

GUIDELINES FOR AUTHORS OF “GLOSSARY OF MATERIART”

All manuscripts submitted for publication in the glossary should conform to the regulations outlined in the Author Guidelines. Submissions in contrary to the guidelines will be returned to the author(s).

Submissions to the “Glossary of Materiart” should be comprised of the following sections.

Manuscripts should be submitted in different parts,

- 1) Identification Page,
- 2) Title Page and Main Text,
- 3) Visual Materials as separate files.

Conceptual expansions exceeding 1000 words are not accepted. When calculating the word count, all sections of a paper should be taken into account. The author(s) should write down the total number of words in their papers after expansions.

1. Identification Page (Identification and Resume)
2. Main Text
 - 2.1. Referencing
 - 2.2. Endnotes
 - 2.3. Bibliography
 - 2.4. Captions of Visual Materials (Tables, Figures, Etc.)
 - 2.5. Symbols, Abbreviations
3. Visual Materials

Items numbered in the above list have to be prepared and submitted as a single, separate MS Word file. Any information that would uncover name(s) of the author(s) has to be avoided in the Main Text file.

Each visual material has to be prepared and submitted as a single, separate file through the online system in either “tiff” or “jpeg” formats. Files including the visual materials should be numbered as per their order in the paper.

1. Identification Page (Identification and Resume)

“Identification and resume page” has to be prepared as a separate MS Word file, and should provide the following information regarding the author(s): full name(s), affiliation(s), current location(s) (city and country) and resume(s).

The resume(s) of the author(s) must be prepared in English and should not exceed 50 words. Resumes have to be prepared for each author, in case the paper is written by more than one person. Email(s) of the author(s) should be specified at the end of resume(s).

Authors' resumes along with other identification information have to be submitted as a separate MS Word file, as explained earlier.

2. Main Text

- Total number of words in the manuscript (inclusive of all sections) should be mentioned.
- The entire manuscript should be prepared double spaced with a font size of 10 pt. on A4 size page in MS Word. No space should be left after or before paragraphs and only one line space before subheadings, but not afterwards.
- If the text is subdivided into sections, these subdivisions should be differentiated by numbers placed on the left as shown:

- 1. (single-numbered): PART (bold and UPPERCASE)
- 1.1 (double-numbered): Division (bold and Title Case)
- 1.1.1. (triple-numbered): Subdivision (regular and Title Case)

No further subdivisions should be used.

- Please use American English as a spelling format. Further information please visit the website: <https://www.merriam-webster.com/>
- Please do not use italics in section titles and text to emphasize terms or concepts, unless they are foreign words.
- It can be given name of institutions in original language with italics: *Bibliothèque Nationale de France* instead of National Library of France.
- Tables produced in MS Word could be inserted into the text wherever necessary. However, tables produced with other software and applications have to be submitted as single, separate files in one of the following formats: "pdf", "jpeg" or "tiff". Table captions could be placed in appropriate parts of the text where tables will be inserted. Table captions should be numbered as follows: Table 1., 2., 3., etc.
- Use double quotation marks and italics for all quotes, but do not use extra indent. Use single quotation marks only for quotes inside quotes. Quotations of more than about 60 words should be set out from the text with space above and below.

- Numbers at the beginning of a sentence should be written out. For instance, please write “Twentieth Century” rather than “20th Century” or “XX. Century”, if you start the sentence with these words. Please use these forms in dates; 16 March 1999; the 1980s; the twenty-first century; a nineteenth-century system; c. 2000.

- All numbers under 10 should be spelled out except where attaching to a unit of quantity (e.g. 10 km, 3 kg), or where the context makes this awkward (e.g. use full forms at the beginning of a sentence). Please use the form 36%, 3% for percentages. Elide numerals where possible, e.g. 1923–4, 40–5; but 1917–18, 304–15.

