

Journal of Living Architecture Submission Requirements

1. Introduction

Manuscripts submitted to the *JLIV* must be the sole, original work of the author(s) listed, must not have been previously published, and must have been submitted only to the *JLIV*. At the end of the process, when the editor notifies corresponding authors that their manuscripts have been accepted for publication in the *JLIV*, they will be instructed to fill out a form affirming compliance with the *JLIV*'s copyright policy. Authors unfamiliar with copyright policy should see Copyright Agreement section below.

As a refereed journal, all *JLIV* submissions are expected to situate their ideas within the scholarly body of work through scholarly citation. It is the author's responsibility to ensure that manuscripts submitted to the *JLIV* follow the submission requirements below. Submitted manuscripts that deviate from the format will be returned to the corresponding authors for correction.

2. Journal Categories

The *JLIV* accepts manuscript submissions in the following Categories:

- **Feature Manuscripts** - Discuss concepts and research findings of particular significance to North America's living architecture professionals and to North America's living architecture knowledge base, methodology, practice and organization. A Feature is aimed to inform as wide an audience as possible and is broad in scope. [suggested word count: >5000 words]
Evaluation Criteria: Contribution and expansion of the field's knowledge base; Context and background of investigation; Clarity of argument; Rational and Description of Method; Clarity and Completeness of Findings/Results; Discussion and Relevance of Findings to the field, or area of work; and Conclusion. The manuscript should have a strong central idea; rigorous investigation and clear contribution to the field of living architecture, Charts, images and photos should communicate the main idea and provide the supporting details of the findings.
- **Ideas at Work** - Describe novel ideas, innovative programs and new methods of interest to professionals. It focuses on an idea or concept. [suggested word count: 1500-4500 words]
Evaluation Criteria: Context of the new idea; Rational of an approach; Description of the new idea (prototype or process); Impact and anticipated impact; and Next steps. The manuscript should have a clear central idea; show innovative contribution; applicability to the field; educational usefulness; rigor and logic, Charts, images and photos should emphasize to communicate the main idea, not simply the details.
- **Research in Brief** - Manuscripts summarize discrete and focused literature/topical review and research results of importance to living architecture professionals. The focus of a Research in Brief manuscript is more specific than a Feature. [suggested word count: 1500-2500 words]
Evaluation Criteria: Summary statement of argument and background of the area of work; Brief Description of Study; Findings; Statement of impact
- **Tools of the Trade** - A review or report on specific materials, books, techniques and technologies useful to professionals. [suggested word count: 1500-2500 words]
Evaluation Criteria: Context of the tool, technique, or book; Descriptions of the tool; Its application or example of use; Assessment of attributes/limitations, Anticipated future impacts of the tool.
- **Commentary** - Challenge or present an opinion on an issue of concern to the living architecture industry or discuss a manuscript previously published in the *JLIV*. [suggested word count: 1500-2500 words]
Evaluation Criteria: Observations, articulated positions and supported opinions within a clear central idea.

3. Submission Formats & Procedure

Submissions can be made to: <https://journaloflivingarchitecture.submittable.com/submit>. The manuscripts must be MS Word document with all personal information will be entered online and author information removed from the manuscript document before being uploaded to the website.

4. Layout Formats

Page Layout

Margins should be Normal: 1" on Top, Bottom, Left and Right. Apply Line Numbers to the entire manuscript beginning with the title page.

Title

The title should be centered on the first line of the manuscript. (16pt., Times New Roman, Bold, sentence case). Author(s) name and information should NOT be included in the manuscript. Place ALL co-authors, titles and affiliations in introductory mail message in the online submission.

Abstract

The abstract should precede the body of the manuscript. The heading "Abstract" should be left justified and separated from the manuscript by a double space. (12pt. All caps, Times New Roman, bold, spacing after 6pt; Spacing before 0pt). The abstract paragraph should be left justified and separated from the heading "Abstract" by a single line. The abstract Text body (12pt. Times New Roman regular; Paragraph line spacing multiple 1.15, spacing after 0; Spacing before 0, indent first line 0.5") The abstract should describe in 250 words or less: (a) the topic (in one sentence, if possible); (b) the purpose, thesis, or organizing concept of the manuscript and the scope; (c) the sources of data used, if appropriate; and (d) conclusions, recommendations, and implications. The key words and key phrases list should contain no more than five key words or key phrases. The key word list should appear after the abstract, separated by commas before the body text of the manuscript. Start the line with the phrase, Key Words: (12pt Times New Roman italicized)

Body

Headings and paragraphs should be left justified

- **SECTION HEADING** (All caps, 12 pt. Times New Roman, bold, spacing after 6pt; Spacing before 0pt)
- **Sub-heading 1** (Sentence case, 12 pt. Times New Roman bold, spacing after 0; Spacing before 0,)
- *Sub-heading 2* (Sentence case, 12 pt. Times New Roman, italic, spacing after 0; Spacing before 0,)
- Text body (Sentence case, 12 pt. Times New Roman, regular; Paragraph line spacing multiple 1.15, spacing after 0; Spacing before 6,")

The *JLIV* uses a modified version of the *Chicago Manual of Style* for cited work. When citing sources within the body of text both page or partition numbers are NOT required. *JLIV* does not use footnotes or endnotes. A "Literature Cited" section should follow the body of the manuscript and should include only those sources directly cited in the manuscript.

