Guidelines for Authors Submitting to *JSAH* and *JSAH* Online

Contents:

For a list of current editors, please visit the *JSAH* page of the SAH website.

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Society of Architectural Historians

Guidelines for Authors Submitting to *JSAH* and *JSAH Online*

Notes to Contributors of Articles

In General

The *JSAH* is a blind-peer reviewed international journal devoted to all aspects of the history of the built environment and spatial practice, including architecture, landscape architecture, urbanism, and city planning. Published since 1941, the *JSAH* has defined the field of architectural history, and is a pioneer in digital publication. We seek articles that are historically rigorous, conceptually sophisticated, and theoretically innovative. Our scope is global.

Articles should not have been published previously and should demonstrate a full command of the scholarly literature and available archival and field sources. They should proceed beyond the presentation of these materials to make original interpretations and draw new conclusions. Articles should be limited to 8,000 words of text, plus notes and captions not exceeding 5,000 words, and twenty illustrations. Articles not exceeding 12,000 words total are preferred.

The *JSAH* publishes two editions, on paper and online. The text content of the two editions is the same, but the online edition supports video and audio functions.

Manuscript Submission

Manuscript submissions and subsequent correspondence between authors and the *JSAH* are supported by the *JSAH* ScholarOne Manuscripts website (http://mc.manuscriptcentral.com/ucpress-jsah). Go to the website and you will be given the opportunity to create your own password protected account, which you will use to upload the manuscript that you wish to propose for publication. The website will direct you how to upload the files that are described below. A user's guide for authors is available at https://clarivate.com/webofsciencegroup/wp-content/uploads/sites/2/dlm_uploads/2022/05/S1Manuscripts_AuthorGuide_R1.pdf. If you are unable to submit material through the website, you should contact the editor of the journal. DO NOT MAIL MANUSCRIPTS TO THE SAH OFFICE OR THE EDITORIAL OFFICE.

Contents of the Initial Submission

Initial submissions must include these separate files, presented in this order:

1. Abstract as a Word file

2. Text and accompanying endnotes as a Word file

3. Captions with illustration sources for the print edition (with variant captions for the online edition clearly identified) as a Word file

4. Low-resolution scans of the images for the print edition, uploaded as individual files, as explained on the website. Do not place images together on a text document. If an article is accepted for publication, you will then be required to provide high-resolution TIFF files (see instructions below)

(You may also upload images for the online edition with the initial submission, but this is not required.)

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Form of the Manuscript

1.   The author's name (or authors' names) should not appear on the manuscript or be used in the file name of any electronic submission. All files should be labeled with a key word from the title of the article.

2.   The abstract, text, endnotes, and captions/sources must be double-spaced and formatted for printing on standard size paper (8½ x 11 inches or A4). Set the word processing program to print a maximum of twenty-five lines per page in twelve-point type (ten to twelve words per line). Pages must be left-justified and numbered consecutively throughout each file. Do not use automatic numbering for the caption list or numbered lists.

3.   Footnotes are not acceptable. Notes must be supplied as double-spaced endnotes at the end of the article using the Endnote function in Word. As a rule, notes should not exceed two-thirds of the length of the text.

4.   Abstracts are published at the end of each article. In no more than 150 words, the abstract should summarize the argument and define the methodological approach of the article. It should be written in the third person.

5.   A list of no more than eight (8) author-selected keywords follows the abstract. Authors should consider keywords from each of the following four categories: Geography, Chronology/Temporalities, Themes, and Typology. For further details on these categories, please see David Karmon, "Foregrounding Keywords at *JSAH*," *JSAH* 82, no. 1 (2023), 4-6.

Editorial Miscellany

1.   Spelling: use current American spelling and typographical practice. *JSAH* uses the Merriam-Webster Collegiate Dictionary (http://www.merriam-webstercollegiate.com).

2.   Names and titles: after the first mention, the last name of a person, living or dead, will suffice unless clarity requires a title or additional name.

