



BUILDINGS & LANDSCAPES

JOURNAL OF THE VERNACULAR ARCHITECTURE FORUM

Guidelines for Authors

I. Content of the Journal

Open submissions are welcome in the form of Articles, Viewpoints, Research Notes, and Letters to the Editor. The review editor solicits reviews. Each format is described below:

Articles

The editors encourage submission of scholarly articles that integrate fieldwork and archival/primary source research into an original argument about everyday buildings and/or landscapes. We favor articles that also engage secondary sources (including theory) and are illustrated with photographs, drawings, maps, and other types of images. The editors prefer that manuscripts be approximately 25 pages of typed, double-spaced text (with endnotes additional) and have 15-20 illustrations.

Initial submissions should be complete articles that include bibliographic endnotes along with low-resolution copies of illustrations with captions and sources indicated, inserted at the end of the text.

Both editors will review each manuscript and if deemed suitable for publication in *Buildings & Landscapes* will send it for double blind peer review. Reviewers are asked to comment on: originality of concept; methodology and sources; argument and use of evidence, including illustrations; illustration program; elegance of style and clarity of organization; contribution to vernacular architecture and cultural landscape studies.

Viewpoints

Usually, each volume will open with a Viewpoint essay, which is geared toward provoking conversation about the interpretation, representation, and preservation of vernacular architecture and cultural landscapes. This series is intended to keep us thinking about *why* we do what we do. Each Viewpoint essay will be published at the discretion of the editors and may or may not be sent for peer review, depending on content. Like other articles, Viewpoint essays are customarily illustrated.

Research Notes

The editors will consider for publication an author's investigation of an extraordinary primary document or fieldwork example that adds significantly to our field. A brief explanation of the document's significance is expected. The Research Notes series is intended to complement the Viewpoint series by helping us think about *how* we do what we do. Like the Viewpoint essay,

Research Notes is published at the discretion of the editors; it may or may not be sent for peer review; and it is customarily illustrated.

Reviews of Books and Other Media

Reviews are solicited directly by the review editor. In their reviews, authors should include a description of the work reviewed along with a critical assessment. The length of a review will be determined by the editor, but generally will be approximately 1,500 words. See special instructions for book and media reviews below.

Letters to the Editors

Buildings & Landscapes welcomes letters to the editors. Please send letters directly to both of the editors. Letters addressing articles that have appeared in the journal may be forwarded to the article's author for a response.

Articles, Viewpoints, Research Notes and Letters should be sent by email to both editors of the journal:

Marta Gutman, Associate Professor of Architecture (History and Theory)
Spitzer School of Architecture, The City College of the City University of New York
mgutman@ccny.cuny.edu

Cynthia Falk, Associate Professor of Material Culture
Cooperstown Graduate Program, SUNY Oneonta
cynthia.falk@oneonta.edu

Reviews of books and other media, once arranged, should be sent by email to the review editor:

Andrew K. Sandoval-Strausz, Associate Professor of History
University of New Mexico
aksandov@unm.edu

In all cases, contributors should submit manuscripts not previously published in print or electronic media; manuscripts need not be based on material presented at a VAF annual meeting. After an article or review has been accepted for publication, each author is expected to review the copy-edited manuscript and to proofread the page proof, including for illustration and caption placement. Both of the co-editors review all essays in all stages of production; the review editor does the same for reviews.

II. Manuscript Preparation Guide

All final submissions to the journal must be provided in electronic form, using standard word processing software. *Buildings & Landscapes* uses *The Chicago Manual of Style*, 16th edition, as its primary style guide, as does the University of Minnesota Press, publisher of the journal. The formatting guidelines provided here are abbreviated; for questions about formatting and style not addressed below, please refer to *The Chicago Manual of Style*.

The editors prefer the initial submission be made in electronic form. If that is not possible, please contact the editors by email to make arrangements for submitting two hard copies of the manuscript and photocopied reproductions by surface mail.

Buildings & Landscapes is published in two formats: a print edition and a digital edition (hosted by JSTOR). For the digital edition, authors may choose to supplement illustrations and other evidence referenced in the print edition. The possibilities include color illustrations, videos, three-dimensional renderings, large-scale maps, audio files, and data sets. For more information, contact the editors or refer to the special guidelines for the digital edition of *B&L*.

