SUBMISSION GUIDELINES
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General Description

"Ardeth" is a magazine on the power of design actions. Unlike the many magazines that revolve around the architectural world, "Ardeth" concerns neither with outcomes (architecture) nor with the authors (architects). "Ardeth" concerns instead with their operational work, i.e. projects.

"Ardeth" was founded in 2016 thanks to the support of Politecnico di Torino, Politecnico di Milano, Università IUAV - Venezia, Sapienza - Università di Roma.

The magazine is available online to subscribers. Libraries, individuals, and organizations interested in subscribing may do so through Rosenberg & Sellier. Hard copies of single issues are available from the publisher (Rosenberg & Sellier).

The journal is published twice a year.

By submitting one's work for review and publication, all authors attest to, and agree to abide by, the magazine's code of ethical conduct:

1. The work in the paper is not published in any other form (book, book chapter, part of a book, etc.). We do not accept book summaries. If the work is published in part, or wholly, previously in a language other than English or Italian, you will need to declare this. In this case, it is up to the Editors' judgement to proceed with the review process, or to reject the paper as non-original work.
2. The paper is not being submitted to any other journal simultaneously.
3. The author is fully authorized to submit the material for publication.
4. If accepted, the paper will not be republished without the consent of the publishers.

If you have questions about the format of a submission or you wish guidance as to whether a subject is appropriate for "Ardeth", please write directly to the email address *redazione@ardeth.eu*.

Manuscript Types

"Ardeth" accepts manuscripts in five submission types: *Submitted Manuscripts; Solicited Manuscripts; Visual Essays; Commentaries; Book reviews and other short contributions*. Except for *Visual Essays*, the other four types of manuscripts are primarily text based. Essays should be grounded in relevant discourse, offer an original and critical contribution of a theoretical or a more empirical nature, and be supported by appropriate visual apparatus. Images have an argumentative and not illustrative nature.

Submitted Manuscripts

A *submitted manuscript* is a manuscript that the author freely submits to the editorial board. To submit a manuscript for double blind peer-review, please email your manuscript to the

Editorial Secretary (*redazione@ardeth.eu*). Authors are requested to follow the submission guidelines carefully (see below). Length must be between 3,500-4,500 words including notes, captions, and references. Manuscripts not prepared accordingly will be returned to authors and this will inevitably lead to a delay in the editorial processing of the manuscript. Images are welcome, but they must not be more than six. In case of special needs, they has to be discussed with the Editorial Board.

Solicited Manuscripts

A *solicited manuscript* is a manuscript that the author submits after a personal invitation of the editorial board, or the guest curator, to respond to the call. They usually serve as leading articles of special issues. Apart from this, solicited manuscripts follow the same double blind peer review process as the submitted ones. Length must be between 3,500-4,500 words including notes, captions, and references. Editors retain normal editorial responsibilities, including the right of rejection. Please consult with the Editors before submitting un-solicited manuscripts of this type.

Visual Essays

Visual Essays are graphical articles accompanied by a short text. As the submitted and the solicited manuscripts, Visual Essays are subject to double blind peer review. "Ardeth" welcomes visual essays for the special section of the magazine that is primarily image-based and specialized in the production of knowledge through images. The visual essay submission has to be composed by an original image-based production and a written text of less than 1,000 words to support images (including endnotes and references). Authors are requested to follow the image submission guidelines carefully (see below).

Commentaries

Commentaries are short contributions (2,000 words maximum) that discuss topics previously introduced in "Ardeth" issues. Such pieces may comment on the general theme or specific contributions of the previous issue, replay to other critical pieces or build on book and conference and exhibition reviews. No images are allowed for this type of contribution. Authors should contact the Editorial Board (*redazione@ardeth.eu*) before submitting manuscripts of this type.

Book Reviews and Other Short Contributions

Book reviews, conference calls, short reports and the like should be sent to the *redazione@ardeth.eu*. These materials will be considered for publication either on-line or in the printed version of the magazine. Length should not exceed 500 words as a general rule, even if the length of comparative pieces (such as combined reviews of two or more books) may be considered on a case-by-case basis.

