may choose to publish their paper as "Open Select," which will require an Open Access fee as described below. All Open Access fees are paid directly to Taylor & Francis. Publishing "Open Select" is completely optional. Once your manuscript has been accepted, there are two publication options available. It is your choice whether you take the Standard or Open Select publication route. The Standard publication route is the default choice.

Standard (Green Open Access)
Your paper will be published in the journal and online (viewable for subscribers and licensed institutions across the world). You will also receive a link via email,
which you can send to up to 50 colleagues, who will be able to download the paper free of charge. After the publisher embargo period, you can deposit the Accepted Manuscript into an institutional or subject repository.

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