

2014 Architecture Bulletin editorial guidelines

WORD COUNTS (guide)

Feature articles: 1000-1200 words (2 pages)

Book reviews: 350 words

Obituaries: full page (700 words), half page: (350 words)

Chapter News items: 150 words

Committee /Network reports: 200 words

Opinion pieces & case studies: 700 words (1 page)

Letters to editor: 350-700 words

NOTE: Articles exceeding the word count agreed with the editor won't be accepted; authors will be asked to cut.

FORMAT

-Text to be supplied in Word documents with NO AUTO FORMATTING (except tables) or Footnote formatting.

-Footnotes, references and tables ARE included in the word count. Footnotes and references must be placed at the end of the text, not in an automated footnote function.

- It is the contributor's responsibility to ensure all facts, dates and names included in their articles are correct.

IMAGES

- Contributors should supply 2-3 images per article (or as agreed with editor).

- Image resolution should be 300 dpi at 15 x 20cm.

- Contributors should provide copyright details and photography credits for images supplied.

PUBLICATION

- In submitting an article for publication, the author confirms the piece has not been published elsewhere prior to its inclusion in the respective edition of the *Bulletin*. The author should notify the Editor if the article is to be reprinted in another publication subsequent to its inclusion in the *Bulletin* and ensure a credit accompanies any such reproduction.

EDITING

- Text will be edited by AB for structure and style. Authors will receive a final proof to make last minute corrections only. This must be marked up on the page supplied and returned or phoned through within 24 hours.

DEADLINES

See below. Articles received after these dates, or as agreed with the editor, may miss the production schedule.

CPD POINTS Writing for Institute publications allows 3 formal points per year to be claimed.

PDFs

Authors may request a pdf for their records, after printing.

2014 deadlines	Material due	Distributed
Summer edition 24 pages + covers	12 Nov 2013	27 Jan 2014
Autumn 28 pages + covers	3 March 2014	21 April 2013
Awards edition – 2014 NSW ARCHITECTURE AWARDS 68 pages + covers	10 May 2013	26 June 2014 (@ Awards)
Winter 28 pages + covers	30 June 2014	25 Aug 2014
Spring 28 pages + covers	8 Sept 2014	27 Oct 2014