3.   Numbers and dates: use figures rather than spelled-out numbers for cardinal numbers over one hundred and for all measurements. Form the plural of decades without an apostrophe; "1980s" rather than "1980's." Dates should be given in the following forms: "17 October 1947," "17 October," "October 1947," and "1947–50."

4.   Dimensions: use figures rather than spelled-out numbers and spell out units of measurement: "100 feet," "43 centimeters," "26 Roman palmi." English and metric units may be abbreviated in discussions of quantitative data in technical articles: 100 ft., 43 cm (no periods with metric abbreviations).

5.   Quotations from foreign languages must be translated in the text, with the original in the endnote only if necessary. Isolated foreign words should be italicized. Full foreign-language quotations are set in Roman type and put within quotation marks. Foreign personal titles, names of buildings or rooms (Sala della Pace, Residenz), institutions (Bibliotheca Hertziana), and the like are not italicized.

6.   All other editorial issues may be resolved by consulting *The Chicago Manual of Style* or the editor.

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Endnotes

Endnotes should be formatted according to the rules set out in *The Chicago Manual of Style*. Abbreviate the title of this journal as *JSAH*. Any other such abbreviations in the notes should be spelled out on first mention. NOTE: Even though *The Chicago Manual of Style* recommends the use of a colon before the page numbers, *JSAH* prefers a comma.

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

Example: K. Michael Hays, ed., *Architecture Theory since 1968* (Cambridge, Mass.: MIT Press, 1998), 83-86.

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

Example: Jennifer Hock, "Jane Jacobs and the West Village: The Neighborhood against Urban Renewal," *JSAH* 66, no. 1 (Mar. 2007), 16-19.

NOTE: Even though The Chicago Manual of Style recommends the use of a colon before the page numbers, *JSAH* prefers a comma.

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

Example: Frank Lloyd Wright, "The Art and Craft of the Machine," in *America Builds*, ed. Leland Roth (New York: Harper & Row, 1983), 364–76.

Archival Material
Author, type of document [memo, note, diary entry], date, folder/box/dossier name or number, page number, name of collection, archival institution, location.

Example: Douglas Haskell, memo to staff, 23 July 1952, box 57, folder 3, pp. 3–4, Douglas Putnam Haskell Papers, Avery Architectural and Fine Arts Library, Columbia University, New York.

NOTE: If the document is a letter, begin entry with: Author to Recipient, date, etc. There is no need to state that the correspondence is a letter.

Example: Jean-Amrie Odin to John Timon, 16 April 1844, Odin Correspondence, DeAndreis-Rosati Memorial Archives, De Paul University, Chicago.

IMPORTANT: As archives differ in the ways they catalog material, not all of the above information (folder/box/dossier name or number, etc.) may be available. At the very least, you must provide

an author and some form of identifying information for the source referenced (such as memo, journal, meeting minutes, unpublished pamphlet, etc.).

Newspaper Articles

Author, "Title," Name of column (if a regular column), *Newspaper*, section no., date.

Example: Gretchen Morgenson, "Applying a Discount to Good Earnings News," Market Watch, *New York Times*, sec. 3, 23 Apr. 2000.

Electronic Sources

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

Examples:

Karen Hastings, "Saint in the Saddle?" Dallas Morning News, 25 Mar. 2005, http://www.dallasnews.com/sharedcontent/dws/dn/religion/stories/032605dnrelkeralum.56d1c.ht m l (accessed 20 Sept. 2005).

Alison McQueen, "Empress Eugénie's Quest for a Napoleonic Mausoleum," Nineteenth-Century Art Worldwide 2, no. 1 (Feb. 2003), http://www.19thc-artworldwide.org/winter_03/articles/mcqu.shtml (accessed 5 April 2007).

Short Form

Short forms of citation may be used for repeated sources. For short form, include author's last name, title, and page number.

