Notes for contributors

Refereeing of papers submitted for publication will be on an anonymous basis by two referees. The referees will include the appropriate members of the Editorial Boards and/or other persons of standing approved by the Board. The referees' decision will be final.

Length of papers should normally range between 2000 and 5000 words.

Submissions should consist of two A4 (210 x 297 mm) or similar size double spaced print-outs with numbered pages, together with a 3.5 inch double, or high density disc in one of the following formats: for Macintosh computers ASCII, MacWrite II, Claris Works or Word 5; for MS DOS computers ASCII, Word Perfect 5.1, Ami Pro or Word 5. The disc should be clearly labelled with the type of machine (Macintosh or MS DOS) and the format used and all files should be clearly named. Authors submitting text with computer images may find it necessary to use Sy-Quest discs to obtain the necessary capacity. Amstrad discs cannot be accepted: authors using this system should submit two print-outs with double spaced lines for the publisher's copy scanner.

A declaration that copyright clearance has been obtained for all illustrations MUST be included in all illustrated submissions. Where this requires acknowledgement of the photographer, this must be indicated on an adhesive label on the back of the photograph.

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The title page should include title, author's name, address, date of submission, a brief summary and the approximate total number of words in the main text. The title should not exceed 60 letters and spaces. The author should give both the name of any institution or practice in which the work was carried out and his/her title (Lecturer, Partner, Director …), present work and home addresses, telephone, fax and e mail numbers. The summary should not be more than 100 words. A brief biography of not more than 50 words should be included.

The text must be in the English language. For ease of reading it should be divided into sections with the section headings typed on a separate line.

Acknowledgements should be given to any practical or financial assistance.

Appendices should only be used to accommodate essential information subordinate to the text. References to published literature should be cited in the text using the author-date system, for example, Summerson (1980) or (Summerson, 1980), followed by a,b … when two or more references to work by one author are given for the same year. Full references should be listed alphabetically at the end of the paper. Examples are given below.

Berry, J. and Ferraro, R. (1989). Low energy for industry: Spectrum 7 at Milton Keynes, Architects' Journal, vol. 189, no. 20, pp.73-77.

Littlefair, P.J. (1992). Site Layout Planning for Daylight, BRE Information Paper 5/92. Building Research Establishment, Garston.

Los, S. (1988). The architecture of transformation. In (eds) E. Fernandes and S. Yannas, Energy and Buildings for Temperate Climates, Proceedings of the Sixth International PLEA Conference, Porto, Portugal, pp. 9-31. Pergamon, Oxford.

Summerson, J. (1980). The Classical Language of Architecture. Thames and Hudson, London.

Notes are discouraged. However, if essential, they should be keyed into the text by numbers in square brackets on the line [1] and placed at the end of the text. Do not use any special automatic formatting built into software.

Units of measure should wherever possible be expressed in S.I. (Système International d'Unités) units.

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Diagrams and drawings should be clearly drawn in ink lines of sufficient thickness to allow for reduction. Lettering and key numbers should also be large enough for reduction. (In the case of papers on buildings, authors are recommended to discuss illustrative material with the Editor prior to submission.) Computer generated plots are not acceptable unless produced by laser printer. Computer rendered images may be submitted but should be saved as eps files. If authors are uncertain about the format of their images it is advisable to check with Richard Spöhrer (Drawings Editor at

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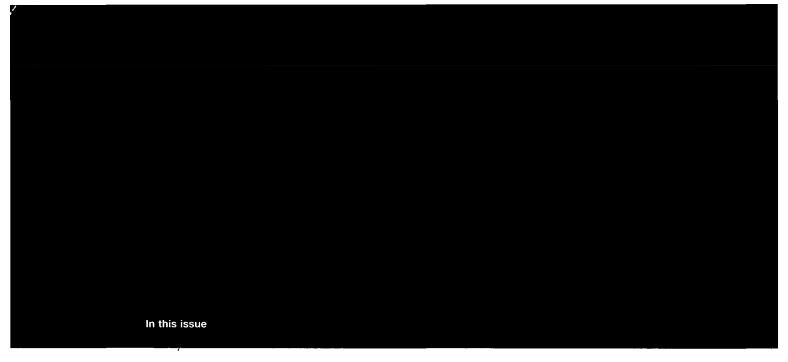
Captions for diagrams, drawings, tables and photographs should be supplied as a separate titled file on the computer disc and, in the case of hard copy, as a separate sheet at the end of the typescript.

Proofs will not normally be sent to authors. However, where there are problems with final length, once illustrations and drawings are combined with text, authors may be contacted for editing advice.

Ten copiesof the Journal will be supplied free of charge to the author. If more copies are required, the author should inform the Editor as soon as he receives confirmation that the paper has been accepted for publication. Reprints ordered after publication are very expensive.

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