2.1. Referencing

For referencing and bibliography instructions use Harvard System (parenthetical referencing, using brackets while referring to a source). Citations will be enclosed within parentheses and embedded in the text, either within or after a sentence, in lieu of footnote citations, i.e. no footnotes or endnotes will be used. Citations will be accompanied by a full, alphabetized list of citations in an end section

2.2. Endnotes

Endnotes should be used only if necessary. Authors should try to keep the number of endnotes at minimum. Editors may ask the authors to reduce the number of endnotes as part of revisions.

Endnotes must definitely not be written under or beside the page of text with which they are associated. They must be numbered in such consecutive order as 1.,2.,3.,etc., and listed at the end. References used in endnotes should follow the same format of presentation as in the text.

2.3. Bibliography

All references including books, articles, lectures, online documents, etc. are to be given in the bibliography in alphabetical order using Harvard Referencing System. If the author is not indicated, the name of the affiliated organization should be given.

2.4. Captions of Visual Material

Please provide a list of captions of visual materials (pictures, maps, plans, graphics, etc.) after the bibliography in the main text. In preparation of this list, all visual materials should be numbered as per their order in the manuscript, such as Figure 1.,2.,3., etc. Numbers of visual materials used in the manuscript must be mentioned in the text where they are associated in either of the following formats, depending on the nature of the relevant sentence: Figure 1 or

(Figure 1). As for figures that appear more than once in the manuscript, the figure number should be given based on the first appearance and used constantly.

Sources of visual materials have to be mentioned after the captions in line with the general guidelines for references.

2.5. Symbols and Abbreviations

All special symbols and abbreviations, which are used in the formulae must be compiled in a list and appended to the manuscript following the “Captions of Visual Materials”. Abbreviations such as *ibid.*, *op.cit.*, *loc.cit.*, should not be used.

Symbol of “&” should not be used in the manuscript, unless it is part of corporate names or publisher names.

Instead of BC (Before Christ) and AC (After Christ), please pay attention to use BCE (Before Common Era) and CE (Common Era).

Abbreviations such as UN, UNESCO, BBC should be typed without full points; so should contractions (where the last letter of the abbreviation is the last letter of the word), such as Mr, Dr, St, etc. Other abbreviations (e.g. no., ed., etc.) retain the full point.

3. Visual Materials

As the manuscripts, originality is also expected in visual materials used in manuscripts. Authors are requested to submit originals of such documents as drawings, diagrams, tables, sketches, photographs, maps, etc.

Publication of visual documents less than 10 years old in technical subjects, and less than 50 years old in the area of the fine arts requires written authorization from the holder(s) of copyright.

Visual materials like pictures, photographs, maps, drawings and charts should be submitted if possible as “tiff” or “jpeg” and as separate files. The names of the files including visual materials should be numbered in accordance to the arrangement within the text (Figure 1., Figure 2., Figure 3, etc.). The width of the images should be at least 10 cm with a resolution of 300 dpi, in other words at least 1200 pixels.

Images cannot be submitted within MS Word files. If there are charts or drawings formed using the drawing tools on MS Word, these are expected to be converted to separate “pdf” files.

If more than one visual material has to be arranged to form a single figure or table, the pictures do not have to be sent separately. In such cases the visual material can be arranged as

necessary and sent as a single “tiff” or “jpeg” image. If this is the case, the author should make sure that the image fits a maximum area of 18x24 cm and is legible. Resolution criteria should also be kept in mind when arranging such visual documents.

Authors are expected to keep the number of visual materials moderate and efficient. Editors may if necessary demand from the authors to reduce the number of visual materials used in manuscripts.

AFTER ACCEPTANCE

Author(s) of manuscripts accepted for publication will be informed via email. Authors are responsible for eliminating the problems and shortcomings encountered by the layout editor during typesetting. Proofs are sent to the authors to be corrected. In principle, the authors are expected to correct the proofs and send them back to Materiart Organization Team in a week. Only minor corrections regarding the format and typographical errors are allowed to be made at this stage. In case of any substantial revisions made to the papers at this stage, the editorial board may consider to send out the paper for peer review.

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Art and Science of Materiality in Architectural Design Education