

Guidelines for authors

v.2 (2014)

A - Manuscript preparation

- a) Manuscripts submitted for publication in Footprint are accepted only in English. British English spelling is preferred.
- b) The manuscript should be submitted in .doc or .docx format.
- c) The authors should prepare the manuscript using a Windows-available serif font (such as Times New Roman), size 12, single-spaced.
- d) A manuscript of a paper should be 6000-8000 words long, incl. endnotes. A review article should be 2000-4000 words long, incl. endnotes. In certain cases the editors accept book reviews, exhibition reviews or interviews, and they should be 1000-2000 words long.
- e) Abstracts of 200 words (max.) are required for all manuscripts submitted. Next to the abstract, the manuscript should include up to 6 (six) keywords.
- f) All authors of a manuscript should include their name, affiliation, and email address on the title page of the manuscript. In case of shared authorship, one author should be identified as the corresponding author.
- g) A biographical note(s) on contributors (max. 100 words) is required.
- h) Manuscripts should be compiled in the following order:
 - 1) Title page, including i) a concise and informative title; (ii) the name, affiliation, and e-mail address of all authors; (iii) identification of the corresponding author (in case of shared authorship).
 - 2) Title page for review, including i) the title; (ii) the abstract; (iii) keywords (max 6). Footnote and endnote references are not allowed neither in the title, nor in the abstract.
 - 3) Main text (The length of the piece should be in accordance with c) under "Manuscript Preparation". Footnotes are not allowed in the main text. Alternatively, all notes and bibliographic references should be included in the endnotes.
 - 4) Notes, including i) Notes and References (following the reference protocols mentioned below under "Style guidelines"); ii) Acknowledgements and/or funding and grant-awarding bodies (this information will be removed from the version sent for peer-review);
 - 5) Biography (100 words max per each author).
 - 6) Figure(s) and/or table(s) with caption(s) (on individual pages).

B. Style Guidelines

a) Writing Style:

The text should be prepared following the Chicago Manual of Style (16th edition). Information about the CMS can be found in <http://www.chicagomanualofstyle.org/>

b) Titles and Headings:

Footprint allows only one heading style in addition to the paper's title. Sub and sub-sub headlines will not be accepted.

c) Notes and references:

In the manuscripts submitted to Footprint, where explanatory notes and references are relevant, a superscript number should indicate them in the text. The use of the author-date system is not allowed. A full list of all notes and bibliographic references should be provided at the end of the paper. The references should follow the Chicago Manual of Style Citation Guide (16th edition). Authors should pay special attention to the use of the short citation version in the second and following references to the same title.

Sample citations:

Book (One author):

Leo Marx, *The Machine in the Garden: Technology and the Pastoral Ideal in America* (Oxford University Press, USA, 2000), 99–100.

- Short Citation: Marx, *The Machine in the Garden*, 99-100.

Chapter or other part of a book:

Paul Ricoeur, "Universal Civilization and National Cultures," in *Architectural Regionalism. Collected Writings on Place, Identity, Modernity, and Tradition*, ed. Vincent B. Canizaro (New York: Princeton Architectural Press, 2007), 53.

- Short Citation: Ricoeur, "Universal Civilization and National Cultures," 53.

Article in a print journal:

Ákos Moravánszky, "Architectural Theory: A Construction Site," *Footprint* 1 (Autumn, 2007): 48.

- Short Citation: Moravánszky, "Architectural Theory," 48.

Article in an online journal (without DOI):

Reinhold Martin, "Public and Common(s)," *Places Journal*, January 2013. Accessed October 10, 2014, <https://placesjournal.org/article/public-and-commons/>

- Short Citation: Martin, "Public and Common(s)."

Article in an online journal (with DOI):

Andreas Huyssen, "Nostalgia for Ruins," *Grey Room* 23 (Spring, 2006): 7, accessed October 15, 2014, doi: 10.2307/20442718

- Short Citation: Huyssen, "Nostalgia for Ruins."

Thesis or Dissertation:

Anthony Vidler, "Histories of the immediate present: Inventing architectural modernism, 1930-1975" (PhD diss., Delft University of Technology, 2005).

- Short Citation: Vidler, "Histories of the immediate present."

More sample citations are available online at:

http://www.chicagomanualofstyle.org/tools_citationguide.html

C. Figures and Illustrations

- a) Please provide the highest quality figure format possible. Please be sure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour.
- b) High-resolution figures must be saved separate to text. Figures in low resolution may be included as appendix to the main text (see above under section h) of the “Manuscript Preparation”).
- c) The files of the high-resolution figures should be saved as one of the following formats: TIFF or JPEG.
- d) In order to refer in your text to an illustration, place ‘fig.’ and the number of the illustration within rectangular brackets, as in [fig. 1]. The reference to the illustration should be placed immediately after the full-stop.
- e) All figures must be numbered in the order in which they appear in the manuscript (e.g. fig. 1, fig. 2). Figure captions must always include the source. In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).
- f) The filename for a graphic should be descriptive of the graphic, e.g. Figure1, Figure2a.

D. Copyrights, Permissions and Paper Submission

- a) By submitting a paper, the author confirms that it is original and unpublished work and is not being reviewed by another journal or publisher.
- b) Copyrights and reproduction permissions must be covered by authors for illustrations and for citations longer than 400 words from a single source. The author is responsible for to obtain permission and to follow the basic principles of copyright. Authors should follow the permission guidance in the European Union. In the case of illustrations, the permission should be acknowledged in the caption.
- c) The manuscript should be sent to editors@footprintjournal.org unless the call for papers states otherwise. The manuscript submission will be confirmed by e-mail.
- d) Footprint is responsible for disseminating the journal and its articles. The journal is currently indexed in Scopus and included in the DOAJ (Directory of Open Access Journals). Consequently, the author accepts Footprint’s right to expand the dissemination of the journal’s articles according to Footprint’s judgment. Footprint, in turn, guarantees to work in the interest of the journal and its contributors by disseminating the material via the best distributors, databases and organizations available.