



## ArchNet International Journal of Architectural Research

Electronic Academic Peer Reviewed Journal  
Architecture, Planning, and Built  
Environment Studies

*Published three times a year*  
<http://www.archnet.org>

Volume 1 - Issue 1

*March 2007*

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Unlike other printed Journals where contributors wait for periods that reach two or three years for their work to get published, the value of Archnet-IJAR as an online journal is that it eliminates the large lead time needed for publication. However, submission, referee, and publishing processes are strict and adhere to the following procedures:

- Interested contributors contact the chief editor expressing interest, and submitting a summary of their paper. One page will do.
- The chief editor consults with the advisory and editorial board members according to their relevant expertise.
- Soon after receiving feedback from the referees, author(s) are contacted to submit their full papers.
- When full papers are received, they will be forwarded to two editorial board members for blind review, according to the referee form.
- The chief editor contacts the author(s) with the referee form filled by the reviewers. While papers will be blind reviewed, in exceptional cases author(s) will be asked to communicate directly with the reviewers.
- Author(s) revise their papers as noted by the reviewers and re-submit their work to the chief editor.
- Author(s) should make sure that their submissions should be free of jargon, clear, simple and to the point.
- Papers will be published in the next issue according to the following schedule:
  - March 30th (publishing date): December 15th (deadline to receive papers after reviews)
  - July 30th (publishing date): April 15th (deadline to receive papers after reviews)
  - November 30th (publishing date): August 15th (deadline to receive papers after reviews)

*Interested reviewers and members of the advisory board may submit their work for publication in Archnet-IJAR. Their work will go through the same blind review process and will follow the preceding procedures.*

## Notes for Contributors

### 1. Submission of Manuscripts

The language of the journal is English. All submissions will be online. One copy of the manuscript (in word document format) together with original figures and tables must be submitted to the editor: Ashraf Salama asalama@gmail.com.

The name, mailing address, position, affiliation, telephone, fax, and email of each author must be supplied in a cover letter attached to an email. All papers will be blind reviewed and assessed by at least two referees.

### 2. Preparation of Manuscripts

#### Layout

Manuscripts should be typed in double spacing on one side of A4 (21x29.7 cm) paper with reasonable margins (2.5 cm). All pages should be numbered consecutively.

#### Title page (page 1)

The first page of the manuscript must contain a concise and informative title; names, affiliations and addresses (including e-mail) of all authors, and identify the corresponding author (who will be responsible for correspondence and reviewing proofs). An abbreviated title of less than 50 characters (including letters and spaces) should also be suggested.

#### Title of paper, abstract and keywords (page 2)

Title of the paper should be written at the top of abstract without authors' name. A concise and informative abstract must not exceed 300 words in length, should summarize the objective, methods and major findings of the paper. Keywords must be carefully selected to facilitate the readers' search on ArchNet Website, and should not exceed 5 key words.

#### Articles

Articles should not exceed 6000 words, including references.

#### Notes

Avoid the use of footnotes and endnotes, if unavoidable, label as (1), (2) and list all together at the end of the paper.



### References

References in the text should give the surname of the author and the year of publication in brackets, for example, Rowe (1985) or (Rowe, 1985), followed by a, b,...when two or more references to work by one author are given for the same year. Page numbers should be given for quotes (Mitchell, 2003:33). At the end of the text the references should be listed in alphabetical order of authors' names and in chronological order for each author. Initial and final page numbers of articles and papers should be given. The names of books and periodicals should be given in full, and the publisher and the city of publication should be given for books, conference proceedings, etc. Details of availability should be given for unpublished conference papers. Full references should also be given for legal judgments, bylaws and regulations, and government publications, etc. Examples of reference citation are given below.

Dutton, T.A. (Ed.). (1991). *Voices in Architectural Education: Cultural Politics and Pedagogy*, Bergin & Garvey, New York, NY, USA.

Hegvold, L. (1999). "Seeking an Effective Cross-Cultural Design Pedagogy." In William O'Reilly (Ed.), *Architectural Knowledge and Cultural Diversity, Comportments*, Lausanne, Switzerland, pp. 93-100.

Salama, A. (1998). "Integrating Environment-Behavior Studies into Architectural Education Teaching Practices," In J. Teklenburg, J. Van Andel, J. Smeets, & A. Seidel (Eds.), *Shifting Balances: Changing Roles in Policy, Research, and Design*, EIRSS Publishers, Eindhoven, Netherlands, pp.128-139.

Salama, A. (2006). "Learning from the Environment: Evaluation Research and Experience Based Architectural Pedagogy," *Transactions, CEBE-Center for Education in the Built Environment*, Cardiff, UK, 3 (1), pp. 64-83.

Salama, A., O'Reilly, W. & Nochis, K. (Eds.). (2002). *Architectural Education Today: Cross Cultural Perspectives*, Comportments, Lausanne, Switzerland.

Sanoff, H. (1992). *Integrating Programming, Evaluation, and Participation in Design*, Avery, London, UK.

### Tables

Each table must be typed, and consecutively numbered. They should have a brief informative title placed as a heading. Tables should be understandable without reference to the text, but they should be referred to in the text. Explanatory captions should be brief and placed beneath the table.



## Figures

Figures should be numbered consecutively throughout the paper and identified with the authors' name and the figure number outside the reproduction area. Figures should be referred to in the text and should be placed within the body of the paper. However, all figures should be supplied in separate files as JPEG file format. Figure dimensions should not exceed 21x30 cm. Photographs should be used with restraint and must be of high quality. Explanatory captions should be brief, placed beneath the figure.

*Please note that numbering of tables should differ from the numbering of figures.*

## Symbols, abbreviations and conventions

Symbols, abbreviations and conventions in papers must follow the recommended SI Units. Numerals should be used for all numbers two or more digits, and for single digits when attached to units of measure. Abbreviations must be defined in brackets after their first mention in the text in accordance with internationally agreed rules.

## Mathematical expressions

Mathematical symbols and formulae should be typed. Particular care should be exercised in identifying all symbols and avoiding ambiguities. Distinction should be made between the number one (1) and letter (I) and between the number (0) and the letter (O). Equation numbers should appear in parentheses and numbered consecutively. All equation numbers must appear on the right side of the equation and should be referred to within the text.

## Book reviews and notes

A book review should normally run between 700-1200 words, which gives scope for an assessment of the book (s) and its contribution to knowledge and debate within the broad field of architecture, planning and design.

Reviews should be typed with double spacing on one side of A4 paper, and should be submitted with a JPEG image of the cover. The heading should include the title, author, origin, publisher, date, number of pages, price and ISBN number as in the following example.



Programming for Design: From Theory to Practice

Edith Cherry, 1999

John Wiley & Sons: New York

327 pp - 60.95 US \$ - Hardcover

ISBN 0-471-19645-2

Name, affiliation and address (e-mail) of reviewer should be given.

### **3. Submission Process, Copyright, and Originality of Work**

Proofs will be sent to the corresponding author for checking. Proofs should be returned within one week of receipt. Authors should correct typesetting errors only; they should not add any new material to the paper at proof stage.

Please read the submission process and procedures, and copyright notes under the general outline of the ARCHNET-IJAR.

*All correspondence should be addressed to the chief editor.*

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