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# Gernacular Architecture



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## Guide for authors

Authors must follow these instructions carefully to avoid delays in submission, peer-review and publication processes.

### 1. Submission of manuscripts

The language of the journal is English. The digital copy of the manuscript, prepared by Microsoft Word, together with original figures and tables must be submitted to the journal only via e-mail (az@itu.edu.tr). After the submission, the manuscripts will be edited according to the journal submission format and authors may be requested for some corrections or for addition of any missing information. All papers will be blind reviewed and assessed by two referees. During the publication process, camera-ready manuscripts will be sent to the authors for approval.

### 2. Preparation of manuscripts

The manuscript must be prepared by following the order of cover letter, title page, abstract(s), keywords, article, acknowledgement (if any), references, tables and a list of figure captions in one single Word document. The manuscript must be typed in double spacing by using Arial font with 12 points. All pages must be numbered consecutively.

#### 2.1. Cover Letter

The cover letter must state that the manuscript has been written and approved by all authors, that it presents an original and unpublished work; and it has not been submitted to, or is not under review process in another journal. It must contain the names and signatures of all authors. The scan of the cover letter is acceptable.

#### 2.2. Title Page

The cover page must contain a concise and informative title; names, affiliations (department, faculty, university, city and country) and e-mail addresses of all authors, and identify the corresponding author.

#### 2.3. Abstract(s)

A concise and informative abstract in English must not exceed 250 words in length, must summarize the purpose, methods and major findings of the paper. National contributors have to submit an additional abstract in Turkish, which must not exceed 1000 words in length and include the title of the article in Turkish.

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The article must have maximum 5 keywords which must be sorted in alphabetical order and separated by comma. Keywords must be carefully selected to facilitate the readers' search.

#### 2.5. Article

Articles must not exceed 7000 words. All headings must be numbered consecutively and hierarchically. Authors, for whose English is not the native language, are strongly encouraged to have their manuscript carefully edited prior to submission. Also, authors are recommended to perform spell checking of the article. Within the article, avoid the use of footnotes and endnotes, if unavoidable, label as (1), (2) and list all together at the end of the page where they occur.

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If necessary, acknowledgements can be provided.

#### 2.7. References

The style and punctuation of the references must follow the APA referencing style. References in the manuscript must give the surname of the author and the year of publication in brackets. The references must be listed in alphabetical order of authors' names and in chronological order for each author. The upper and lower case rules and punctuation types of APA style must be carefully followed. Further details about APA referencing style can be seen from <http://www.apastyle.org/>.

Some examples of reference citation are given below.

##### Books

Author, A. (2014). Title of the book. London: Mitchell.

##### Journals

Author, A. A., Author, B. (2012). Title of the article. Title of Journal, 12(4), 187–195.

##### Conference Proceedings

Author, A. A., Author, B. (2014). Title of paper. Paper presented at the meeting of Organization Name, Location.

##### Thesis

Author, A. A. (2008). Title of thesis (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

##### Websites

The BBC (<http://www.bbc.co.uk>).

Author, A. (2011). Title of document [Format description]. Retrieved from <http://URL>

##### Report

Author, A. A. (2012). Title of work (Report No. 123). Location: Publisher.

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Tables and figures must not be embedded in the article. The proposed location of figures and tables must be indicated in the article by using <Figure 1 must be placed here> format.

Tables must be provided after the references. They must be double spaced, consecutively numbered and must have a brief informative caption. The caption must be provided before the table and written in "Table 1. Name of the table" format. If necessary, explanatory footnotes must be brief, placed beneath the table and indicated by (\*).

Figures must be numbered consecutively throughout the paper and provided in a separate file. Figures must be in grayscale or in black-and-white with minimum 300 dpi resolution as jpeg format. Figures must be named as they named in the article in "Figure 1. Name of the figure" format. Figure captions must also be listed at the end of the article, after the tables.

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Symbols, abbreviations and conventions in papers must follow the recommended SI Units. Abbreviations must be defined in brackets after their first mention in the text in accordance with internationally agreed rules.

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Mathematical symbols and formulae must be typed and any other application or program must not be used. Particular care must be exercised in identifying all symbols and avoiding ambiguities. Distinction must be made between the number one (1) and letter (I) and between the number (0) and the letter (O). Equation numbers must appear in parentheses and numbered consecutively. All equation numbers must appear on the right hand side of the equation and must be referred to within the text.

### 6. Final submission

After the acceptance of the manuscripts for publication, authors must send the final version of their manuscript and figures to the journal e-mail

### 7. Copyright and originality

It is the author's responsibility to obtain written permission from authors and publishers of any previously published material; text, tables, figures, etc.

### 8. Book reviews and notes

A book review must run between 500-1000 words, which give scope for an assessment of the book and its contribution to knowledge and discussion within the broad field of architecture, planning and design. Reviews must be typed in double spacing by using Arial font with 12 points. Name, affiliation and e-mail address of the reviewer must be given. A photograph of book cover must be provided in jpeg format. The title, author, origin, publisher, date, number of pages, price and ISBN number must be provided as in the following example.

The Search for Form in Art and Architecture

Eliel Saarinen, 1985

Dover Publications Inc.: New York

354 pp 8.95 US \$ Paperback

ISBN 0-486-24907-7

### 9. Publication charges

There is no submission and page fee for A|Z ITU Journal of the Faculty of Architecture.



## Dossier: Vernacular architecture

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