

Guidelines for Authors

The following guidelines are designed to provide a uniform formal standard for all those involved in preparing the contributions. Authors' attention is also drawn to the following information on style and presentation guidelines. We apply US spelling with some stylistic choices and adaptations due to European reading conventions.

Equal Treatment in Language

Please make use of the *singular they*, wherever possible:

»But a journalist should not be forced to reveal their sources.«

Otherwise, him or her resp. him- or herself could be used.

1. Spelling and Punctuation

Spelling

please use UK English spelling for Dimensions Issue 13/2027 »Circular Design for Transforming Cities«

Hyphenation

large-scale tasks

high-profile practices

multi-scale, multi-dimensional

self-evident

Hyphenation of proper names should be avoided.

Make correct use of en-dash and of em-dash

hyphen -

en-dash – (alt -)

Use hyphen in combined words (e.g. process-oriented, scenario-building, socio-economic) and in bullet lists

Use en-dashes between dates and inclusive numbers, as well as for sudden breaks in thought.

Punctuation

Serial comma:

»Superordinate topics are addressed by architectural, theoretical, and transdisciplinary means,...«

After a colon, the first letter should be capitalized, if the first word is a proper noun or if the colon introduces a complete sentence (as opposed to British usage, which prefers always l.c.).

Examples: »For this process, two basic requirements are necessary in addition to all specialist knowledge: intuition and understanding.«

»In other words: Conceived architecture becomes real architecture, a specific place where life takes place.«

Titles and intermediate headers are capitalized (except for prepositions and articles).

Well-known locations (Munich, Zurich, Cologne, Vienna) are given in their English version.

Dates and Numbers

1990s (not 1990's; without apostrophe and not nineties)

If the temporal context is clear it is not necessary to mention the century before mentioning a decade.

18th century (not 18th or eighteenth century)

2nd (not 2nd)

20,000 instead of 20.000 and 2,0% instead of 2.0%.

4 June 2003; January 2003 (no comma)

Numbers up to twelve should be written in words, except for measurements.

Numbers with five or more digits should have a decimal comma (45,000 or 123,456 but 2000).

Metric measurements are preferred. Please do not abbreviate units of measurements:

meter (not m), hectare (not ha). Percentages should be written in digits with the percentage sign, i.e. 25%

Capitalisation of Headings

Headings and chapter titles should be capitalised according to British style. This means: all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions are capitalised, and articles, coordinating conjunctions, and prepositions are lowercased unless the first or last word of the title or subtitle. Please don't use fullstops at the end of headings and titles unless they form a proper sentence.

Titles of Paragraphs

no capitalisation (only the first letter), no numbering

2. Quotations and References within the Text

All references to books and other sources in the text have to be identified.

All quotations and references should be formatted at the example of prior Dimensions' issues, and as follows:

Quotation Marks

Indented quotes have quotation marks.

All quotations should be enclosed in double, French-style quotation marks: »... «

Quotes within quotes should be enclosed in single quotation marks: (>...>...<...<)

If parts of an original quote are omitted, it is necessary to mark as follows: [...]

In-text References

Sources should be tailored according to the author-date-method:

Relating to the work of an author:

author's last name year of publication, i.e. (Steward 1997)

Including a specific quote:

author's last name year of publication: page, i.e.

»All these encounters are included in forming the conception of a tree; they are all used subsidiarily with a bearing in the conception of a tree, which is what we mean by the word tree« (Polanyi 1969: 163).

If another passage is quoted from the same source on the next page or two and there is no intervening quotation from a different source, please use: *ibid.*

(Polanyi 1969) > (*ibid.*)

(Polanyi 1969: 163) > (*ibid.*)

(Polanyi 1969: 163) > further in the text: (*ibid.*: 165)

References to more than one publication by the same author in the same year should be distinguished alphabetically by a, b, c, etc., i.e. (Merleau-Ponty 1945a) and (Merleau-Ponty 1945b).

