

Editorial Policy

Proceedings of the Society of Architectural Historians, Australia and New Zealand

1.0 General

- 1.1 The *Proceedings of the Society of Architectural Historians, Australia and New Zealand* is a serial publication (normally annual) of papers presented at conferences of the Society.
- 1.2 Notwithstanding any other format by which the *Proceedings* may be published, the *Proceedings* are to be published online on an open access basis. The Editor/s will take all reasonable steps to ensure that the online host of the *Proceedings* will maintain the *Proceedings'* availability on this basis.
- 1.3 The *Proceedings* contain all papers presented at conferences of the Society, thereby forming a record of each event.
- 1.4 Policy regarding the academic quality of the *Proceedings* pertains also to standards and procedures relating to the academic quality of the annual conference for which the *Proceedings* serve as record.

2.0 Name of the *Proceedings*

- 2.1 The publication of the proceedings of the annual conference of the Society will in each instance be named the *Proceedings of the Society of Architectural Historians, Australia and New Zealand*.
- 2.2 Each volume of the *Proceedings* will be numbered according to the ordinal number of the conference it documents (so that the *Proceedings* of the 30th annual conference of the Society is volume 30 of the *Proceedings*).
- 2.3 The theme of each volume of the *Proceedings*, reflecting the theme of the conference it documents, will be catalogued and referenced in accordance with the treatment of the title of a special issue of a periodical publication.
- 2.4 The *Proceedings* will in each case be published in Australia and issued with an Australian ISBN number. They may be concurrently published in another country and identified by an ISBN number issued by the relevant agency of that country.

3.0 Ownership of the *Proceedings*

- 3.1 The Society owns the copyright to the *Proceedings* as a whole in its page set, in its original published format and in any future formats.
- 3.2 Authors own the copyright to the content of their own papers. The Society grants a license free and in perpetuity to each author to use and distribute as they wish copies of their paper as page set in the *Proceedings*.
- 3.3 The Editor/s own the copyright to any introductions, indices or other discrete components of the *Proceedings* not otherwise specified in 3.1 or 3.2.

3.4 The Editor/s or Authors may make the *Proceedings* as a whole or any individual paper over which they hold copyright subject to any Creative Commons license that does not contravene any clause of this Policy.

4.0 Appointment of the Editor/s and Academic Committee

4.1 The call for papers, peer review, publication and distribution of any given volume of the *Proceedings* is primarily the responsibility of its Editor/s, who chair/s an Academic Committee that offers advice and support in matters of academic quality and procedure.

4.2 The Editor/s of any volume of the *Proceedings* will be proposed to the Editorial Board by the conference Organizing Committee. Editor/s are appointed by the Editorial Board and announced at the AGM in the year preceding the conference. The Editor/s will be current financial members of the Society.

4.3 The Editor/s will form an Academic Committee to offer advice and support in matters of academic quality and procedure, including selection of abstracts and review of full papers. The Academic Committee will be formed in consultation with the Editorial Board. The composition of the Academic Committee will be a matter of public record. The Editor/s will chair the Academic Committee.

4.4 The Editors will meet with members of the Academic Committee and with the Chair of the Editorial Board (representing the Board). Meetings between the Editor/s, Academic Committee and/or Editorial Board may be held in person, by telephone or by any electronic means including email.

4.5 It is desirable that membership of the Academic Committee is cross-institutional. It should include representation from the Editorial Board, as well as members with recent experience as Editor of the *Proceedings*. It is desirable to include, where possible, representation from the Organizing Committee of any future conferences of the Society. Members of the Academic Committee may also be members of the Organizing Committee. Academic Committee members will be current financial members of the Society.

5.0 Roles of the Editors

5.1 The Editor/s will adhere to the Editorial Policy pertaining to the *Proceedings*.

5.2 The Editor/s is/are responsible for the academic quality of the *Proceedings*. The Editor/s is/are advised by the Academic Committee, but have the final decision in any dispute. Editor/s report to the Editorial Board on such matters as the selection and standard of abstracts and papers, and may refer to the Editorial Board any problems or developments in the submission and publishing procedures requiring consultation or advice from beyond the Academic Committee.

6.0 Calls for Papers

6.1 The conference Organizing Committee will call for papers that support the aims of the Society.

6.2 The Call for Papers will be circulated internationally and remain open for a period of time

reasonably allowing for its wide exposure, normally no less than two months.

7.0 Ranks and Exclusions

- 7.1 No members of the Society will be excluded from submitting an abstract for consideration, including the Editor/s and members of the Academic Committee, conference Organizing Committee or Editorial Board.
- 7.2 All submissions are to be treated equally and held to the same standard. There are no separate sessions for postgraduate students or early career researchers. It is in the character of the Society to encourage discussion between senior and junior scholars.
- 7.3 Any conflicts of interest concerning matters of academic quality and review may be resolved by deputizing a member or members of the Academic Committee to arrange consideration of an abstract or paper separately from any meeting or information system to which the conflicted party has access. The Editor/s or Academic Committee may refer any instance of a conflict of interest to the Editorial Board for its attention and advice.