Review Process

In order to be elegible for publication *submitted manuscripts, solicited manuscripts* and *visual essays* need to undergo the double blind peer review process. It lasts several months, depending upon the availability of expert reviewers, the work submitted and the editorial calendar. Each call for papers will define specific deadlines for papers submission (*roughly 7 months* before the expected publication).

Two designated Editors in cooperation with the Guest Editor will assess the eligibility of the submission for the double blind peer review process. In order to facilitate the process, the main author should provide the following files:

- The *Manuscript file*, submitted as a word document (see below for structure and style guidelines). It should include the following: title of article, abstract, 3 to 5 keywords; main text; references; appendices; acknowledgements (as appropriate).
- A *Title page*, a word document including author name(s), affiliation(s), contact(s), and acknowledgements, should be submitted as a separate document (see Section 2.5 below).
- An *Address page*; a word document confirming email and affiliation (which will be published on the magazine) and containing the physical address to which, after receiving a notification of "ready for printing" at the end of the DBPR process, the complimentary hard copy of the magazine for the authors will be sent upon publication.
- If the submitted article has figures, in addition to them, a *Caption file* (a word document containing the captions of the figures) must be submitted along with the manuscript, the title page and the address page (see Section 3 below).

Author names and any words or phrases that may allow reviewers to infer these names should not appear in the manuscript, its main text, references and appendices. They should only be included in the title page, which has to be submitted separately (see Section 2.5). Authors for whom English and Italian are not their native language are recommended to work alongside a native speaker familiar with the field of research to produce a manuscript that meets an acceptable language standard. Such support should be acknowledged and certified in a separated document. Eventual *professional editing services* are paid for and arranged by the author; the use of one of these services does not guarantee acceptance or preference for publication.

Manuscripts must meet the requirements for word count, image count, and scholarly content to qualify for blind peer review. Manuscripts will also be subject of an antiplagiarism test performed though a professonal software. Manuscripts that do not meet these minimum requirements will be rejected without review. Alternatively, authors will be notified that a magazine Executive Editor has been assigned to handle the peer review process within 2 months after submission deadline.

Reviewers are selected by the Editors. Authors may not suggest reviewers. The list of "Ardeth" reviewers is updated every year. The review process for scholarly manuscripts is *double-blind*: the author's identity will not be revealed to the reviewers; likewise, the reviewers' identities will not be revealed to the author.

Manuscripts accepted for peer review will receive one of the following decisions: accept, accept pending minor revision, accept pending major revision, or reject. Authors will receive comments on the manuscript regardless of the decision. In the event of a split decision, the manuscript may be sent to a third reviewer.

In the event that a manuscript is accepted *pending revision*, the author will be responsible for completing the revisions within the deadlines imposed by the production schedule. If the author is unwilling or unable to revise the manuscript, the manuscript will not be published, and the author may withdraw the manuscript.

The Executive Editor will be responsible for determining if a revised manuscript meets the revisions requested. If the Executive Editor determines that a revised manuscript fails to address the revision requirements, the executive editor may reject the revision or request additional revisions. Once the Executive Editor accepts a revised manuscript, the revision may be sent out for a *second round* of peer review. In the event a manuscript requires a second round of major revisions, the Executive Editor may reject the manuscript.

1. Style and Conventions

Please prepare your manuscript as a Word document using A4 portrait page size and regular margins (top 2.5 cm, bottom 2.5 cm, left 2.5 cm, right 2.5 cm). All text, including tables and figures, should be typed in Cambria typeface. Main text and headings should be in font size 12, while the captions and titles of tables and figures, and the text in them are to be in font 11.

Line spacing should be single. Text should be right and left justified.

Use italics for emphasis, not bold or underlining. Use bullets in the text to break up lists and the like, rather than a), b), c) etc. Use single quotation marks. Dates should be in the form of 'day month year', e.g. 10 May 2015. When using abbreviations or acronyms, spell them out in full on their first use (except for universally known ones such as UK, USA, NATO etc.). Do not use full points within abbreviations or acronyms.

