General Description

The *Journal of Architectural Education (JAE)* has been the primary venue for research and commentary on architectural education since it was founded in 1947, making it the oldest continuing operating journal of its kind. Faculty members at ACSA full-member programs, affiliate members, and supporting members, receive print copies of the journal as part of their membership. The journal is available online through a live link from the ACSA website. ACSA members may access issues directly. Libraries, individuals, and organizations interested in subscribing may do so through Taylor and Francis.

The Association of Collegiate School of Architecture (ACSA) through Taylor and Francis publishes the *JAE*. The journal is published biannually (October and March) to coincide with ACSA’s regional and national annual conferences. The *JAE* is continually working to increase publishing opportunities and expanded services to our academic and professional community of design professionals through a substantially expanded web-based platform.

A member of the Committee on Publication Ethics (COPE), the JAE endorses its “Best Practices” as do its publishers. By submitting one's work for review and publication, all authors attest to, and agree to abide by, the COPE code of ethical conduct.

If you have questions about the format of a submission or you wish guidance as to whether a subject is appropriate for JAE, please write directly to the Executive Editor.

ACSA is a non-profit 501(c)3 corporation governed by an elected Board of Directors.

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Submission Types

The *Journal of Architectural Education (JAE)* accepts manuscripts in two submission types; Peer Reviewed Manuscripts and Solicited Manuscripts.

**Peer Reviewed Manuscripts**
To submit a manuscript for peer-review, visit the [JAE manuscript management site](http://example.com). Please do not email manuscripts to the editors.

**Scholarship of Design**
Manuscripts are primarily text based and roughly 7,000 words (including endnotes). Essays should be grounded in relevant discourse, offer an original position, and be supported by appropriate visual and textual secondary sources.

**Design as Scholarship**
Manuscripts are primarily image based and roughly 1,500 words (including endnotes). Essays are typically project-based and the author of these essays is the author of the subject of the essays. Please limit image count to 20.

**Micro-Narratives**
Manuscripts are no longer than 1,500 words (including endnotes). Essays examine material proto-histories of those things that continue to fly beneath the disciplinary radar, but without which, architectural practice would be lost. These narratives can be actual accounts of architectural manufacture, or plausible fictions with heuristic potential for future disciplinary creation.

**Solicited Manuscripts**
Solicited manuscripts are sent directly to the editors. Un-solicited essays are accepted but please consult with the Executive Editor before submitting manuscripts of this type. Authors are free to express their own opinions. Editors retain normal editorial responsibilities, including the right of rejection.

**Opinion Essays**
Manuscripts are typically 800 words (including endnotes).

**Translations**
Original translations of primary source materials vary in length.

**Interviews**
Original interviews vary in length.

**Reviews (print)**
Print reviews of single books, events, or exhibitions are typically 900 words. Reviews of multiple books, events, or exhibitions do not exceed 1,500 words.

**Reviews (online)**
Online reviews do not exceed 1,500 words and include links, video, and other media. Online reviews may include books, exhibitions, events, buildings, software, or other.
Submission Process

- The editorial review process lasts roughly 4 months, depending upon the availability of expert reviewers, the number of reviews required, and the JAE editorial calendar.
- Manuscripts must meet the requirements for word count, image count, and scholarly content to qualify for blind peer review. Manuscripts that do not meet these minimum requirements will be rejected without review.
- Reviewers are selected by the editors of the JAE. Authors may not suggest reviewers.
- 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 will receive one of the following decisions: accept, accept pending major revision, accept pending minor 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.
- Manuscripts accepted for peer review will be reviewed by two scholars with expertise relevant to the scholarship included in the manuscript. The Executive Editor will make final decision on all manuscripts, based on the findings of the reviewer and in consultation with the editorial staff. If the Executive Editor has a conflict of interest regarding a manuscript, an Associate Editor will make the final decision.
- 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, at his or her discretion, may reject the manuscript.
Submission Guidelines

Please review the submission guidelines below, prior to submitting your manuscript to the JAE. Submissions that do not follow all guidelines will not be forwarded for peer-review.

Author Qualifications

- The first author of the manuscript must be a faculty member (part or full-time) at the college or university level, or a PhD candidate in architecture or allied discipline.
- Students in undergraduate, professional or post-professional degree programs may submit articles if they are listed as a second co-author only.

Manuscript Content

- The manuscript must be written in standard (US) English.
- It should include original scholarship significant to the field, conducted by the authors.
- It should include references, citations, and footnotes as appropriate to the article.
- It should be formatted appropriately as work of scholarship.

Publication History

- Previously published articles are not accepted. Manuscripts published in full in conference proceedings are considered previous publications.
- Manuscripts may contain passages from previously published articles (not to exceed 30%) and the submitted manuscript must have a unique title, abstract, and conclusion. The previous publication should be cited in the endnotes and acknowledgements.
- Simultaneous submissions are not accepted.

Copyright Permissions

- Copyright permission is not required for initial submission.
- Authors must obtain copyright permissions only upon acceptance for publication.

Ethical Considerations

- Authors must reveal any conflicts of interest as part of their manuscript submission.
- Authors must cite all information from others, as appropriate.
- Authors must include the names of all co-authors.
- As a member of the Committee on Publication Ethics (COPE), the JAE endorses its "Best Practices," as do the publishers of the JAE. By submitting one's work for review and publication, all authors attest to, and agree to abide by, the COPE code of ethical conduct.
- Any manuscript that includes research on human subjects, including students, must observe the relevant guidelines and procedures as dictated by the author’s institution and the laws and regulations of the subject’s location.
Peer Review Manuscript Submission

To submit a manuscript for peer-review, visit the JAE manuscript management site.