Formatting the Manuscript

1. All manuscripts should be formatted as plain and uniform text: Set the entire piece in Palatino font, at a point size of 12, double-spaced. If any special characters are not available in this font, please alert the editor.
2. Margins should be 1 inch on all sides; header and footer margins should be ½ inch on the top and bottom. Do not use the word processor's hyphenation or justification features. Text should be aligned left.
3. The first paragraph of text should remain flush left, as should the first paragraph below each level-1 heading. Indent all subsequent paragraphs ½ inch using the tab key.
4. Pages are to be numbered consecutively throughout, with endnotes, captions, and illustration credits on separate pages following the text. Illustrations, captions, and credits can be submitted in a separate document from the article text.
5. Words or phrases that should appear *italicized* in the printed journal should be underlined in your manuscript.
6. Organize headings logically and consistently. Underline level-1 headings and *italicize level-2 headings*; do not number headings; and leave a blank space above and below each one. Please consider wording carefully as headings will be "live" in the digital edition of the journal. The editors recognize the need for headings, but at the same time strongly encourage authors to pursue a narrative style that minimizes their necessity.
7. Quotations of more than four lines must be set off from the rest of the text as extracts or block quotes without quotation marks. Indent all lines one inch on the left side only, using the indent feature of your word processing program.
8. Digitize non-round numbers larger than 101; do not use digits at sentence opening. Consult *The Chicago Manual of Style* for specific guidelines. For example: three hundred, 3 million; 1951–1952; 40 percent; twentieth century; fifteen by forty feet; 124 x 142 feet; forty dollars, \$251, \$13 million.
9. Italicize foreign terms at first use; use Roman (i.e. no added style) type thereafter. Do italicize foreign terms commonly used in English.
10. At the initial submission: Provide the title, subtitle, author's name, and institutional affiliation or place of residence on the first page of the manuscript. Omit author information on the second and subsequent pages.
11. Abstracts and bios: For research articles, include a short abstract (no more than 250 words); for all articles include a brief author bio (no more than 50 words).

12. Supplemental digital material: If included, please note at the end of the manuscript.

Special Instructions for Reviews of Books and Other Media

Book reviews require a specific heading, organized in block format as in this example. Reviews of works in other media should include a header with similar information.

Richard Longstreth, editor
Cultural Landscapes: Balancing Nature and Heritage in Preservation Practice
Minneapolis: University of Minnesota Press, 2008.
218 pages, 77 black-and-white illustrations.
ISBN 10: 0-8166-5099-3, \$25.00 PB

Review by Thomas Carter

Endnotes

1. *Buildings & Landscapes* uses bibliographic endnotes for citations. All notes must be endnotes, not footnotes at the bottom of manuscript pages, and should be embedded within the article text using the word processor's note-insertion feature. The editors prefer that superscript note numbers be placed at the ends of sentences; the notes should be double-spaced.
2. Provide complete bibliographic information for a work the first time it is cited. Short form or abbreviated citations are used thereafter. When citing a Web source, be sure to indicate URL. The access date is not necessary.
3. Take care to format citations correctly. Follow *The Chicago Manual of Style* and the practices of this journal. Sample styles are attached.

Illustrations: References and Format (print edition)

Buildings & Landscapes runs in-line illustrations, placing them near to the part of the text in which they are referenced.

Initial submission: Place figure references, in parentheses, at the end of the sentence in which the image is first discussed, e.g. (Figure 1). Do not use "see" unless referring to an illustration previously referenced. Insert low-resolution images at the end of the manuscript and number them consecutively. Alternatively, the illustrations may be submitted as a PowerPoint file. Include working drafts of captions and credits. *Do not send original artwork.*

Final approved manuscript: For final illustrations, *Buildings & Landscapes* accepts original artwork and certain digital files (see below). The author must supply all artwork to the editors. Authors must obtain permission to reproduce illustrations when necessary and pay copyright fees and other costs. Include a copy of the written permission for each illustration with the final approved manuscript. For original artwork, each item should be labeled with the author's last name and the figure number, with the top of the image indicated. Original artwork will be returned.

Maintain figure references in the text and insert figure callouts, bracketed, in bold type, in all caps, and centered on the page. Leave one line space above and below the callout and place it after the paragraph in which the illustration is described. The callout indicates approximately where the illustration should be placed in the final print version.

[INSERT FIGURE 2 NEAR HERE]

The University of Minnesota Press will accept illustrations in electronic form *only* if the following specifications are met:

1. Digital photographs should be submitted in the following commonly used file formats: TIFF (saved for Macintosh; no compression), PSD (Photoshop document) and PDF (Portable Document Format). If the image comes from a technically reliable source, such as a museum or stock image agency, the format that is supplied will be acceptable.

The optimal size for digital photographs is 5 inches wide with a resolution of 300 ppi (1500 total pixels wide). As a last resort, the images must be at least 4.5 inches wide at 200 ppi resolution (900 total pixels wide).

Do not embed digital images in the approved manuscript. Submit each illustration as a separate file.

2. The preferred format for line art, such as maps and diagrams, is Adobe Illustrator EPS, although acceptable formats are TIFF, EPS, PDF, and BMP. Digital line art created with word processing or spreadsheet software is generally not acceptable, unless converted to PDF or Illustrator EPS.

Digital line art created through GIS and CAD poses special problems. Such files must be converted to PDF or Illustrator EPS. Please be aware that fine lines often disappear and converted files are not editable. If edits are required, you may be asked to provide corrected art.

Digital line art requires higher resolution for good reproduction and must be at least 4½ inches wide at 600 ppi. Be sure the labels and other lettering are large enough in the original to be legible after reproduction.

3. The use of captured or “grabbed” cinema stills, web pages, and other information from a computer monitor is discouraged. If you foresee the need for captured images, ask a skilled technician for help. The captured image must be at least 12½ inches wide at 72 ppi.
4. Each illustration file must be named with the author’s last name and the same figure number used in the text and the caption list, i.e. SmithFIG2.