If several works are cited, please separate them with a semicolon: (Benjamin 1978; Foucault 1984)

A maximum of three authors should be identified: (Heylighen/Martin/Cavallin 2005)

With more authors, name the first one with *et al.*: (Groffman *et al.* 2017)

References to literature for further consultation are indicated by: *cf.*

»Luhmann and other differentiation theorists, however, regard the question of system integration with a fair amount of equanimity (*cf.* Schimank 1999).«

Where there are no named authors, the name of the appropriate body should be used:

(Metropolitan Museum of Art 2012)

All works referred to in the text, are listed in the references' section at the end of the text!

Only quote official English translations of foreign texts and/or original English sources.

If references are not available in English, please provide the original text in a footnote and include your English translation in the text, indicating it as an author's translation, i.e. (Hauser 2010, author's translation).

Please make sure to include DOI of Open Access publication to allow for interlinking and referencing with the original source.

Indicate the first edition's year in the original language in square brackets.

Schulze, Reinhard (2000 [1994]): A Modern History of the Islamic World, New York: New York University Press.

Footnotes

Footnotes must be reduced to a strict minimum and only if inevitably necessary:

- original quote by self-translated text sections
- additional information, key to the readers' understanding, but hinder the flow of argumentation
- etymological or other introductions of specific terminologies

3. References and Bibliography

All sources used in the text should be listed within the reference list.

The order of the bibliography is arranged alphabetically; several works of an authors are listed chronologically.

All titles of the references are capitalized, regardless of the original spelling.

Do not abbreviate page numbers, i.e. 443–2448, not 443–8 or 443–48.

Monographs

Last name, first name(s) [in full], (year) title, place: publisher.

Gellner, Ernest (1964): *Thought and Change*, London: Weidenfeld and Nicholson.

For two or more authors or editors:

Last name, first name(s)/last name, first name(s) (year) title, place: publisher.

Maturana, Humberto/Varela, Francisco (1980): *Autopoiesis and Cognition*, Boston: Dordrecht.

For translated works, please list original edition and the English translation your quote is from.

Le Corbusier (1923): *Vers une architecture*. – English translation: *Towards a New Architecture*, transl. from the thirteenth French edition by Frederick Etchells, London: John Rodker, 1927, repr. Oxford: Architectural Press, 1989.

For publications with two publisher locations:

Last name, first name(s) (year): title, place/place: publisher.

Scott, Fred (2007): *On Altering Architecture*, London/New York: Routledge.

Edited Works / Anthologies

Last name, first name(s)/ Last name, first name(s), ed.(s) (year): **title**, place: publisher.

Ammon, Sabine/Froschauer, Eva Maria, eds. (2013): *Wissenschaft Entwerfen: Vom forschenden Entwerfen zur Entwurforschung der Architektur*, Paderborn: Wilhelm Fink Verlag.

Articles in Anthologies

Last name, first name(s) (year), »Title of contribution«, in: first name, last name (ed.), **title of the volume**, place: publisher, page numbers.

Robertson, Roland (1995): »Globalization: Time-Space and Homogeneity-Heterogeneity«, in: Mike Featherstone/Scott Lash/Roland Robertson (eds.), *Global Modernities*, London/Thousand Oaks: Sage Publications, 25–44.

> page ranges are indicated with an en-dash with no spaces, i.e. 10–20 (not minus; neither 10-20, nor 10 – 20)

Articles in Periodicals

Last name, first name(s) (year), »Title of article«, in: Name of the journal volume/issue number, page numbers.

Feldman, Allen (1997): »Violence and Vision: The Prosthetics and Aesthetics of Terror«, in: *Public Culture* 10/1, 24–60.

For digital sources, please include DOI:

Lakoff, George/Johnson, Mark (2002): »Why Cognitive Linguistics Requires Embodied Realism«, in: *Cognitive Linguistics* 13/3, 245–263. doi: 10.1515/cogl.2002.016

Websites / Online Sources

Make sure to include recent and reasonable access dates.

Krauss, Rosalind (1979): »Sculpture in the Expanded Field«, in: *October 8/166*, 30–44, <https://www.jstor.org/stable/778224>, accessed November 07, 2024.

Open Access

For open access available publications please make sure to include and interlink DOI sources.

