

How to Submit an Article / Guidelines for Authors

Review policy

We invite manuscripts and visual portfolios for publication. Submissions should be brisk, urgent and readable; they should make readers care.

We will not consider manuscripts that have already been published in other journals, periodicals or books. However, we will consider manuscripts published in conference proceedings or as working papers if the author explains in detail how the manuscript will be revised.

We will not publish design projects, built or unbuilt, unless they are submitted in the context of a manuscript that raises critical questions about places.

We regret that we cannot respond to queries, proposals, abstracts or outlines that are not accompanied by a manuscript.

Places editorial staff will review all submissions to determine whether they are appropriate for our editorial board's consideration. Articles under consideration will be sent for blind review to a minimum of two readers, including our consulting and contributing editors and other scholars and/or professionals with specific background and expertise in the subject matter. All final editorial decisions are made by the editor.

Manuscript submission requirements

By adhering to the following requirements, you will help us ensure a timely review and publication of the manuscript that you submit:

- The maximum manuscript length we will publish is 3,500 words for feature articles and 1,000 words for regular departments (Speaking of Places, Standards, Dispatches), with preference for shorter articles. We may choose to review longer manuscripts, but authors must agree to work with editors to prepare a shorter draft.
- We follow *The Chicago Manual of Style*, 13th ed., particularly the format for endnotes, which is described in chapter 17. We prefer that endnotes be kept to an absolute minimum.
- If you are submitting your article to another publication, or plan to, please let us know at the time you submit it.

We will only review manuscripts that adhere to the following criteria:

- Manuscripts must be double-spaced, with margins of at least one inch on all sides of the page, a type size of 11 points or larger, and printed in a comfortable, serif, typeface.
- Manuscripts must include a title on the first page, but the author's name should not appear on any page.
- Manuscripts must include a 250-word abstract.

Illustration submission requirements

Please include one full set of artwork you would like to accompany your article. Keep in mind that we wish to review several times as many images as we eventually publish.

For the initial review, black and white photographs should be submitted as prints or photocopies. Color prints should be submitted as prints or color photocopies. Transparencies/slides should be submitted as color photocopies. Drawings should be submitted as line art or as photocopies. If you would like the material returned, please enclose a completed Federal Express airbill.

Additional publication requirements

Should your manuscript be accepted for publication, you will be asked to adhere to the following requirements:

- Authors are responsible for providing text, captions and author bio in a computer-usable format. Digital files can be submitted on disk or via email. We require files to be formatted in any Mactintosh compatible word processing program, or in MSWord for PC-based computers (version 5.0 or before). Contact our office for digital formatting requirements, particularly for endnotes.
- Authors are responsible for obtaining all artwork that will accompany their articles and securing permission to use that artwork.
- For final submission of artwork, we require prints, original transparencies, original ink drawings or digital files (please contact us in advance for formating standards). We may request that the author submit new drawings or photographs to supplement or replace the initial submission.
- Authors are responsible for providing captions and credits for all illustrations.
- Authors must submit project credits for any design project this featured prominently in the article (please contact us in advance for formating standards).

Please send five copies of submissions and a CDROM of text, and any accompanying images (high resolution is preferred) to:

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