Captions (including illustration sources)

Illustrations should be numbered consecutively in the order in which they are mentioned in the text. When the online edition utilizes different media, clearly identify the print and online captions for each figure. (For instance, the print edition may show a movie still, while the online edition has a video clip.) Unless approved by the editor in advance, the same number of illustrations should be used in each edition, and the images in the two sets should be keyed to the same locations in the text, which will be identical in both editions. Captions in the print edition may direct the reader to the online edition to see additional features and/or summarize what cannot be seen in the print images. Do not provide narrative descriptions, although you may direct attention to the relevant area of the image.

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.

Examples for the print edition:

Figure 1 Paul Rudolph, Blue Cross and Blue Shield Building, Boston, 1956–60 (author's photo).

Figure 2 Rudolph, Blue Cross and Blue Shield Building, cafeteria ceiling showing hanging, saucer-like lights alternating with diamond-shaped skylights (*Architectural Forum* 108 [April 1958]). See *JSAH* online for 1962 film.

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Examples for the online edition:

Figure 1 Paul Rudolph, Blue Cross and Blue Shield Building, Boston, 1956–60 (author's photo)

Figure 2 Rudolph, Blue Cross and Blue Shield Building, cafeteria ceiling with hanging, saucer-like lights alternating with diamond-shaped skylights. Filmed in 1962 by Myron Taylor (video courtesy Blue Cross archives)

Illustrations

The initial submission need only include a set of low-resolution images for the print edition, sufficient to present the argument to the editor and peer reviewers. If a manuscript is accepted for publication, the author must procure high-quality illustrations for both the print and online editions, although some or all of the illustrations may be the same in both. Illustrations for publication must follow the specifications given below.

The UC Press platform for *JSAH* no longer supports 3-Dimensional Models, GIS Mapping Integration, or Adobe Flash VR panoramic photography. It supports video and audio on the online edition.

Digital images (required for both editions)

- 300 dpi minimum at 5 x 8 inches or 3.6 megapixels. Images need not exceed 1200 dpi.
- Saved as RGB for color, or grayscale for monochrome. Color is preferred.
- Saved in TIFF format.
- Line art must be scanned at 1200 dpi in bi-tonal mode (1-bit). For more information, see Penn State Press's website http://www.psupress.org/author/author_digsub.html.
- File name should include a key word from the title, online and/or print edition, and figure number.

Scanning images from books or other publications results in lower quality images. Please avoid using scans, but if their use is absolutely necessary, the author is responsible for correcting the pattern (descreening) in PhotoShop and alerting *JSAH* to the problem.

For additional information regarding the preparation of digital images, including line art, please see the Penn State University Press website: http://www.psupress.org/author/author_digsub.html, particularly the section on halftones. This site details the descreening process and other ways to avoid problematic issues that often arise with scanned images.

Video (for the online edition)

- File formats: .3gp, .avi, .mov, .mp4, .mpg, .flv, .swf, .mkv preferred.
- File size: Up to 1GB
- Duration: Up to 10 minutes
- Codec: H.264 is a common and preferred codec, however the journal does support many codecs.
- Resolution: Recommended: 1280 x 720 (16 x 9 HD) and 640 x 480 (4:3 SD). There is no required minimum resolution; in general the higher resolution the better. For older content, lower resolution may be unavoidable.

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- Bit rate: Because bit rate is highly dependent on codec, there is no recommended or minimum value. Videos should be optimized for resolution, aspect ratio, and frame rate rather than bit rate.
- Frame rate: The frame rate of the original video should be maintained without resampling. Pull down and other frame rate resampling techniques are strongly discouraged.
- File name should include a key word from the title, online and/or print edition, and figure number
- When in doubt, convert files to MPEG4 video with MP3 audio, or follow YouTube guidelines.

