BUILDINGS & LANDSCAPES:
Journal of the Vernacular Architecture Forum

Guidelines for Authors

I. **Content of the Journal**

The editors of *Buildings & Landscapes* invite submission of research articles and letters to the editor, as well as essays for the journal's Viewpoints, Object Lessons, and Research Notes sections. The editors will also consider proposals for special issues that would include material
equivalent to a full volume. The review editor solicits reviews. Specific instructions for each type of submission are detailed below.

Upon submission, both editors will review each manuscript and will send it for double blind peer review if deemed suitable for publication in *Buildings & Landscapes*. Reviewers are asked to comment on originality of concept; methodology and sources; argument and use of evidence, including illustrations; illustration program; elegance of style and clarity of organization; contribution to vernacular architecture and cultural landscape studies; and appropriateness for the journal.

Initial submissions should be complete articles in an MS Word file, which include bibliographic endnotes conforming to the guidelines below (and *The Chicago Manual of Style*, vol. 17) along with low-resolution copies of illustrations arranged in a separate PDF or PowerPoint file. Captions and sources for images should be provided in a separate Word document. Please do not insert images into the text or send individual images. Keep in mind that *B&L* publishes full color illustrations.

In all cases, contributors should submit manuscripts not previously published in print or electronic media; manuscripts need not be based on material presented at a VAF annual meeting. After an article or review has been accepted for publication, each author is expected to review the copyedited manuscript and to proofread the page proof, including for illustration and caption placement. Both of the journal coeditors review all essays in all stages of production; the review editor does the same for reviews in coordination with the coeditors.

Research Articles, Viewpoints, Object Lessons, Research Notes, and Letters should be sent by email to both editors of the journal:
- Lydia Mattice Brandt, Professor, University of South Carolina, lbrandt.usc@gmail.com
- Michael J. Chiarappa, Professor, Washington College, mchiarappa2@washcoll.edu
- Margaret Grubiak, Associate Professor, Villanova University, margaret.grubiak@villanova.edu

Reviews of books and other media, once arranged, should be sent by email to the review editors:

- Amanda C. Roth Clark, Whitworth University, amandaclark@whitworth.edu

Research Articles

The editors encourage submission of scholarly articles that integrate fieldwork and archival/primary source research into an original argument about the history of everyday buildings and/or landscapes. The editors particularly welcome submission of articles on topics related to the study of North American vernacular architecture or which otherwise broaden the context of North American architecture and cultural landscapes. Authors are urged to draw linkages between the physical aspects of the built environment they study and the people who create, consume, use, and inhabit it. If an author is unsure about a manuscript's fit for the journal, they are encouraged to contact the editors in advance of a formal submission.

Articles should engage secondary sources (including theory) and be illustrated with photographs, drawings, maps, and / or other types of images. Manuscripts should be approximately 25 pages of typed, double-spaced text (with endnotes additional) and have 15-20 illustrations (maximum 20).

Viewpoints

Many volumes open with a Viewpoint essay, which are geared toward provoking conversation about the interpretation, representation, and preservation of vernacular architecture and cultural landscapes. This series is intended to keep us thinking about *why* we do what we do.

Viewpoint essays are published at the discretion of the editors and may or may not be sent for peer review, depending on the subject matter, editorial expertise, and author needs. Viewpoint essays are customarily illustrated with no more than 10 images.

Object Lessons

Object Lessons address how we engage others by highlighting places that have a distinct public history component or preservation or public engagement story. Topics have included a building at Colonial Williamsburg that was recreated as an interpreted craft shop then demolished and rebuilt after new information surfaced; a public artwork erected at a public housing complex in New York City to create a shared, lived environment celebrating Antonio Gramsci and his ideals; and the contested efforts to

preserve the Freedom Tower in Miami as a landmark memorializing the Cuban American experience.

Object Lessons are shorter than research essays, in the range of 10-20 pages. They may be accompanied by up to 10 images. Object Lessons may or may not be subject to peer review depending on the subject matter, editorial expertise, and author needs.