Literature Cited

The "Literature Cited" section and the reference citations in the text should conform to a modified version the style of the *Chicago Manual of Style*. It is the responsibility of the author to ensure that correct formatting citations are used.

5. Table & Graphic Formats

Tables

All tables should be numbered, embedded within document, and their captions should be placed above and outside the fields of the tables (11 pt. Times New Roman, regular, sentence case). Tables should be constructed with the table facility of Microsoft Word and should not be embedded images. They should be inserted at appropriate points in the manuscript between paragraphs. Columns should be separated by single tabs and contain no extraneous spaces or hard returns other than the ones at the end of each row. The number of tables should be kept to a minimum, and they should not be excessively large, particularly horizontally.

Graphics

All figures should be numbered (separately from tables) and embedded with the center justified and use as much as possible of the full column spacing. A figure caption should be placed below figure (11 pt. Times New Roman, regular, sentence case). It is encouraged to use multiple photos, cropped and laid out, together within one figure. The recommended maximum file size for *JLIV* manuscripts is 500KB. It is important to minimize the size of graphics used in *JLIV* manuscripts without affecting their quality and impact. Graphics may be used in the form of charts/figures or photographs. All graphics should clarify content presented and discussed in the manuscript text.

General Requirements for Graphics:

- No more than 8 graphics may be used with any one manuscript, except at the editor's discretion.
- It is the responsibility of authors to provide web-ready, computer-generated graphics suitable for publication. The *JLIV* will not convert graphics to other formats or perform other adjustments such as cropping or resizing.
- Charts/figures should be either embedded drawing objects in Word or GIF files. Photographs should be in JPEG or GIF format.
- No background graphics are acceptable.

Technical Guidelines for Graphics:

- Image Resolution: The width of any image used in a *JLIV* manuscript must not exceed 500 pixels. We prefer that the height does not exceed 500 pixels, but a larger height is acceptable if the 500-pixel limit detracts from the image's quality or impact.
- Pixels per inch (PPI): Because most computer monitors display images at 72 pixels per inch, we recommend 72 ppi for all graphics in *JLIV* manuscripts.

Resizing an image from within Word does not reduce the file size of the image. So this is not a recommended method for resizing an image. Drawing objects are often used for diagrams, flowcharts, organization charts, or similar figures within Word. We highly recommend that any figures that are created using drawing objects be properly grouped. Grouping drawing objects greatly facilitates the issue production process. Create charts and graphs within Word or Excel (or a similar spreadsheet application) and paste them in the document as a GIF file. Before submitting a manuscript to the editor, ensure its size does not exceed 500KB.

6. Other Format Considerations

Authors should use 12 point Times New Roman text for body text. Judicious highlighting using bold and italics is acceptable. Underlining is not acceptable. The font color should be black. Bullet and numbered lists are encouraged. Authors are encouraged to include HTML hypertext links using URLs. Immediately prior to submission authors should check the links, as *JLIV* is not responsible for checking these. *JLIV* does not support other web enhancements such as multimedia, applets and Java.

7. The Review Process

JLIV employs a two-tiered review system including 1) editorial review and 2) blind peer review. All manuscripts and articles will be reviewed by the editor. Once the editor has reviewed the submission and deemed it suitable for review, it is assigned to blind review by the members of the journal's editorial board and invited guest reviewers. Feature manuscripts are provided a minimum of three blind peer reviewers. Ideas at Work, Tools of the Trade, Research in Brief and Commentary articles are provided a minimum of two blind peer reviews.

Reviewers are asked to make a disposition on each manuscript they review and submit it to the editor. They can recommend:

- Accepted for publication
- Accepted for publication contingent on minor revision
- Accepted with major revision and resubmission required
- Declined with resubmission encouraged
- Declined for publication

Authors receive the summation of review evaluations and any direct manuscript edits and comments made by the peer reviews or editorial team.

In making the final publication decision, the editor will weigh the reviewers' comments and recommended disposition for each manuscript. At the discretion of the editor, resubmitted manuscripts may be re-reviewed by members of the editorial board. Criteria for evaluation will vary depending upon the review category.

8. Copyright Agreement

The submitted manuscript is the sole, original work of the author(s) listed, has not been previously published, does not violate any copyrights, and has been submitted only to the *Journal of Living Architecture (JLIV)*. The manuscript's copyright is fully transferred to the *Journal of Living Architecture*, which will hold full and exclusive rights to the manuscript. The manuscript does not represent a violation of the Civil Rights of others, and this manuscript does not violate the Code of Federal Regulation for the Protection of Human Subjects (45 CFR 46). Furthermore, in making my submission to the *Journal of Living Architecture*, I am affirming the above conditions and that the *Journal of Living Architecture*, its editor, and publisher will be held without blame if any of the above conditions are not satisfied.

9. Author Instructions for Accepted Manuscripts

After the editor of the *JLIV* notifies you that your manuscript has been accepted for publication in *JLIV*:

- Read the *JLIV* Copyright Agreement carefully,
- Affirm that your manuscript is in compliance with the stipulations contained in the *JLIV* Copyright Agreement. After reviewing the *JLIV* Copyright Agreement, please fill in the information requested and indicate whether you affirm or decline to affirm the conditions of the agreement. If you decline to affirm the conditions of the agreement, your manuscript will not be published in *JLIV*
- Fill out the Affirmation of Compliance form, and follow the instruction for submittal on the form.