

Notes for the guidance of contributors to *Urban Morphology*

Submitted papers must be original and not under consideration by any other journal. They must conform to the house style of previous issues of *Urban Morphology*. Authors are reminded that the readership of *Urban Morphology* is international and that papers are accepted for publication only after favourable review by at least two independent referees. They should be in English and should preferably not exceed 5000 words with an English abstract in less than 200 words and up to five key words. Since the authorship of papers is not made known to referees, the name(s) and address(es) of the author(s) should be on a separate page. Papers should be formatted in Word or WordPerfect and sent by e-mail to the editorial office at journal@urbanform.org. Papers should be in single column format with double spacing and wide margins. Authors should *not* attempt to reproduce the journal's page layout. Spelling follows *The concise Oxford dictionary*. All measurements should be expressed in the metric system.

Authors alone are responsible for opinions expressed in *Urban Morphology*. They are also responsible for securing any necessary copyright permissions to reproduce illustrations, extensive quotations etc.

References

These should be placed at the end of the paper. Authors must use the Harvard system of giving references, in which authors' names (no initials) and dates are given in the body of the text – for example (Biddle and Hill, 1971) – and the references are listed alphabetically at the end of the paper, under the heading 'References', in the following form:

- Biddle, M. and Hill, D. (1971) 'Late Saxon planned towns', *Antiquaries Journal* 51, 70-85.
- Conzen, M. R. G. (1968) 'The use of town plans in the study of urban history', in Dyos, H. J. (ed.) *The study of urban history* (Edward Arnold, London) 113-30.
- English Heritage (2010) *Understanding place: an introduction* (<http://www.english-heritage.org.uk/Publications>) accessed 23 June 2010.
- Hillier, B. (1996) *Space is the machine* (Cambridge University Press, Cambridge).
- Kropf, K. S. (1993) 'An inquiry into the definition of built form in urban morphology', unpublished PhD thesis, University of Birmingham, UK.
- Thompson, F. M. L. (ed.) (1982) *The rise of suburbia* (Leicester University Press, Leicester).

In the case of multi-authored publications, all authors should be named in the list of references. Only cited references should be listed.

Illustrations and tables

Line drawings, which should be of professional quality, and photographs should be the size of the intended reproduction. When designing illustrations account should be taken of the journal's page size. Illustrations should be in black and white (greyscale for photographs) unless colour is essential (colour is expensive and charged to authors at cost). They should be numbered consecutively, referred to directly in the text and submitted as JPEG or TIFF files (using LZW compression if available). Pictorial illustrations should be at a resolution of not less than 600 dpi and line diagrams not less than 1200 dpi. All illustrations must have captions. A typed list of these should be included after the references, in the following style:

Figure 1. Distribution of house types.

Particular care should be taken with the layout of tables, each of which should be on a separate page. These should be set out using no vertical rules and as few horizontal rules as possible, and with wide margins on all sides.

Title page

A separate title page should include the title of the paper, and the name(s), main professional or academic affiliation(s) and full address(es), including e-mail address(es), of the author(s).

Headings

Only the first letter and proper names are capitalized. Headings are placed against the left-hand margin, primary sub-headings being in bold and secondary sub-headings being in italic.

Numerals

Numerals should be used for all units of measurement, but in the case of quantities of objects, persons etc., the figures from one to twenty should be spelt out (for example: ten people, ten cases; *but* 10 days, 10 km, 24 inhabitants, 6400 m).

Proofs

Proofs will normally be sent to authors. Only printer's errors should be corrected at this stage: major changes are not acceptable.