

OASE – journal for architecture

Guidelines for articles

1 Stay within the amount of words that have been assigned. The margin is 10%. So, if you have been asked to write an article of 3000 words, your text should be between 2700 and 3300 words, including the notes. Articles that are too long or too short will not be accepted. Articles with incomplete notes, or incorrect notes (see 9), will not be accepted.

2 Submit article digitally, if possible in Word for Windows.

3 English texts in *OASE* are published in British. If possible, submit your article in British spelling and with British punctuation. If not, it will be edited accordingly.

4 Indent new paragraphs, do not skip a line between paragraphs. Do not indent after a blank line.

5 Indicate headings clearly. Do not number. Headings should be underlined, preceded by one blank line.

6 Don't use italics in combination with quotation marks.

7 Always use single quotation marks ('word'), except for a quote within a quote ('the third "word" in this quote'). If quoting an entire sentence, include the period *within* the final quotation mark. If quoting part of a sentence, the period should be *outside* the quotation marks.

8 Do NOT use the automatic end- and footnote function, but place notes at the end of the document, on a separate page. Note numbers in the text should be typed in superscript. Place notes at the end of the sentence, behind the final punctuation mark.

Example: The departure of the swallows announces the coming of winter.⁵

9 Footnote form:

a) Book: first and last name of author(s), title of book in italics, place, publisher and year of publication in brackets, page number(s).

Example: James Gleick, *Chaos. Making a New Science* (New York: Penguin, 1987), 204.

b) Article in journal: first and last name of author(s), title of article in quotation marks, title of journal in italics, issue number, year of publication in brackets, page number(s).

Example: Christoph Grafe, 'Concrete Rocks on the Thames', *OASE* 57 (2001), 30-43.

c) Article in book: first and last name of author(s), title of article in quotation marks, in: first and last name of author(s), followed by (ed.) or (eds.), title of book in italics, place and year of publication in brackets, page number(s).

Example: Paul Overy, 'Vorticism', in: Nikos Stangos (ed.), *Concepts of Modern Art* (New York: W.W. Norton & Co, 1974), 106-109.

10 Do not use abbreviations in the text (etc., i.e., e.g.). The only abbreviations allowed are in notes, avoid where possible.

11

a) Submit illustrations along with text. Make a copy of each illustration, including digital ones. Number the originals and the copies.

b) Include a numbered list of all illustrations. Provide the following information for each illustration:

- type of illustration: photograph/slide/digital file
- illustration source
- name of photographer or artist
- who holds the copyright, or 'no copyright'
- a caption (see 12) or 'no caption'.

12 Keep captions short and to the point. If possible state the name of the architect/designer/artist, the name of the design, location, extra information and date.

Example: Hans Poelzig, Kaufmannshaus, Cologne, contest contribution, 1922.