

Editorial Policy

Proceedings of the Annual Conferences of SAHANZ

As agreed by the Editorial Board on 26th February 2008

- 1) The *Proceedings of the Annual Conference of SAHANZ* is an annual serial publication. It is distributed, without further charge, to all fully registered attendees at the SAHANZ Annual conference. ('Fully registered' includes concessional registration for students and others attending the whole conference; it does not include those registered only for particular sessions.) The *Proceedings* are also sold to libraries and institutional subscribers or to individuals by SAHANZ's distributor, the University of Queensland Press. In future, papers individually or in collections will be sold through electronic distribution. After a period, currently two years, all *Proceedings* will be made freely available in the SAHANZ community area on UQ Espace. <http://espace.library.uq.edu.au/community/UQ:12307>
- 2) Ownership of the *Proceedings*
 - a) SAHANZ owns the copyright to the *Proceedings* as a whole in its page set.
 - b) The authors own the copyright to their papers. SAHANZ grants a licence to each author to use and distribute as they wish copies of their paper as page set in the *Proceedings*.
 - c) The Editor/s own the copyright to all other matter in the *Proceedings*.
 - d) At the close of the Conference any remaining stock of the *Proceedings* is owned by SAHANZ and will be distributed by UQP
- 3) Appointment of Editor/s and Academic Committee
 - a) Annual Conference Committees will discuss Editor/s with the Editorial Board, and propose them to the SAHANZ Committee with the support of the Board. Editors along with all members of a Conference Committee should be announced at the AGM in the year preceding the Conference. The Editor/s will be current financial members of SAHANZ.
 - b) The Editor/s should where possible form an Academic Committee to assist them with peer review of submissions and co-ordination of external refereeing. If there is an Academic Committee it should be announced with the Call for Papers. It is desirable that an Academic Committee is cross-institutional. It may include persons who are not in the host city and who contribute by phone and email. The Academic Committee may overlap with the Conference Committee and may include appropriate external members. Academic committee members will be current financial members of SAHANZ unless the Editor/s require particular expertise of a non-member. The Editor/s will chair the Academic Committee.
- 4) Roles of the Editors
 - a) The Editors will follow the editorial direction set by this Policy and any future revisions of this Policy. Editors remain responsible for determining the academic content of the conference and its *Proceedings*. Editors will be advised by the Academic Committee, but have the final decision in any dispute. Editor/s report to the Conference Committee as to matters of the scale, cost and organization of the conference. Editor/s report to the Editorial Board, and the Committee of SAHANZ on academic matters such as the standard of papers and referring any problems or developments in the submission and publishing procedures.
- 5) Calls for Papers
 - a) The Conference Committee will call for papers that support the aims of SAHANZ.

6) Ranks and Exclusions

- a) No members of SAHANZ should be excluded from submitting, including the Conference Committee. If the Editor/s or members of the Academic Committee wish to offer a paper they should arrange a blind internal process.
- b) All submissions are to be treated equally to the same standard. There are no separate sessions for postgraduate students or early career researchers. It is in the character of SAHANZ to encourage discussion between senior and junior scholars.

7) Paper submission & author responsibilities

- a) The Call for Papers should clearly state that SAHANZ is seeking original research, not previously published, or, work that is substantially developed from a prior publication, with new research or reconsideration.
- b) When authors submit abstracts and papers they should be required to agree to the following statements:
 - i) “The work I have submitted for the NNth Annual Conference of SAHANZ is my own work, and duly acknowledges the work of others which I have consulted. To the best of my knowledge it contains no factual errors, nor is it defamatory of any person or organization.”
 - ii) “I have written permission for the use of any copyright material included in this paper, including images.”
 - iii) “Should this paper be accepted for presentation I will register for the conference and I intend to present the paper in person.”
- c) In submitting papers authors should avoid self-citation or any other aspect of the paper that might reveal their identity to a referee.

8) Peer Review

- a) If the Conference committee choses to do so, they may call for proposals for themed sessions. The Committee may determine which themes are chosen based on organisational as well as academic merit.
- b) Abstracts will be peer reviewed by at least two members of the Academic Committee. The Academic Committee may call on external blind referees as the Editors find appropriate. All abstracts submitted will be responded to. Acceptance of an abstract is an agreement that the paper proposed meets the aims of the conference. It is not an agreement that the full paper will be accepted.
- c) Appointment of referees. Referees will be credentialed scholars, normally holding a PhD, or substantial publishing or professional achievement in the area in which their opinion is sought. Publication in *Fabrications* and previous conferences can be evidence of a scholar’s standing.
- d) Editors will attempt to avoid sending papers to referees who are in the same institution or workplace as the author.
- e) Referees will receive the paper ‘blind’ ie without the name of the author or other indentifying materials such as the ‘property fields’ of electronic files.
- f) Full papers will be refereed by two readers at least one of who is external to the Academic Committee. On the advice of the referees the Editor/s will determine whether to:
 - i) to accept the paper with minor amendments, or with no amendments;
 - ii) to accept the paper, pending final approval by the Editors on the basis of a request for major amendments;
 - iii) to decline the paper.