Research Notes

The editors will consider for publication an author's investigation of an extraordinary primary document(s) or fieldwork example(s) that has potential to add significantly to our field. The Research Notes series is intended to complement the Viewpoint series by helping us think about *how* we do what we do. Like the Viewpoint essay, Research Notes are published at the discretion of the editors; manuscripts may or may not be sent for peer review depending on the subject matter, editorial expertise, and author needs; and they are customarily illustrated with up to 10 images.

Reviews of Books, Exhibitions, and Other Media

Reviews are solicited by the review editor. In their reviews, authors should include not just a description of the work reviewed but a critical assessment that draws upon the reviewer's expertise and, where applicable, own research. The length of a review will be determined by the editor, but generally will be 1,500 to 1,750 words. See special instructions for book and media reviews below.

Letters to the Editors

Buildings & Landscapes welcomes letters to the editors. Please send letters directly to both editors. Letters addressing articles that have appeared in the journal may be forwarded to the article's author for a response.

II. **Manuscript Preparation Guide**

All submissions to the journal must be provided electronically in MS Word. *Buildings & Landscapes* uses *The Chicago Manual of Style*, 17th edition (2017), as its primary style guide, as does the University of Minnesota Press, publisher of the journal. The formatting guidelines provided here are abbreviated; for questions about formatting and style not addressed below, please refer to *The Chicago Manual of Style*.

Buildings & Landscapes is published in two formats: a print edition and a digital edition (hosted by JSTOR, EBSCOhost, and ProjectMUSE). Color illustrations will be printed in both the digital and print formats. For the digital edition, authors may choose to supplement illustrations and other evidence referenced in the print edition. The possibilities include videos, three-dimensional renderings, large-scale maps, audio files, and data sets. For more information, contact the editors or refer to the special guidelines for the digital edition of *B&L*.

Formatting the Manuscript

1. All manuscripts should be formatted as plain and uniform text: Set the entire piece in Times New Roman, at a point size of 12, double-spaced. If any special characters are not available in this font, please alert the editors.

2. Margins should be 1 inch on all sides; header and footer margins should be ½ inch on the top and bottom. Do not use the word processor's hyphenation or justification features. Text should be aligned left.

3. The first paragraph of text should remain flush left, as should the first paragraph below each level-1 heading. Indent all subsequent paragraphs ½ inch using the tab key.

4. Pages are to be numbered consecutively throughout, with endnotes and captions (including illustration credits) on separate pages following the text. Illustrations, captions, and credits should be submitted in a separate document from the article text.

5. Words or phrases that should appear *italicized* in the printed journal should be underlined in your manuscript.

6. Organize headings logically and consistently. Underline level-1 headings and *italicize level- 2 headings*; do not number headings; and leave a blank space above and below each one. Please consider wording carefully as headings will be "live" in the digital edition of the journal. The editors recognize the need for headings, but at the same time strongly encourage authors to pursue a narrative style that minimizes their necessity.

7. Quotations of more than four lines must be set off from the rest of the text as extracts or block quotes without quotation marks. Indent all lines one inch on the left side only, using the indent feature of your word processing program. Block quotes should be double spaced like the remainder of the text.

8. Digitize non-round numbers larger than 100; do not use digits at sentence

opening. Consult *The Chicago Manual of Style* for specific guidelines. For example: three hundred, three million; 1951–52; 40 percent; twentieth century; fifteen feet by forty feet; 124 feet x 142 feet; forty dollars, $251, $13 million.

9. "Black," "White," and "Indigenous" are capitalized when used in regards to race or ethnicity.

10. Italicize (therefore underline in the manuscript) foreign terms at first use; use Roman (i.e. no added style) type thereafter.

11. At the initial submission: Provide the title, subtitle, author's name, and institutional affiliation or place of residence only on the first page of the manuscript. Omit author information on the second and subsequent pages (including footnotes). This is necessary for the double-blind peer review process.