All quotation marks must be double.

In the case of didactic dashes, a long dash should be used, with a space on both sides in order to separate it from the rest of the sentence. In any other case (ranges, routes, etc.) a short dash must be used, without spaces.
The abbraviation of Ibidem must be written "ibid." (without quotation marks, in regular font).

Notes are welcome only if referring to archival documents or to any element that could make the author's argument falsifiable (we strongly advise against bibliographic notes). In case notes are absolutely necessary, their text should be brief and specific; notes will be published as footnotes in the same page of the main text they refer to. The number of a note must be written with an exponent; the number must always be placed after the point and before the other punctuation marks; the number in superscript also follows the quotation marks; in the case of a note within brackets, the superscript number must be placed inside the brackets too.

2. Structure

2.1. Sections and headings

Divide your article into clearly defined sections. Subsections are not allowed. Sections must not be numbered.

Headings should be in italics. If you are writing in english, all words in titles and headings must have uppercase initials except for articles, prepositions and conjunction.

Leave one line of space before each heading.

2.2. Abstract

Your paper should begin with an abstract of about 150 words. Do not include any references in your abstract. It must be submitted for *submitted manuscripts, solicited manuscripts* and *visual essays*.

2.3. Keywords

Three to five keywords should be provided. They should follow the abstract. Keywords will be used to generate metadata for papers' indexing.

2.4. Main text

The main text is to follow the abstract and keywords, presented in sections and subsection.

2.5. Title page

A title page should be prepared and submitted as a separeted file. This should include the title of the article, name(s) of author(s), current affiliation, institutional email address and a clear indication of who the corresponding author is.

3. Figures

Maps, diagrams, charts and photographs should be referred to as 'Figures' and should be numbered in a single sequence in the order in which they are referred to in the paper. Figures must not be more than six. All figures should have brief captions (no more than 50 words for each figure) that should be included in a *Caption file*, a word document sent along with the manuscript (see *Submission Process* section).

Figures should be referenced in the text where you would ideally like them to appear and be supplied digitally as separate files. Figures can be either .jpg or .tiff saved at 300 dpi and with a length of 140 mm on the long axis Line drawings should be .eps files at 1200 dpi and with a length of 140 mm on the long axis. "Ardeth" will be printed in b/w: images should be saved as grayscale.

Avoid grays below 70% of black as they will not be clearly visible when printed.

Authors are responsible for obtaining permission from copyright holders for reproducing any figures used in their articles.

4. Quotations

Quotations in the text of more than 30 or so words should be pulled out of the text and indented, using indents, not tabs. They should have a line space above and below them. Indented quotations should not be put in quotation marks. Italicise only those parts of the quotation that were in italics in the original, unless you specifically want to stress part of a quote, in which case you should add '(emphasis added)' after the quotation.

5. References

"Ardeth" magazine uses the author–date system in references and follows the Harvard referencing style. Please avoid using footnotes wherever possible. However, where their

use is unavoidable, please use superscript numbers within the text corresponding with the number of the relevant footnote.

5.1. End References

The references section should be a continuous alphabetical list. Do not divide the list into different sections (books, reports, newspaper articles etc.). The first letter of the author's name must appear after the surname, separated by a comma. If the author has two (or more) names, the two (or more) initials must be separated by a space.

Where there is more than one reference to the same author, that author's references should appear in chronological order, with references to that author in conjunction with others coming after the last reference to the author alone. If there are multiple authors, they must be separated by a comma.

If the authors are three or more, the reference can be abbreviated by writing "et al." (regular font, no quotation marks) after the first author, without comma.

If the name in the reference is the editor of the publication, you must write "(ed.)" (without quotation marks, in round brackets) after the name, separating the two with a comma. If the editors are two or more, you must write "(eds)" (without quotation marks, in round brackets) at the end of the names, but preceding it by a comma.

