Notes for contributors

Submission of written papers

We expect all submissions to engage in, and contribute to, a wider critical context. The manuscript should be submitted in the form in which the author wishes the paper to appear. Preliminary consultation with the editors about the suitability of the article does not guarantee its publication. Authors are strongly encouraged to seek comments from colleagues before submitting a paper for publication.

To facilitate blind reviewing, no references to the author/s, the institution, department or firm or any other form of identification may be included in the paper itself. Papers that include identification will not be reviewed. Author name and details must be supplied in the email itself (name of paper, contact details in full, and word length of paper) and the electronic file must be in Microsoft Word format.

Referee process: All papers are read first by the editors, then, if considered suitable, sent to two referees (blind reviewers) who will return a referee report with advice regarding suitability for publication, editing, reworking or development of the paper. The recommendations will be forwarded to the writers, with the expectation that the referees' comments will be addressed before the paper is accepted and edited for publication. Should the reports conflict, the issue editors may direct the author. Conversely, if authors are in doubt about a report's implications, they are most welcome to seek clarification with the issue editors.

Final submission: When a paper is accepted for publication, the author(s) will be asked to forward it electronically with the following file name: *Interstices* (issue number)_author name_final.doc. The editors reserve the right to make amendments, alterations or deletions to papers without consulting the author(s) so long as such changes do not affect the substance of the article. Usually, the authors will be consulted about such changes.

Submission of visual contributions

We expect visual submissions to engage in, and contribute to, a wider critical context. Their mode of fabrication, and its exploration and questioning, needs to be evident both in the visual and textual parts of the submission, and their relationship with sites and empirical or conceptual contexts must be articulated and made explicit. The work needs to demonstrate innovation or creative excellence.

Submissions must clearly position the work within the current field of knowledge in architecture, art and design. They must articulate, in both graphic and textual form, the theoretical underpinnings, design process, and reflective evaluation of the outcome. They need to be pertinent to the theme of the issue, demonstrate a critical engagement with current debates and an understanding of the body of knowledge underpinning them, have an appropriate structure, and be accessible to the readers of *Interstices*. In particular, the relationship between text and visual work needs to be carefully considered and articulated. Images need to be supplied as high quality, greyscale JPG files and be accompanied by a careful description of the media and processes used. The accompanying text of approximately 500 words needs succinctly to explain context and intention. It needs to reference precedents, which attempted the same or in any other way impacted on the conception of the work submitted. This part should be carefully footnoted using (an adaptation of) the APA Style.

The refereeing process for visual submissions is structured in analogy to that of written papers, above. Similarly, the formal rules for final submissions apply also to visual submissions.

Interstices is published in black-and-white, and refereed contributions will be allocated up to eight A4 pages, non-refereed contributions up to six pages.

Abstract

Papers or submissions must be accompanied by a short abstract (100-150 words) on a separate page.

Length

Refereed written papers should not exceed 5000 words (including title, main text and endnotes). Non-refereed full papers should not exceed 2500 and reviews should not exceed 1000 words. The accompanying text of visual submissions should be approximately 500 words. Longer papers are only accepted in special circumstances.

Biographical Note

Include a short bio-note of the author(s) on a separate page (50-100 words). The inclusion of a contact email address is optional.

Copyright

Interstices takes a non-exclusive copyright in the papers submitted and accepted, i.e., we reserve the right to publish and republish the paper (for instance, electronically). Authors are welcome to upload their papers in published form into their institution's research repository and retain the right to republish their papers elsewhere, provided that they acknowledge original publication in *Interstices*.

Authors are responsible for obtaining permission to publish images or illustrations with their papers in *Interstices* (at their own cost); neither editors nor publishers of *Interstices* accept responsibility for any author(s)' failure to do so.

Format

Manuscripts should formatted as A4, with 2.5 cm margins all around. Use standard fonts such as *Times* or *Arial* and format the text in 10pt. Please use only one empty space between sentences and do not use more than one consecutive tab for formatting. All titles and subtitles must be in Title Case (lower case, with Caps. for first word). Language format NZ or UK English. Justify all text.

With few exceptions, the *Interstices* format follows APA conventions as stipulated in the *Publication Manual of the American Psychological Association* (5th edition, 2001). For reference see http://www.apastyle.org. Unlike APA, however, in-text citations should be formatted as follows: (Author, year: page number/s, i.e. (Rykwert 2000: 78-9). See further details below.

