

## Notes for contributors

Refereeing of papers submitted for publication will be on an anonymous basis by two referees. The referees will include the appropriate members of the Editorial Boards and/or other persons of standing approved by the Board. The referees' decision will be final.

Length of papers should normally range between 2000 and 5000 words.

Submissions should consist of two A4 (210 x 297 mm) or similar size double spaced print-outs with numbered pages, together with a 3.5 inch double, or high density disk in one of the following formats: for Macintosh computers ASCII, MacWrite II, Claris Works or Word 5; for MS DOS computers ASCII, Word Perfect 5.1, Ami Pro or Word 5. The disk should be clearly labelled with the type of machine (Macintosh or MS DOS) and the format used and all files should be clearly named. Authors submitting text with computer images may find it necessary to use Sy-Quest disks to obtain the necessary capacity. Amstrad disks cannot be accepted: authors using this system should submit two print-outs with double spaced lines for the publisher's copy scanner.

A declaration that copyright clearance has been obtained for all illustrations MUST be included in all illustrated submissions. Where this requires acknowledgement of the photographer, this must be indicated on an adhesive label on the back of the photograph.

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The title page should include title, author's name, address, date of submission, a brief summary and the approximate total number of words in the main text. The title should not exceed 60 letters and spaces. The author should give both the name of any institution or practice in which the work was carried out and his/her title (Lecturer, Partner, Director ...), present work and home addresses, telephone, fax and e-mail numbers. The summary should not be more than 100 words. A brief biography of not more than 50 words should be included.

The text must be in the English language. For ease of reading it should be divided into sections with the section headings typed on a separate line.

Acknowledgements should be given to any practical or financial assistance.

Appendices should only be used to accommodate essential information subordinate to the text. References to published literature should be cited in the text using the author-date system, for example, Summerson (1980) or (Summerson, 1980), followed by a,b ... when two or more references to work by one author are given for the same year. Full references should be listed alphabetically at the end of the paper. Examples are given below.

Berry, J. and Ferraro, R. (1989). 'Low energy for industry: Spectrum 7 at Milton Keynes', *Architects' Journal*, vol.189, no.20, pp.73-77.

Littlefair, P. J. (1992). *Site Layout Planning for Daylight*, BRE Information Paper 5/92. Building Research Establishment, Garston.

Los, S. (1988). 'The architecture of transformation'. In (eds) E. Fernandes and S. Yannas, *Energy and Buildings for Temperate Climates, Proceedings of the Sixth International PLEA Conference*, Porto, Portugal, pp.9-31. Pergamon, Oxford.

Summerson, J. (1980). *The Classical Language of Architecture*. Thames and Hudson, London.

Notes are discouraged. However, if essential, they should be keyed into the text by numbers in square brackets on the line [1] and placed at the end of the text. Do not use any special automatic formatting built into software.

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References to illustrations should be keyed into the text with or without square brackets thus: [Fig. 1]. They should be numbered in the sequence in which they appear in the text.

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Tables, which should be referred to in the text,<sup>1</sup> should be supplied as a separate titled file on the computer disk and, in the case of hard copy, as a separate sheet at the end of the typescript. They will usually be reproduced without reduction. Heavy rules should be inserted at the head and foot of each table, and fine rules below column headings.

Photographs should, if at all possible, be black and white glossy prints and all of the same size. Colour photographs can be scanned but do not reproduce well in mono printing. Illustrations from books and journals cannot be satisfactorily reproduced. Photocopies are not acceptable. Each photograph should be identified on the back in soft pencil or label with the author's name and the figure number. In cases where there may be uncertainty about orientation, the top of the photograph should be indicated on the reverse side. The use of paper clips (which mark photographs) should be avoided.

Captions for diagrams, drawings, tables and photographs should be supplied as a separate titled file on the computer disk and, in the case of hard copy, as a separate sheet at the end of the typescript.

Proofs will not normally be sent to authors. However, where there are problems with final length, once illustrations and drawings are combined with text, authors may be contacted for editing advice.

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## In this issue

### Leader

- Beyond the Research Assessment Exercise

### Report

- Report and analysis of the 1996 UK university architecture schools research ratings. How design is assessed in Australian universities

### Issues

- Irénée Scalbert on the struggle between the organic and the typical

### Design

- Charles Rattray on the work of Claus and Kaan and its concern for the physical realities and compromises of the building process
- Erik Christian Sørensen describes proposals for Copenhagen's disused docks and railway lands

### History

- Martin Morris finds a link between elite and vernacular architecture in ancient Japan

### Theory

- David Dernie reveals the link between meaning and materials in the gardens of the Villa d'Este

### Construction

- David Yeomans traces the development of the Serlian floor and examines the structural principles behind it

### Practice

- Christopher Powell on responding to marginalisation

### Reviews

- Jonathan Barnett on Reyner Banham's *A Critic Writes and Other Essays*; Jeffrey Cook on Ken Yeang's *The Skyscraper Bioclimatically Considered*; and John Winter on Michael Wigginton's *Glass in Architecture*

### Insight

- Tony Fretton on Dan Graham's constructions currently on show in London

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