- g) Editors may return a paper to authors without forwarding the paper to referees if it evidently fails to meet basic academic standards. Editors may decline to submit a paper to refereeing for several reasons. For example, the paper may be incomplete (unedited, without notes, or in outline form), substantially too long or too short, or, substantially different from the accepted abstract.
 - h) In the case of difference of opinion between readers the Editors are free to determine whether to approach additional referees, or to reject it. No paper should be accepted without two positive opinions of its suitability.
 - i) All referees reports should be returned together to the author with a covering statement by the Editor/s as to what is outcome of the review. If a referee makes a report which makes inappropriate, disparaging or demeaning comments about the author or submission, then the Editors should discard the reference and seek a further opinion.
 - j) In the occasional cases where a referee makes inappropriate, disparaging or demeaning comments about the author or submission, the Editor/s should summarize the inappropriate report. They should also draw the problem to the attention of the referee.
 - k) Accepted papers submitted for publication. The Editor/s and Academic Committee will check at that each paper that has been provisionally accepted has attended to the comments of the referees before being accepted for publication.
 - l) Editors may reject papers of authors who have failed to register for the conference by the due date.
- 8) Keynote speakers
- a) *Proceedings* must list the Keynote speakers and the titles of their papers. It is highly desirable for them to give their abstracts for publication in the *Proceedings*.
 - b) Keynote speakers should be invited to publish their papers in full in the *Proceedings* or in a subsequent issue of *Fabrications*. Editors and Keynote Speakers are invited to discuss with the Chair of the Editorial Board as to how best to accommodate them if they agree to publish with SAHANZ.
- 9) The Publication
- a) The *Proceedings* will be published so as to be available to attendees on registration. The *Proceedings* will be printed in sufficient numbers as to fill subscriptions by libraries and institutions.
 - b) The *Proceedings* will be a printed book containing information about the conference and abstracts of all papers. All papers will be published on digital media bound into the book. The *Proceedings* of the 2002 and 2007 conferences are examples of this format.
 - c) The *Proceedings* will also be designed so as to be able to be printed and bound as a volume containing all the full papers in hard copy. The Conference Committee may choose to have some full hard copies produced, at an extra cost, for attendees who prefer the hard copy.
 - d) The electronic versions of the papers will be produced so that each paper can be distributed individually, but, also, so that when the whole volume is printed it is page numbered in sequence from front to back.
 - e) Each paper will carry the abstract, author affiliation, and bibliographic description.
 - f) Citations will follow the style of *Fabrications*.
 - g) The *Proceedings* will contain a colophon stating
 - i) That the Publisher is the Society of Architectural Historians, Australia and New Zealand (incorporated association in New Zealand)
 - ii) An ISBN and ISSN number

- iii) That the Proceedings are in the copyright of SAHANZ, and that authors retain the copyright of the papers.
- iv) That the authors have made every attempt to obtain written permission for the use of any copyright material in their papers.
- v) The name of the Editor/s and the Academic Committee
- vi) The correct bibliographic form in which to cite the Proceedings and papers from it.
- vii) Contain the statement: “Abstracts received were subject to peer review by the Academic Committee of the Conference. All papers accepted for publication were then peer reviewed in full, in a blind refereeing process, where at least one referee was external to the Academic Committee.”
- viii) State the numbers of abstracts and full papers received and accepted
- g) The physical and graphical design of the *Proceedings* is a matter for the Conference Committee to determine.

10) Errata in the Proceedings

As the timeframe for the publication is so short it is understandable that there have been occasions of *Proceedings* being distributed with errors, which are then discovered.

Authors should accept the difficulties imposed on Editors by the process and bring any errors to their attention during the conference. Editors should determine the scale of the problem and consult the Editorial Board as to the appropriate action.

- a) In the case of major errors and elisions, such as incorrect pagination, the elision of speakers, sponsors or the colophon, there is little choice but to reprint.
- b) Smaller errors affecting the book of abstracts might be addressed by a paste in erratum slip.
- c) Errors in papers that occur on the digital media, can be addressed by 1. Correcting the errors and burning new CDs for the subscription, sales and archive copies, and 2. Emailing the attendees the corrected version for their files.