12. Abstracts and bios: For research articles, include a short abstract (no more than 200 words); for all articles include a brief author bio (no more than 50 words) at the end of the text.

13. Supplemental digital material: If included, please note at the end of the manuscript.

Special Instructions for Reviews of Books, Exhibitions, and Other Media

Book reviews require a specific heading, organized in block format as in this example. Reviews of exhibitions and works in other media should include a header with similar information, such as curator.

> Cary Carson and Carl R. Lounsbury, editors
> The Chesapeake House: Architectural Investigation by Colonial Williamsburg
> Chapel Hill: The University of North Carolina Press in association with the Colonial Williamsburg Foundation, 2013.
> xiii + 471 pages, 350 black-and-white and color illustrations.
> ISBN: 978-0-8078-3577-7, $63.00 HB
> ISBN: 978-0-8078-3811-2, $29.99 EB
> Review by Kathryn E. Wilson

Following the review, reviewers should include a biographical statement of no more than 50 words highlighting the reviewer's credentials.

Regarding references in book reviews:
1. Authors should only use citations when quoting directly from the text under review. Authors do not need citations if paraphrasing the text under review.

2. Direct quotes should be handled as follows: This is "a great quote" (3). Note that the page number (in parenthesis) goes outside of quotation marks at the end of the sentence in which the text is quoted (never in the middle of a sentence).

3. References to texts other than that under review should be made in endnotes, following *The Chicago Manual of Style* guidelines.

Endnotes

1. *Buildings & Landscapes* uses bibliographic endnotes for citations. All notes must be endnotes (not footnotes at the bottom of manuscript pages) and should be embedded within the article text using the word processor's note-insertion feature. The editors prefer that superscript note numbers be placed at the ends of sentences rather than grouping multiple citations at the end of paragraphs; the notes should be double-spaced.

2. Provide complete bibliographic information for a work the first time it is cited. Short form or abbreviated citations are used thereafter. When citing a Web-based source, be sure to indicate URL. The access date is not included.

3. Take care to format citations correctly. Follow *The Chicago Manual of Style* and the practices of this journal. Sample styles are attached.

Illustrations: References and Format

Buildings & Landscapes runs in-line, color illustrations, placing them near to the part of the text in which they are referenced.

The journal respects the intellectual property rights of the creators of visual images. In selecting illustrations for initial submission, keep in mind that, if accepted, permission for use will be required. Permissions must allow for non-exclusive publication and selling rights throughout the world in all languages and in all editions, including reprints. Permission must be extended to cover any version or rendition arising out of or based upon digital, electronic, computer-based, or any similar technology now known or hereafter developed.

Initial submission: Place figure references, in parentheses, at the end of the sentence in which the image is first discussed, e.g. (Figure 1). Do not use "see" unless referring to an illustration previously referenced. Submit images as a PowerPoint or PDF file with the initial submission. Include working drafts of captions and credits. *Do not send original artwork or individual image files and do not secure permissions at this time*.

Final approved manuscript: For final illustrations, *Buildings & Landscapes* accepts digital files submitted via Dropbox (see below) and original artwork. The author must supply all artwork to the editors. Authors must obtain permission to reproduce illustrations when necessary and pay copyright fees and other costs. Include a copy of the written permission for each illustration with the final approved manuscript. For original artwork, each item should be labeled with the author's last name and the figure number, with the top of the image indicated. Original artwork will be returned. If additional help is needed in paying for images, please contact the editors.

Maintain figure references in the text and insert figure callouts, bracketed, in bold type, in all caps, and centered on the page. Leave one line space above and below the callout and place it after the paragraph in which the illustration is described. The callout indicates approximately where the illustration should be placed in the final print version.

[INSERT FIGURE 2 NEAR HERE]

The University of Minnesota Press accepts illustrations in electronic form *only* if the following specifications are met:

1. Digital photographs should be submitted in the following commonly used file formats: TIFF (no compression), JPEG, PSD (Photoshop document), and PDF. If the image comes from a technically reliable source, such as a museum or stock image agency, the format that is supplied will be acceptable.