8.0 Paper Submission & Author Responsibilities

- 8.1 The Call for Papers should clearly state that work submitted to the *Proceedings* should be the product of well-documented original research that is primarily analytical and interpretative rather than descriptive in nature. The work will either not have been previously published elsewhere, or have undergone substantial development from a prior publication, documented new research or introduced new framing.
- 8.2 When authors submit abstracts and papers they must agree to the following statement:
“The work I have submitted for the *Proceedings of the Society of Architectural Historians, Australia and New Zealand* (volume N, 20NN) 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.”
- 8.3 An author must supply to the Editor/s copies of all formal permissions relating to the reuse of intellectual property not in the public domain and not covered by legislated definitions of fair use.
- 8.4 In submitting abstracts or papers for peer review, authors should withhold any reference or citation that would clearly advise a reader of his/her/their identity.

9.0 Peer Review

- 9.1 If the conference Organizing Committee chooses to do so, it may call for proposals for themed sessions. The Committee may determine which themes are chosen based on organizational as well as academic merit.
- 9.2 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. Response will be made to all abstracts submitted. 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.

9.3 Referees will be appointed by the Editor/s with advice as required from the Academic Committee. Referees will be credentialed scholars, normally holding a PhD, or having substantial publishing or professional achievement in the area in which their opinion is sought. Publication in *Fabrications* and previous *Proceedings* can be taken as evidence of a scholar's standing.

9.4 Editors will not send papers to referees who are in the same institution or workplace as the author, or with whom there are conflicts of interest of which the Editor/s can be expected to be aware.

9.5 Referees will receive the paper 'blind', i.e. without the name of the author or other identifying materials such as the 'property fields' of electronic files, and will themselves remain anonymous.

9.6 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:

- 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.

9.7 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.

9.8 In the case of difference of opinion between referees, the Editor/s is/are free to determine whether to approach additional referees, or to reject a paper. No paper should be accepted without two positive recommendations by referees.

9.9 All referee's comments should be returned together to the author with a covering statement by the Editor/s as to the outcome of the review.

9.10 If a referee makes a report that makes inappropriate, disparaging or demeaning comments about the author or submission, then the Editors should discard the reference and seek a further opinion. Where a referee makes such comments, the Editor/s should notify the referee and inform them that their reference has been discarded.

9.11 Once accepted papers have been submitted for publication in the *Proceedings*, the Editor/s, with assistance as required from the Academic Committee, will check that each accepted paper has attended to the comments of the referees before proceeding to publication.

10.0 Keynote speakers

10.1 Where appropriate, the *Proceedings* must list any Keynote Speakers and the titles of

their papers. It is highly desirable for Keynote Speakers to provide their abstracts for publication in the *Proceedings*.

10.2 Keynote Speakers should be invited to publish their papers in full in the *Proceedings* or in a subsequent issue of *Fabrications*. Editors are invited to discuss with the Editorial Board as how to best accommodate them should they agree to publish with SAHANZ.

11.0 Publication, Distribution and Access

11.1 The *Proceedings* will be published electronically during or immediately after the conclusion of the conference it documents.

11.2 The *Proceedings* will be designed so as to be able to be printed and bound as a volume containing all the full papers in hard copy, including a continuous run of page numbers. Papers will be stored and indexed so as to be individually available. The conference Organising Committee may choose to produce print versions of the *Proceedings*, which may be made available at cost.

11.3 Each paper will include an abstract and author affiliation.

11.4 Citations will follow the style of *Fabrications*.

11.5 The *Proceedings* will contain a colophon including:

i) a statement that the *Proceedings* are published in Australia by the Society of Architectural Historians, Australia and New Zealand (incorporated association in New Zealand), in addition to any other publisher that co-published the *Proceedings* in any other country;

ii) an ISBN number;

iii) a statement that the *Proceedings* are in the copyright of SAHANZ, and that authors retain the copyright of their individual papers;

iv) a statement to the effect that authors have made every attempt to obtain written permission for the use of any copyright material in their papers, and that any interested parties may in the first instance contact the Editor/s with any grievance;

v) the name of the Editor/s and members of the Academic Committee

vi) the correct bibliographic form in which to cite the *Proceedings* and papers published therein;

vii) a statement that “Abstracts received were subject to peer review by the Academic Committee of the Conference. All full papers accepted for publication have been subject to double-blind peer review.”

viii) a statement of the numbers of abstracts received and full papers published.

11.6 The graphic design of the *Proceedings* is a matter for the conference Organising Committee to determine.

11.7 With reference to 1.2, the Editor/s will lodge the proceedings with the National Library of Australia, relevant State Library (in Australia) and the National Library of New Zealand

according to the legal deposit requirements of each institution and for each format in which the *Proceedings* are published. Where no legal deposit requirement pertains, the Editor/s should use discretion in ensuring a public record of the event has been secured for posterity.

11.8 At the close of the Conference any uncommitted stock of the *Proceedings* is owned by the Society, which may dispose of it in any way determined appropriate by the Executive Committee and allowed by any additional agreement into which the Society has entered with a publisher.

12.0 Errata in the *Proceedings*

12.1 As the timeframe for publication is 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. Editors should determine the scale of the problem and consult the Editorial Board as to the appropriate action.

12.2 In the case of major errors and omissions, such as incorrect pagination, the omission of speakers, sponsors or the colophon, the Editors should publish an amended online version of the individual papers affected and print corrected proceedings for any legal deposit or library donations.

12.3 Smaller errors affecting the book of abstracts may be addressed in print proceedings by a paste-in erratum slip.

Last revised 8 July 2015

Approved by the Executive Committee on 23 February 2016