Layout **tables** on a separate page, with as few lines as possible, and indicate the placing of the table in the text with a note [Insert Table 1 here]. Tables should be numbered in arabic numerals with a clear identifying legend.

Use **endnotes**, not footnotes, in all manuscripts.

Graphics or images must be provided as separate greyscale JPG files in publishable quality (300dpi at high quality compression rate, at twice the size of the anticipated reproduction). Please indicate their placement in the text – preferably by inserting 100dpi images into the word file in the appropriate sizes and places. Alternatively, state in the text, in square brackets, where the image or table should be inserted: [Insert "filename.jpg" here, caption: "caption text"].

Quotations: Double quote marks around a quoted word, phrase, or sentence and use single quotations marks for quotes within quotes, as follows:

Heidegger would make this point very clear in later two essays, in which he introduces the "*primal* oneness" of the fourfold where "to be 'on earth' already means 'under the sky'" as a counter to a world in a process of planetary dissolution, in which "everything is washed together into the uniform distancelessness" (1954: 149), and "airplanes and radio sets are … among the things closest to us" (1975: 21).

If the quotation is longer than 40 words, it must be indented (left indent only) without quotation marks around the whole quote. Quoted words inside the body of the 40 words are indicated in double quotation marks. e.g.

> The axonometric drawings of Sartoris can be considered ... the locus of a cognitive transcendence: in the finished perfection of the design, where geometry discloses its suprahistorical authority, the architect-theologian catches the 'philosophical and poetic matrix' of the new architecture in the mirror of the 'dreamt image', and anticipating the ends by the mastery of the means, prefigures a reality to come … (Reichlin 1978: 91)

Note that if a word or group of words is omitted from the quotation then three stops are used with a space before and after (see above).

References: Insert a sub-heading *References* on a new page. References should be formatted as hanging indent style. Do not use tabs. Set up "hanging indent" by selecting "Paragraph" in "Format" menu in Word. Be sure to reference every author and text cited in the body of the paper. Papers with incomplete references will not be accepted. Authors are encouraged to use Endnote software (Version 9 or higher). Examples:

Book:
Leatherbarrow, D. (2000). *Uncommon Ground: Architecture and Topography*. Cambridge (Mass.): MIT Press.

Translated Book:
Agamben, G. (2004). *The Open. Man and Animal* (K. Attell, Trans.). Stanford (Ca.): Stanford UP.

Edited Book:
Hawkins, G., & Muecke, S. (Eds.). (2003). *Culture and Waste: The Creation and Destruction of Value*. Oxford: Rowman & Littlefield.

Corporate Author:
Ministry of Education, Te Tahuhu o te Matauranga (2000). *The Arts in the New Zealand Curriculum*. Wellington: Learning Media.

Chapter in Book:
Parry, B. (2002). Directions and Dead Ends in Postcolonial Studies. In D. T. Goldberg & A. Quayson (Eds.), *Relocating Postcolonialism* (pp. 66-82). Oxford: Blackwell Publishers.

Article in Journal:
Ohnuma, K. (2008). "Aloha Spirit" and the Cultural Politics of Sentiment as National Belonging. *The Contemporary Pacific, 20*(2), 365-394.

Unpublished Paper:
Jackson, M. (2001). Radical Gestures. Auckland: Auckland University of Technology. Unpublished Paper.

Newspaper Article:
Hattersley, R. (2002, Friday August 30). The Silly Season. *Guardian*, p. 18.

Thesis:
Jenner, R. G. (2005). *Building in the Air: Aspects of the Aerial Imagination in Modern Italian Architecture*. Unpublished Dissertation for the Degree of Doctor of Philosophy, University of Pennsylvania, Philadelphia.

On-line References:
Humanities Society of New Zealand/Te Whainga Aronui (HUMANZ) (2000b). *Knowledge, Innovation, and Creativity: Designing a Knowledge Society for a Small, Democratic Country*. Wellington: Ministry of Research Science and Technology. Retrieved November 23, 2001, from http://www.morst.govt.nz/publications/humanz/Humanz.htm

Frascari, M. (2000). A Light, Six-Sided, Paradoxical Fight. *Nexus Network Journal, 4*(2 Spring). Retrieved 22 February, 2001, from http://www.nexusjournal.com/Frascari_v4n2.html

For further examples of electronic sources, please consult the APA website at http://www.apastyle.org/elecsource.html