

## **Contributor Guidelines**

Kerb, Journal of Landscape Architecture, welcomes and indeed relies upon contributions from students, professionals and educators with an interest in furthering the discourse of landscape architecture in Australia. To assist Kerb publishing your material we would appreciate you following the 'Contributor Guidelines'.

## **Contribution Content**

The submissions may be one of the following categories: studio profile, built space critique, book review, article, event, debate, discussion, interview, design competition, feature of in-depth analysis, design projects and critiques, research, written and photographic submissions, digital animations or film.

## **Refereed Research Articles**

Each issue of kerb endeavours to include refereed research articles. Practitioners and researchers are invited to submit articles for confidential and anonymous refereeing. The preferred length is between 500-2500 words, and the Harvard system of referencing should be used. Authors will receive the referee's decision as soon as possible after (re) submission.

## **Submission Requirements**

The submission must consist of a hard copy and a digital copy via email or usb and any accompanying artwork formatted as outlined below. Handwritten work shall not be accepted. All submissions should include a fifty word brief including the author's name, address and telephone, fax, email and biographical information.

## **Format of Work on Disk**

All contributions must be submitted on usb. Text should be double spaced and as far as possible unformatted, without extra spaces, carriage returns, tabs or font manipulation other than bold or italic specified text. It is preferred that all text is saved as a current Microsoft Word program file.

## **Artwork Submissions**

All images should be submitted as high quality scans at 300 dpi and in tiff or eps format. All illustrations should be numbered, with corresponding captions. Contributors should acknowledge any associates, illustrators or photographers who have assisted them. It is also the responsibility of contributors to have confirmed the consent to publish material and include consent with the artwork. Contributors are advised not to submit original artwork - artwork will not be returned.

## **Style Guide School of Architecture + Design Publications General Guidelines**

Once a publication proposal has been accepted by the Research Committee it is the editor/author's responsibility to provide a manuscript that is consistent in spelling and style. Where an editor is submitting the work of several writers, the editor should make available to those authors a copy of this style guide so they can submit their work according to the style required of RMIT School of Architecture + Design Publications.

It is the editor's responsibility to make sure those guidelines have been followed before submitting the manuscript to Publications. It is the editor's responsibility to obtain copyright for copyrighted material or to ensure that this has been done by contributors. Sign-offs for all text and images used, giving permission to publish in print and on the web, are required.

All illustrations, quotations and so on must be acknowledged appropriately. All written material is required at the stage of first submission. It is required digitally in a double-spaced format. Keep settings as simple as possible so the text can easily be reset to the style of the publications' templates.

## Style Guidelines

- Use single quotation marks throughout. For extended quotations of 50 words or more, indent material and omit quotation marks.
- Quotation marks should go inside the full point or comma if there is further authorial comment.
- Endnote numbers should go outside the comma or full point.
- Use endnotes (see style below), not footnotes.
- Use round brackets throughout, except to indicate inserted authorial information within quotations.
- Make sure there is only one space between words and sentences.
- Style must be consistent; use The Macquarie Dictionary if in doubt about spelling. Use the dictionary to check hyphenation.
- Use 'ise', not 'ize'.
- Spell out numerals up to ninety-nine.
- Use 1990-92, not 1990-2.
- In numbers of four digits no comma is required; use a comma for more than four digits: 1967;123,678.
- Use 'per cent' in the text and % in tables etc.
- References in endnotes should take the following form:  
*Joan Copjec, Supposing the Subject, London: Verso, 1994, 36.*  
*Antonia Soulez, 'Model and structure in psychoanalysis', Analysis 8, 1998, 87-97.*  
(Note that books take upper-case, articles take lower-case.)
- Please take care to be consistent with endnotes. Give full details for endnotes. (References/Bibliographies have a slightly different style from endnotes)
- The author's family name comes first:  
*Arnheim, R, the Dynamics of Architectural Form, Berkeley: University of California Press, 1977.*
- Thesis titles and exhibition titles do not take italics; use capital letters.
- Use lower-case for cultural movements such as 'postmodernism', 'structuralism',  
Specific art/architectural movements take upper-case: Expressionist, Art Nouveau, etc.
- 1960s, not Sixties.
- Twentieth century, not 20th century.
- Specific architectural references such as Bruck house, take lower-case for 'house' etc.
- Minimal use of italics in the text is essential.
- Postgraduate, not post-graduate.
- Prerequisite, not pre-requisite, but co-requisite and post-requisite.
- Carry out a spell check. References within RMIT University.
- Minimal capitalisation is preferable.  
Use lower-case for people's positions: the chairman of the Research Committee, the editor of Kerb.
- Faculties, schools etc are capitalised.
- The name of a specific unit or department is capitalised.
- Capitalise proper course titles: Architecture Design 2.
- Capitalise degrees: Doctor of Philosophy, Bachelor of Design.
- For publications such as the Handbook, use numerals for 1 to 9, then spell out.
- Spell out first year, third year, not 1st year, 3rd year.
- Further guidelines can be found in the Style Manual:  
**For Authors, Editors and Printers, 6th ed., John Wiley & Sons Australia, Ltd, 2002.**