Illustrations: Captions, Credits and Size (print edition)

1. Captions should be brief but identify what the illustration is and why it is important. A reader should not have to rely on the text to understand what an illustration is about. Captions should also include the source to be credited along with any additional information requested by the provider or creator of the illustration.

The order of information should be as in these examples:

- a. Figure 1. Highway sign announcing Parlier, California to passing motorists, 2007. Photograph by William Littmann.
- b. Figure 2. Site plan of the Erie Basin. Detail taken from Belcher Hyde Miniature Atlas of the Borough of Brooklyn, 1912. Courtesy of Brooklyn Public Library -- Brooklyn Collection.

2. With the final approved manuscript, submit a separate figure list in numerical order, set in Palatino font, at a point size of 12, double-spaced, with captions (including credits) for all illustrations in your manuscript. Do not embed captions in the body of the text, write them on artwork, or add them to digital illustration files.

The press asks authors to indicate preferred sizes for illustrations although it may not be able to honor each request due to space limitations: (large (~5.75–7.25" wide), medium (~4.5" wide), small (~2.75" wide). The editors will share preferences with the press, although not all requests may be honored, due to space limitations. Be sure to indicate clearly any special instructions for sizing, cropping, and placement.

Supplemental Digital Material: Illustrations, References, Format, Captions, Credits, Size, Permissions

Please see the special guidelines for the digital edition of the journal or ask the editors for help.

Queries

If you have any questions about the format an article should take for submission, or if you wish guidance as to whether a subject might be appropriate for *Buildings & Landscapes*, please write directly to the editors.

Sample Endnotes

The following are provided as examples. See *The Chicago Manual of Style*, 16th edition, for additional guidance:

1. James Deetz, *In Small Things Forgotten: The Archaeology of Early American Life* (New York: Anchor Books, 1977).

Short cite: Deetz, *In Small Things Forgotten*, 27.

2. Phil Hubbard, Rob Kitchin, and Gill Valentine, eds., *Key Thinkers on Space and Place* (Thousand Oaks, Calif.: Sage, 2004), 3.

Short cite: Hubbard, Kitchin, and Valentine, eds., *Key Thinkers*, 5.

3. Lizabeth A Cohen, "Embellishing a Life of Labor: An Interpretation of the Material Culture of American Working-Class Homes, 1885-1915," in *Common Places: Readings in American Vernacular Architecture*, ed. Dell Upton and John Michael Vlach, 261-78 (Athens: University of Georgia Press, 1986).

Short cite: Cohen, "Embellishing a Life of Labor," 265.

If multiple articles are cited from the same edited collection, it is permitted to abbreviate the reference to the collection after the first mention.

4. Philippe Ariès, *Centuries of Childhood: A Social History of Family Life*, trans. Robert Baldick (New York: Vintage Books, 1962), 62.

Short cite: Ariès, *Centuries of Childhood*, 71.

5. Abigail A. Van Slyck, "Kitchen Technologies and Mealtime Rituals: Interpreting the Food Axis at American Summer Camps, 1890-1950," Technology and Culture 43, no. 4 (October 2002): 668-92.

Short cite: Van Slyck, "Kitchen Technologies and Mealtime Rituals," 688.

6. "Trunk Lines in Brooklyn," Brooklyn Eagle, November 11, 1896, 14.

Short cite: "Trunk Lines," Eagle, 14.

7. Susan Brizzolara Wojcik, Iron Hill School: An African-American One-Room School (U.S. National Park Service, National Register of Historic Places, 2002), available from www.cr.nps.gov/nr/twhp/wwwlps/lessons/58iron/58iron.htm.

Short cite: Wojcik, Iron Hill School.

8. William Radford, Architectural Details for Every Type of Building (1921; rpt., New York: Dover, 2002), 38.

Short cite: Radford, Architectural Details, 38.

When citing *Perspectives in Vernacular Architecture*, please differentiate between the anthology and the journal, i.e.:

Anthology: Mark R. Wenger, "The Central Passage in Virginia: Evolution of an Eighteenth-Century Living Space," in Perspectives in Vernacular Architecture, II, ed. Camille Wells, 137-49 (Columbia: University of Missouri Press, 1986).

Journal: Thomas Hubka and Judith T. Kenny, "Examining the American Dream: Housing Standards and the Emergence of a National Housing Culture, 1900-1930," Perspectives in Vernacular Architecture 13, no. 1 (2006): 49-69.

In addition, keep the following points in mind:

Do not use "ibid." in the notes; use short cites instead. Do not insert "p." or "pp." before page numbers; indicate the range like this: 100-13.

For periodicals and journals, issue numbers, month or season as well as year must be supplied so that the reader will be able to locate the sources readily. If citing a quarterly journal, the season (winter) is placed in parenthesis and lowercased.

Abbreviate the state name using the "old" format: Calif., Ohio, Mass., N.C., etc. If the place of publication is a major city in the United States—New York, Chicago, Los Angeles, San Francisco, Boston, and the like—the state name need not be given. Also omit the state name if it appears in the name of the publisher, as is the case with many university presses.