

Editorial Policy

Fabrications: Journal of the Society of Architectural Historians, Australia & New Zealand
[4.0 modified by the Editorial Board on 26th Feb 2008]

1.0 Roles of the Editors

The Editors of *Fabrications* follow the editorial direction set by the Editorial Board of SAHANZ, but remain responsible for determining the content of the journal within the general parameters and budget set by the Board. Major changes to the content and design of *Fabrications* must receive Board consent.

2.0 Papers Submitted for Consideration

Editors may discuss papers with authors prior to submission, either formally (remarking on the general suitability of an abstract sent to *Fabrications*' Editors) or informally (inviting authors to rework conference papers for submission to *Fabrications*). However, no communication prior to the Editors' final decision constitutes a contract, implicit or explicit, to publish the paper. Neither does it constitute a contract to submit the paper to refereeing (see 3.2).

3.0 Refereeing

3.1 All papers published in *Fabrications* are blind refereed by at least two independent experts, who advise the Editors as to the suitability for publication of the paper under consideration. Editors will propose and agree, amongst themselves, upon the referees to be approached. When referees offer different opinions of a paper, the Editors are free to determine whether or not these can be reconciled, and may or may not choose to approach additional referees.

3.2 Editors may return a paper to authors without forwarding the paper to referees if it evidently fails to meet basic academic standards and/or *Fabrications*' editorial direction. 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, outside the field of architectural history, or more suitable to the editorial direction of another journal. Editors have discretionary rights in this respect.

3.3 On the advice of the two or more referees, the Editors will determine the paper's suitability for publication in *Fabrications*. They will agree on one of the following decisions:

- (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, encouraging resubmission for further refereeing;
- (iv) to decline the paper.

3.4 In the case of 3.3 (iii), Editors may determine either to send a re-submitted paper to refereeing to either the same or different referees, or to reach a decision based on their own reading of the paper in conjunction with original referees reports. The second reading will determine if the paper has sufficiently addressed the concerns of original referees that it can pass directly into production. Editors may encourage resubmission for the same issue of *Fabrications* for which the paper was originally submitted, though are not obliged to do so.

3.5 Editors' decisions are final and not open to correspondence.

4.0 Exclusion

The Journal will not ordinarily publish papers authored or co-authored by either of *Fabrications*' Editors. With good reason, Editors may apply to the Editorial Board for exemption from this rule. Editors may review books, they will seek permission from the Editorial Board before commissioning reviews of books for which they have been sole author, co-author, editor, or co-editor, or contributor. These exclusions apply for the duration of the Editor's service.

4.0 Style

Papers will be submitted in electronic form with standard margins in a common serif font, set at 12 point throughout. Authors must delete all extraneous styles (other than body text or endnote text) prior to submission. All endnotes must conform the Chicago Style Manual, 15th ed., and to additional style instructions published by the Editors. The Editors are not obliged to submit papers that fail to conform to the style requirements to refereeing (see 2.0).

5.0 Production Editing

Editors will share the workload of Production Editing between themselves, working closely with a pre-designated number of papers to advance the paper into state ready for production. Editors will make a close reading of each paper, noting grammatical and spelling errors, questioning points of argument, phrasing, etc. Authors are obliged, once their paper is accepted, to respond to the criticism and suggestions of the Editors, who have ultimate responsibility for the content of *Fabrications*. Authors who fail to respond to production editing in a professional and timely manner may be understood to have broken the implicit contract to publish the paper.

6.0 Publication

Following production editing, papers are copy-edited by an external reader appointed by the Editors. Unless recommended changes are substantial, involving content, authors will not be consulted prior to production. Authors are to be available for clarifying phrasing or facts in the period prior to production.

7.0 Copyright

7.1 Authors retain copyright over the content of their writing, SAHANZ holds copyright on the typography of the paper as printed in *Fabrications*. SAHANZ maintains the right to offer articles for electronic sale, storage and retrieval, and to reprint the article at a future time, in the exact form as published in *Fabrications*. Authors have the right to any use or development of the content of their work. SAHANZ requests that authors acknowledge previous publication of works in *Fabrications* in future publications, and asks that Editors be advised of such.

7.2 All material cited which is subject to the copyright of others must be accompanied by a letter from the copyright owner granting permission for its use. It is the responsibility of the author to acquire these permissions and to meet any costs involved.

7.3 Submitting authors shall attest to their authorship within the definition of International Committee of Medical Journal Editors (ICMJE) <http://www.icmje.org/>. All submissions will be factually correct and not defame any person. SAHANZ and *Fabrications* takes no responsibility for the opinions of authors, and publication of an author's views cannot be taken to imply the agreement of SAHANZ, or the Editors of *Fabrications*.

7.4 *Fabrications* can publish a limited number of illustrations, and the Editors will decide the appropriate number, size and position of illustrations. No publication can be made without permission granted for all illustrations used as for 7.2.