Audio (for the online edition)

- File formats: MP3 or AAC preferred
- File size: Up to 100 MB in size
- Duration: Up to 10 minutes
- Sampling rate: 44.1 kHz. For older content, lower frequencies may be unavoidable.
- Bit rate: 128 kbps preferred. For older content, lower rates may be unavoidable.
- Channels: 2 (stereo) preferred.
- File name should include a key word from the title, online and/or print edition, and figure number.

For additional information regarding the preparation of video and audio please see
http://support.brightcove.com/en/video-cloud/docs/supported-video-codecs-and-containers

Labeling of illustrations

1. Electronic files should have file names that include a key word from the article's title, online and/or print edition, and figure number. For example: Smith, online and print, fig. 2.
3. After you upload an electronic image, ScholarOne Manuscripts will prompt you to supply a "file tag" and a "caption/legend."
The file tag will create a link between the image and a specific word (like "Figure 13") in the HTML version of your article.
The caption/legend (which should include the image's figure number) can be copied and pasted from your caption/source list and will appear with the image in the HTML and PDF versions that we make available to editors and reviewers.

Guidelines for Obtaining Images and Image Permissions

SAH requires that authors clear rights to images for reproduction in the *Journal of the Society of Architectural Historians*. 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).

Artworks whose creator died more than 70 years ago are no longer in copyright. For such works, the only copyright may be that of a photographer who created the photo of the artwork. Or there may be no photographer's copyright—if, for example, you take the photo yourself. If there is no copyright, then you only need to rent or purchase or take a photo, and the paperwork need only cover that transaction.

If the artist or architect died less than 70 years ago, or if the work was created by a corporate entity (e.g., an architectural design firm creating a floor plan) less than 125 years ago, copyright is still in effect. (Copyright has this length of term in most countries worldwide.) In such cases, you need to obtain permission from the rights holder as well as rental of a photo.

For example, if you wish to reproduce a drawing in the collection of an archive, you must obtain permission from the copyright holder (the architect's estate, which may be managed by the Artists Rights Society), and you must obtain a digital file of the drawing from either a photo bank or the archive. The latter transaction may include you signing a permission form with restrictions or terms—that form is not a copyright permission but a rental contract.

Fair use law may allow for the use of copyrighted materials for scholarly purposes. For more information about Fair Use and when it may be invoked, see the College Art Association's *Code of Best Practices in Fair Use for the Visual Arts* http://collegeart.org/programs/caa-fair-use/best-practices.

Tips for Obtaining Image Permissions:

- 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** on the SAH website under Research Resources.

- Find out who handles permissions for a given artist, artwork, or museum. 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.

- Scope of rights: request world English-language rights. (The *Journal of the Society of Architectural Historians* is sent to libraries and other member organizations and individuals overseas.)

- Request online/digital permission as well.

- As a scholar publishing in a nonprofit academic journal, you can and should negotiate fees. Many rights holders ask high fees, but most will lower them for a scholarly purpose. You can tell the rights holder that *The Journal of the Society of Architectural Historians* is not sold, but is available only to subscribers

- When submitting your final manuscript and images, enclose copies of all the permissions and any other documents you receive from rights holders and image lenders. Since you are legally responsible for clearing rights, you should keep the originals permanently. If the deadline for the images has arrived and you have the images but not all the paperwork, please send the images with your manuscript, those documents you have, and a letter explaining the status of the outstanding permissions. Forward copies of the remaining documents as soon as they arrive.

- **Art photographed from a book.** Most books print "picture credits" in the front or back, indicating the source of each image. Be sure to consult the credits section of a book before you scan an image from it. If there is no credits page, and the work or photo of the work is not out of copyright, then you may need to write to the permissions department of the publisher to request contact information for the rights holder.

- The publisher of a book is usually not the copyright holder for an artwork reproduced in the book. The museum that owns an artwork is usually not the copyright holder for that artwork, though it may assert copyright over a photo of that artwork. Thus, loan forms for the rental of a photo, scan, or transparency are not necessarily the same as copyright permissions.