2. The minimum size for digital photographs is 5 inches wide with a resolution of 300 ppi (1500 total pixels wide). Higher resolution images are accepted and strongly preferred. If an image does not meet these minimum specifications, it cannot be included in the publication.

3. Do not embed digital images in the approved manuscript. Submit each illustration as a separate file.

4. The preferred format for line art, such as maps and diagrams, is Adobe Illustrator EPS, although acceptable formats are TIFF, EPS, PDF, and BMP. Digital line art created by means of spreadsheet software, such as Microsoft Excel or drawing functions in word processing programs, is generally not acceptable, unless converted to PDF or Illustrator EPS.

5. Digital line art created through GIS and CAD poses special problems. Such files must be converted to PDF or Illustrator EPS. Please be aware that fine lines often disappear and
converted files are not editable. If edits are required, you may be asked to provide corrected art.

6. Digital line art requires higher resolution for good reproduction and if submitted as a TIFF or BMP must be at least 4-1/2 inches wide at 600 ppi (1200 ppi is preferred). Be sure the labels and other lettering are large enough in the original to be legible after reproduction.

7. The use of captured or "grabbed" cinema stills, web pages, and other information from a computer monitor is discouraged. If you foresee the need for captured images, ask a skilled technician for help. The captured image must be at least 12½ inches wide at 72 ppi.

8. Each illustration file must be named with the author's last name and the same figure number used in the text and the caption list, i.e. SmithFIG2.

Illustrations: Captions, Credits and Size (print edition)
Authors should prepare and submit a separate Word doc with the captions for their article.

1. Captions should be brief but identify what the illustration is and why it is important. A reader should not have to rely on the text to understand what an illustration is about. Captions should also include the source to be credited along with any additional information requested by the provider or creator of the illustration. Please pay particular attention to the exact credit line requested by the copyright holder. Photographs or other images produced by the author should include the author's full name in the credit line.

The order of information should be as in these examples:

a) Figure 1. Highway sign announcing Parlier, California to passing motorists, 2007. Photograph by William Littmann.
b) Figure 2. Site plan of the Erie Basin. Detail taken from Belcher Hyde Miniature Atlas of the Borough of Brooklyn, 1912. Courtesy of Brooklyn Public Library -- Brooklyn Collection.
c) With the final approved manuscript, submit a separate figure list in numerical order, set in Times New Roman font, at a point size of 12, double-spaced, with captions (including credits) for all illustrations in your manuscript. Do not embed captions in the body of the text, write them on artwork, or add them to digital illustration files.

2. The press asks authors to indicate preferred sizes for illustrations although it may not be able to honor each request due to space limitations: (large (~5.75–7.25" wide), medium (~4.5" wide), small (~2.75" wide). The editors will share preferences with the press. Be sure to indicate clearly any special instructions for

sizing, cropping, and placement. Examples of these sizes in the journal's layout [are available here](#).

Supplemental Digital Material: Illustrations, References, Format, Captions, Credits, Size, Permissions

Please ask editors for guidance.

Sample Endnotes

The following are provided as examples. See *The Chicago Manual of Style*, 17th edition, for additional guidance:

1. James Deetz, In Small Things Forgotten: The Archaeology of Early American Life (New York: Anchor Books, 1977).

    a. Short cite: Deetz, In Small Things Forgotten, 27.

2. Phil Hubbard, Rob Kitchin, and Gill Valentine, eds., Key Thinkers on Space and Place (Thousand Oaks, Calif.: Sage, 2004), 3.

    a. Short cite: Hubbard, Kitchin, and Valentine, eds., Key Thinkers, 5.

3. Lizabeth A Cohen, "Embellishing a Life of Labor: An Interpretation of the Material Culture of American Working-Class Homes, 1885–1915," in Common Places: Readings in American Vernacular Architecture, ed. Dell Upton and John Michael Vlach, (Athens: University of Georgia Press, 1986), 261–78.

    a. Short cite: Cohen, "Embellishing a Life of Labor," 265.
    b. If multiple articles are cited from the same edited collection, it is permitted to abbreviate the reference to the collection after the first mention.