Required Files

All text files should be submitted as a word document (.doc or .docx).
Please use a 12-point font with seraphs (Times New Roman, for example).

Manuscript Text [Surname_essay]
Include an abstract (not to exceed 100 words), text of article, captions, and endnotes. List captions at the end of the document, prior to endnotes. Use the endnote function in word. Exclude any information that identifies the author’s name or institution.

Title page [Surname_title]
Include manuscript title, author name(s), institutional affiliation(s), email address, telephone number, and other contact instructions if necessary.

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Include 75-100 word biographic information of each author.

Copyright Form [Surname_copyright]
Complete, sign, date and rescan copyright form (provided in this document) as a .pdf.

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Figures can be either .jpg or .tiff scanned at 300 ppi and not to exceed 10” on the long axis.
Line drawings should be .eps files at 1200 ppi and not to exceed 10” on the long axis.
Color images should be saved as RGB; B/W images should be saved as grayscale.

Please avoid using scans from books or other publications as this may result in lower quality scans and/or moiré patterns. For additional information regarding the preparation of digital images, including line art, please see this Penn State Press website.
Production Calendar

There are two issues in each volume year. The production calendar is as follows:

Paper Submission: February 01 / August 01

Peer-reviews due: 6 weeks

Decisions to Authors: 1 week

Revised Manuscripts: 4 weeks

Proof to ACSA: 2 weeks

Proof to Copyeditor: 3 weeks

Corrections due from Authors: 1 week

AE Proof: 2 weeks

EE Final Proof: 1 week

Final Proof to Print: 6 weeks
Style Guidelines

The Journal of Architectural Education follows The Chicago Manual of Style (CMS), currently in its 16th edition for most editorial guidelines. Clarifications or departures from CMS are included below. When alternative styles are given for humanistic and statistical/scientific copy, the JAE follows the humanistic style. This includes the “documentary-note” style for treating citations. For spelling and treatment of foreign words, the JAE follows the Merriam-Webster dictionary.

Capitalization

In titles or headings, do not capitalize articles (a, an, the) and prepositions fewer than 5 letters (e.g., with).

Illustrations and Captions

All illustrations, including images, photographs, line drawings, and tables, must include a caption and must be cited in the text of the article.

Citations to figures in the text happen within a sentence, if not constructed as part of a sentence, the citation comes in parentheses at the end of the sentence and before the period. The word figure is capitalized and the text cites the figure using a cardinal number.

For the purpose of this game we have simply invented a riverbank site that is largely vacant at the start (Figure 1).

Captions are intended to briefly describe an illustration and provide a source credit. They should not include bibliographic information, which should instead be included in a note.

The text for all captions should be prepared at the end of the manuscript, preceding the endnotes section. The text for each caption should include the word figure and its number in boldface. The order of information is: figure number, designer (if known), name of the building or object, location, date, brief description (if necessary), and source (using the wording prescribed by the copyright holder, if necessary). Subsequent references may be shorter than the first one.

Images and photographs from projects.
Figure 3. University of Minnesota students experiment in a “Materials as Probes” workshop. (Image © KieranTimberlake.)

Figure 10. Al-Sawaber complex with façade alterations. (Photograph by author.)

Works of art or studies from art works.
Figure 3. Nic Clear, Game with Vestiges: After Ballard Triptych (2009).
Image Guidelines and Permissions

Image permissions are not required until an essay is accepted for publication.

ACSA requires that authors clear rights to images for reproduction in the JAE. You may need to obtain both a loan permission from an image lender (e.g., a museum or a photo bank such as Art Resource or Corbis) and a copyright permission from the rights holder for the work (e.g., an artist, artist’s estate, or agent such as the Artists Rights Society).

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You should begin to request pictures and permissions as early as possible. Some sources are slow to respond to requests. You can find a Sample Permission Request for Illustrations and/or Cover Art at the end of this document.

- Do the necessary research. Find out who handles permissions for a given artist, artwork, or museum. If you need help understanding this process, contact the editor. For example, the image permissions for the Réunion des Musées Nationaux in France are handled in the U.S. by Art Resource in New York. Many 20th-century artists and artists’ estates are handled by the Artists Rights Society in New York. Image rights holders may be listed in a credits section in a book that reproduces the work. Museums and archives may also supply such information.
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- Scope of rights: request world English-language rights. (The JAE is sent to libraries and other member organizations and individuals overseas.)
- Request online/digital permission as well. Some lenders are uncomfortable granting permission for online use. You can explain to them that The Journal of the Society of Architectural Historians is archived permanently in JSTOR and other digital archives.
- As a scholar publishing in a nonprofit academic journal, you can and should negotiate fees.
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This site offers more specific information.

This document adapted with thanks from the guidelines prepared by the Society of Architectural
Historians. 08/01/14
Endnotes Format

Endnotes should be formatted according to the rules set out in The Chicago Manual of Style.

**Book**
Author [or editor], Title (city of publication [include state or country if not commonly known]: publisher, date of publication): page numbers.


**Journal Article**
Author, "Title of article," Journal Title volume no., issue no. (month and year of publication): page numbers.


**Essay in a Collection**
Author, “Title of Article,” in Title of Collection, ed. Name of Editor(s) (city: publisher, date), page numbers.


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Provide all of the relevant information mentioned above for the media type (books, articles, etc.). Also provide the complete URL and date accessed.

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Once the manuscript has been published, there are two publication options available. It is your choice whether you take the Standard or Open Select (Gold OA) publication route. The Standard publication route is the default choice.

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Your paper will be published in the journal and online (viewable for subscribers and licensed institutions across the world). You will also receive a link via email, which you can send to 50 colleagues, who will be able to download the paper free of charge. After the publisher embargo period you can deposit the Accepted Manuscript into an institutional or subject repository.

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