



# BUILDINGS & LANDSCAPES

JOURNAL OF THE VERNACULAR ARCHITECTURE FORUM

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## 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. There is no page limit or illustration limit (to start), but in general manuscripts will be approximately 25 pages of typed, double-spaced text (with endnotes additional) and will have 15-20 illustrations. More or less is fine, so long as there is reason.

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. Abstracts are not required (and will not be reviewed in lieu of complete articles).

Both editors will review each manuscript and if deemed suitable for publication in *Buildings & Landscapes* will send it for double blind peer review.

#### Viewpoints

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

#### Research Notes

The editors will consider for publication 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 and may or may not be sent out for peer review. It may or may not be 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 Editor

*Buildings & Landscapes* welcomes letters to the editor. 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

Louis P. Nelson, Associate Professor of Architectural History, School of Architecture, University of Virginia  
ln6n@virginia.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.

## **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*, 15<sup>th</sup> 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.

### 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. While the editors recognize that some articles will require headings, we 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.

#### 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 and date accessed.

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

*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. 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). All artwork must be supplied by the author 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 also insert call-outs, centered on the page between paragraphs, in bold, all caps, bracketed type indicating 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 photos should be submitted in uncompressed TIFF 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.
2. The optimal size for digital images 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.

3. The file must be named with the author’s last name and the same figure number that is found in the text and the caption list, i.e. SmithFIG2.

### Illustrations: Captions, Credits and Size

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.
  3. Authors should submit a list indicating preferred sizes for all illustrations (large, medium, small). 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.

### 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*, 15<sup>th</sup> 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, California: 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, edited by Dell Upton and John Michael Vlach (Athens: University of Georgia Press, 1986), 261-278.

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

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): 668-692.

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](http://www.cr.nps.gov/nr/twhp/wwwlps/lessons/58iron/58iron.htm); accessed Nov. 11, 2009.

Short cite: Wojcik, Iron Hill School.

In addition, keep the following points in mind:

Do not insert "p." or "pp." before page numbers; indicate the full range (100-113, not 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.

Provide full state name (do not abbreviate). If the place of publication is a major city in the US—New York, Chicago, Los Angeles, San Francisco, Boston, and the like—the state name need not be given. Also omit it if the state name appears in the name of the publisher, as is the case with many university presses.