4. Philippe Ariès, Centuries of Childhood: A Social History of Family Life, trans. Robert Baldick (New York: Vintage Books, 1962), 62.

    a. Short cite: Ariès, Centuries of Childhood, 71.

5. Abigail A. Van Slyck, "Kitchen Technologies and Mealtime Rituals: Interpreting the Food Axis at American Summer Camps, 1890–1950," Technology and Culture 43, no. 4 (October 2002): 668–92.

a. Short cite: Van Slyck, "Kitchen Technologies and Mealtime Rituals," 688.

6. "Trunk Lines in Brooklyn," <u>Brooklyn Eagle,</u> November 11, 1896, 14.

   a. Short cite: "Trunk Lines," <u>Eagle,</u> 14.

7. Susan Brizzolara Wojcik, <u>Iron Hill School: An African-American One-Room School</u> (U.S. National Park Service, National Register of Historic Places, 2002), available from www.cr.nps.gov/nr/twhp/wwwlps/lessons/58iron/58iron.htm.
   a. Short cite: Wojcik, <u>Iron Hill School.</u>
   b. *<u>Please note: Minnesota does not want accessed dates with website citations.</u>*

8. William Radford, <u>Architectural Details for Every Type of Building </u>(1921; rpt., New York: Dover, 2002), 38.

   a. Short cite: Radford, <u>Architectural Details, </u>38.

When citing *Perspectives in Vernacular Architecture*, please differentiate between the anthology and the journal, i.e.:

1. *Anthology*: Mark R. Wenger, "The Central Passage in Virginia: Evolution of an Eighteenth- Century Living Space," in <u>Perspectives in Vernacular Architecture, II,</u> ed. Camille Wells, (Columbia: University of Missouri Press, 1986), 137–49.

2. *Journal*: Thomas Hubka and Judith T. Kenny, "Examining the American Dream: Housing Standards and the Emergence of a National Housing Culture, 1900–1930," <u>Perspectives in Vernacular Architecture </u>13, no. 1 (2006): 49–69.

In addition, keep the following points in mind:

Do not use "ibid." in the notes; use short citations instead. Do not insert "p." or "pp." before page numbers; indicate the range like this: 100–13.

For periodicals and journals, issue numbers, month, or season, as well as year must be supplied so that the reader will be able to locate the sources readily. If citing a quarterly journal, the season (Winter) is placed in parenthesis and uppercased.

Abbreviate the state name using the "old" format: Calif., Ohio, Mass., N.C., etc. If the place of publication is a major city in the United States—New York, Chicago, Los Angeles, San Francisco, Boston, and the like—the state name need not be given. Also omit the state name if it appears in the name of the publisher, as is the case with many university presses.

When listing citations in an explanatory footnote, separate the last two entries with the word "and." For example:

> [1] For more on this topic, see Patricia Mooney-Melvin, "West Ridge," in *The Electronic Encyclopedia of Chicago,* Chicago Historical Society, 2005, http://www.encyclopedia.chicagohistory.org/pages/1341.html; and John C. Hudson, "Topography," in *The Electronic Encyclopedia of Chicago,* Chicago Historical Society, 2005, http://www.encyclopedia.chicagohistory.org/pages/1260.html.

Citations including data prepared in the **Social Explorer** data visualization platform:
1. Population figures for the U.S. Census for 1800, 1810, and 1820, Burke County, Georgia, prepared by Social Explorer, https://www.socialexplorer.com.
2. "U.S. Census Bureau, Black Residents, 1940 vs. 1950," prepared by Social Explorer, https://www.socialexplorer.com.

Queries

If you have any questions about the format an article should take for submission, or if you wish guidance as to whether a subject might be appropriate for *Buildings & Landscapes*, please write directly to the editors.