If you are referencing an article in a journal or a magazine, monographic or not, the name of the article must be in italics and the name of the magazine between quotation marks in regular font. The two names must be divided only by a comma, without any "in". After that, the year, the number of the issue and the number of the volume must follow, in that particular order.

The referenced page range must be indicated with short dashes. If the referred page number(s) is in latin numerals, they must be reported in lowercase.

Example of a correct list of end references:

Aristotle (1996), *Physics*, trans. R. Waterfield, Oxford, Oxford University Press.
Bredekamp, H. (2004), *Frank Gehry and the Art of Drawing*, in M. Rappolt, V. Robert (eds.), *Gehry Draws*, Cambridge (MA), The MIT Press, pp. 11-29.
Law, J., Hassard, J., (eds), (1999), *Actor-Network Theory and After*, Oxford, Blackwell.
Tafuri, M. (1979), *Main Lines of the Great Theoretical Debate over Architecture and Urban Planning. 1960-1977*, "A+U", n. 1, pp. 142-161.
Venturi, R. (1966), *Complexity and Contradiction in Architecture*, New York, Museum of Modern Art.
Venturi, R. (1998), *Iconography and Electronics upon a Generic Architecture: a View from the Drafting Room*, Cambridge (MA), The MIT Press.
Venturi, R., Scott Brown, D., Izenour, S. (1996 [1972]), *Learning from Las Vegas: The Forgotten Symbolism of Architectural Form*, Cambridge (MA) - London, The MIT Press.
Yaneva, A. (2009a), *The Making of a Building: A Pragmatist Approach to Architecture*, Oxford, Peter Lang AG.
Yaneva, A. (2009b), *Made by the Office for Metropolitan Architecture. An Ethnography of Design*, Rotterdam, 010 Publisher.

5.2. Short References

You must make sure that all the short references which appear in the text are given in full in the references section. Where there is more than one reference to the same author for the same year, they should be listed as 2009a, 2009b, etc.

The short references that appear in the text paragraphs have to be inside round brackets following this structure: (Author, YEAR: pagenumbers). When the book is made by two authors, the names must be separated by a comma: (Author1, Author2, YEAR: pagenumbers). When the authors are three or more the abbreviation et al. must follow the first author name: (Author1 et al., YEAR: pagenumbers). When you want to quote, within the same brackets, two or more references, those references should be separated by semicolon: (Author1, YEAR: pagenumbers; Author2, YEARS2: pagenumbers).

Some examples of short references from the previous list:

(Aristotle, 1996)
(Law, Hassard, 1999)
(Tafuri, 1979: 142-161)
(Venturi et al., 1972)
(Yaneva, 2009a: 87; Yaneva, 2009b: 32-33)

5.3. Referencing online resources

Online resources can be referenced using the above mentioned principles, but with some small difference. If you want to reference an article from an online journal/ webzine, you must write Online between square brackets right after the title of the magazine; at the end of the reference you need to write "Available at:" (without quotations mark) followed by the link to the resource (no shortner are allowed); after that, between square brackets, the last access date. An example:

Stouhi, D. (2018), *45 Construction Terms & Concepts All Architects Should Know*, "ArchDaily" [Online]. Available at: www.archdaily.com/898221/45-construction-terms-and-concepts-all-architects-should-know [Accessed 19 July 2018].

If you want to reference a site, you need to replace the name of the author with that of the website, and the name of the reference title with the title of the specific webpage you are addressing to:

Thisthingcalledtheory (2015), *This Thing Called Theory / AHRA 2015* [Online]. Available at: http://www.thisthingcalledtheory.com [Accessed: 1 July 2018].

If you want to reference an online video, you need to replace the name of the author with the screen name of the uploader and add Online Video ,between square brackets, after the title of the video:

AA School of Architecture (2018), *'This Thing Called Theory': Double Crossing* [Online Video]. Available at: www.aaschool.ac.uk/VIDEO/lecture.php?ID=3875 [Accessed: 1 July 2018].