

# JOURNAL OF ARCHITECTURAL AND PLANNING RESEARCH

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## Manuscript Checklist for Submissions to *JAPR*

The following checklist should be used when preparing an article for submission to *JAPR*. Please be sure to follow the specifications exactly and completely to ensure that your article is reviewed in a timely manner, as well as to avoid delays further along in the publishing process should your article be accepted for publication.

- The paper has been created in a word processing program (preferably Microsoft Word) and is between 2,000 and 6,000 words in length. The file(s) containing the paper and any tables is submitted on a CD-R, CD-RW, Zip disk, or 3.5" floppy disk.
- The paper is typewritten, double-spaced, and printed on white 8.5" x 11" (A4) size paper. It is written in the third person in a clear style, free of jargon.
- The first page of the article includes the following:
  - a brief title that is descriptive of the paper's contents
  - the author(s) name(s), position(s), professional or academic affiliation(s), email address(es), and the full postal address of the corresponding author
  - a 45-character running title
- The second page of the manuscript includes the following:
  - paper's title
  - an approximately 200-word abstract that emphasizes the paper's contribution to the field and its practical architectural or planning implications.
- The body of the paper includes the following:
  - an introduction to the subject
  - background information
  - discussion of procedure
  - results
  - conclusions
  - implications for practice and advancement of research
  - references
  - an autobiographical sketch (if funding for the research was received from nonpersonal sources, these sources must be identified in the autobiographical sketch)
- References are complete, arranged in alphabetical order, have been checked for accuracy, and comply with *JAPR* reference style.
  - Reference citations in the text are referred to by author name and year. If there are more than two authors, the name of the first author followed by *et al.* has been used.
  - Papers by the same author(s) published in the same year are distinguished by the use of lowercase letters following the date.

References contain the following information, in the order shown: names of all contributing authors (last names first); date of publication; title of article; title of journal or book; volume number; location and name of publishing company (books only); starting page number (journals) or inclusive pages (books).

Page numbers have been provided for all quotations within the text.

Figures are submitted in the form requested by *JAPR*:

All artwork is submitted in camera-ready, black and white copies (halftones) or original line drawings. Each figure is submitted as a hard copy, one figure per page. All type is large enough to still be readable when reduced to fit the journal page size (approximately 5.75" x 8.5").

All photographs are black and white glossy prints.

Any artwork that is not a table is labeled as a figure in the order in which it appears in the text. No other labels (*e.g.*, matrices, photograph) have been used.

A brief caption is provided for each figure.

The figure is cited in the text.

All tables are included either in the original manuscript file or as separate Microsoft Word documents, and have been checked to ensure that they can be easily reproduced on the journal page size (approximately 5.75" x 8.5").

A brief caption is provided for each table.

The table is cited in the text.

*Three* copies of the article, along with the disk containing the article file, hard copies of any figures, and a copy of this checklist, should be submitted to the Editor at the following address:

Andrew D. Seidel, Ph.D., Editor-in-Chief  
College of Architecture  
Texas A&M University  
College Station, Texas 77843-3137, USA

— OR —

Authors may submit their article electronically by including the paper and all figures on a CD (specifications listed above should still be adhered to), which should be mailed to the Editor at the above address. Note that we are trying this option experimentally to see if it works for our purposes. Please check this manuscript checklist webpage before submitting each paper to ensure that this option has not been removed.

Bear in mind that **ONLY** original works neither published nor under review elsewhere will be considered.

Sample articles previously published in *JAPR* can be found on our website, [www.lockescience.com](http://www.lockescience.com).