- **Lengthy text excerpts** may also be in copyright. Fair-use laws permit you to quote within reason (and at length in a review of the book); if you quote at length from a copyrighted text you should request permission from the copyright holder (usually the author or publisher).

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Author's Agreement and Permissions

When a manuscript is accepted for publication, the author will be sent an author's agreement that must be signed and returned to the editor. Authors must also obtain permission to reproduce illustrations when necessary and pay copyright fees and other costs. Copies of the written permissions should be attached to a copy of the captions/sources lists and accompany the signed author's agreement. Advice for obtaining permissions and a sample permission request letter are given in "Guidelines for Obtaining Images and Permissions," posted on the *JSAH* page at www.sah.org.

The Publishing Process for Accepted Articles

When an article is accepted for publication, the editor will provide detailed instructions about the requirements for final submission, which will be uploaded to the *JSAH* ScholarOne Manuscripts website (http://mc.manuscriptcentral.com/ucpress-jsah). The final submission must include illustrations for both editions that meet the standards outlined above.

Upon submission, the manuscript will be copyedited to conform to the *JSAH* house style. The copy editor will send copyedited articles to the author to review and approve; copyedited book, exhibition, multimedia, and website reviews will be sent to the author and the commissioning review editor for review and approval. The first page proofs, laid out with illustrations, will also be sent as PDFs to article and review authors for approval.

Authors may not normally make changes in their texts after the type has been set; such changes should occur during the copyediting stage. The cost of alterations after typesetting will be billed to the author. Printer's errors will be corrected without charge.

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IMPORTANT NOTE: Your article will be available online when the journal issue goes to print.

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Authors will automatically receive a final PDF of their articles and a gratis bound copy. They may purchase additional bound copies at a discounted price. For information on purchasing discounted copies of the journal, visit the UC Press website: http://jsah.ucpress.edu/content/authors

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Notes to Contributors of Field Notes

Introduced in June 2007, Field Notes is a section of short texts (under 4,000 words), including opinion pieces and commentaries on topics relevant to the historical study of the built environment, including preservation issues, alterations of historic monuments and landscapes, and public policies that impact the field. Authors are invited to propose topics to the Editor. The purpose of Field Notes was discussed in JSAH, vol. 66, no. 2 (June 2007), 152.

Notes to Contributors of Findings

Introduced in June 2017, Findings is a section of short texts (under 3,000 words) on new research discoveries and conclusions in architectural history, including short summaries of research in progress, commentaries on specific historical questions, reflections on research methods, and presentations of evidence that sheds new light on received scholarship. Authors are invited to propose topics to the Editor. Texts will be peer-reviewed. The purpose of Findings was discussed in JSAH, vol. 76, no. 2 (June 2017), 139.

Notes to Writers of Letters to the Editor

A letter that comments on an article or review should be sent to the editor, who may forward the letter to the author for reply. Letters will not necessarily be published; if published, they will be subject to editing. Letters and subsequent correspondence between letter writers and the *JSAH* are supported by the *JSAH* ScholarOne Manuscripts website (http://mc.manuscriptcentral.com/ucpress-jsah). If you are unable to submit your letter through the website, you may send your letter by email directly to the editor of the journal. Please do not mail your letter to the SAH office and do not send it by post to the Editorial office.

Notes to Writers of Book, Exhibition, and Media Reviews

Reviews are solicited directly by the review editors. Reviewers are free to express their own opinions, but the editors retain normal editorial responsibilities, including the right of rejection.

The length of reviews will be determined by the editor but does not generally exceed 1,500 words. Book reviews should include a description of the book's contents as well as the reviewer's critical assessment. Book reviews must be headed with this information: author of the book, title, place of publication, publisher, date, number of pages, number of color and black-and-white illustrations, price, and ISBN. The review author's name and institutional affiliation should appear at the bottom of the text.

All text, including book review headings, shall be double-spaced. Reviews manuscripts should conform to the requirements described in the "Notes to Contributors of Articles."

Queries

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