

AUTHOR GUIDELINES

[GENERAL DESCRIPTION](#)

[SECTION POLICIES: SUBMISSION TYPES](#)

[PEER REVIEW PROCESS](#)

[PUBLICATION FREQUENCY](#)

[SUBMISSION CHECKLIST](#)

[MANUSCRIPTS STANDARDS](#)

[MANUSCRIPTS METADATA](#)

[STYLE GUIDELINES](#)

[GUIDELINES FOR OBTAINING IMAGES AND IMAGE PERMISSIONS](#)

[OPEN ACCESS POLICY](#)

GENERAL DESCRIPTION (^)

VLC Arquitectura Research Journal is an international research journal, born as an initiative of the School of Architecture of the Universitat Politècnica de València. The publication covers the architecture as an interdisciplinary understanding and it is the place for discussions on the architectural and urban project from its technical, energetic and material side, to its theoretical, historical and graphics perspective. Education research on architecture is also welcome.

The journal aspires to create a high level discussion in university research in the fields of architecture and urbanism, and aims to be a channel for the dissemination of advanced research in the field.

All researchers related to architecture and urbanisms are invited to contribute. The journal is published twice a year and appears in hard copy and digital version. Selection of papers is done through a system of double-blind peer reviews, following the usual protocols for scientific publications.

VLC Arquitectura Research Journal encourages contributions to the following areas of research, according to UNESCO nomenclature:

6201 Architecture: Architectural Design, Parks and gardens, Urbanism

3305 Construction Technology: Architectural Design; Airport Construction; Buildings, large and skyscrapers; Bridges; Concrete (Technology of); Civil Engineering; Dams, Drainages; Excavations; Foundations; Harbors; Heavy constructions; Houses; Hyper static systems; Industrial and commercial buildings; Light constructions; Metallic constructions; Metrology of building; Organization of Works; Prefabricated constructions; Pre-stressed concrete; Public buildings; Regulations, codes and specifications; Soil mechanics (construction); Structural engineering; Structural strength; Topography of building; Tunnels; Underground Works; Urban planning; Water supply; Wood constructions

3329 Urban Planning: Building codes, Communications, Community organization, Land Use, Regional development, Sanitary services, Transportation, Urban environment, Urban-rural relations

5506 Specialized histories: History of Architecture

2201 Acoustics: Architectural acoustics

5203 Geographical demography: Urban demographics

5404 Regional geography: Urban geography

3313 Mechanical Engineering and technology: Building materials

If you have any question regarding the format of a submission or you wish guidance as to whether a subject is appropriate for *VLC Arquitectura Research Journal* please write directly to the Editor in Chief.

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SECTION POLICIES: SUBMISSION TYPES (^)

VLC Arquitectura Research Journal accepts manuscripts in two submission types: Peer Reviewed Manuscripts and Guest Author Manuscripts.

PEER REVIEWED MANUSCRIPTS

Submission is done through the Open Journal System platform, which requires a [registration](#) as an author. Also, the registration requires author's biographical data, and leaves open the possibility to suggest the names of possible specialty addressed reviewers. Please do not email manuscripts to the editors.

Research articles

Unpublished research articles, or criticism and dissemination of scientific activities in architecture.

A research article reports the results of original research, assesses its contribution to the body of knowledge in a given area. The most basic form of an argument is to present a thesis, to back it up with arguments in the supporting body paragraphs and to bring the paper to a conclusion.

-First, an article presents the thesis in the introductory. It tells the reader how you will interpret the significance of the subject matter under discussion. A thesis is an interpretation of a question or subject, not the subject itself.

-Second, supporting body paragraphs is a group of related arguments about a particular topic or idea directly relating to the thesis.

- Finally, the conclusion brings your argument to a close. It may contain some summary of your findings, but it should not merely reiterate your introductory or thesis paragraph.

In the anonymous and external peer review process, assessment will be levied on the interest of the article, its contribution to the knowledge of the topic, the developments made, the right relations established, the developed critical judgment, the bibliographic references and the correct wording handled.

The manuscript has about 4000-5000 words of extension, not including title, abstract, keywords, image captions, image sources, notes, and bibliography.

Book reviews

The journal collects publications, written by non-authors.

Above all, a review makes an argument. It is a commentary, not merely a summary. It allows you to enter into dialogue and discussion with the work's creator and with other audiences. You can offer agreement or disagreement and identify where you find the work exemplary or deficient in its knowledge, judgments, or organization. You should clearly state your opinion of the work in question, and that statement will probably resemble other types of academic writing, with a thesis statement, supporting body paragraphs, and a conclusion.

-First, a review gives the reader a concise summary of the content. This includes a relevant description of the topic as well as its overall perspective, argument, or purpose.

- Second, a review offers a critical assessment of the content. It is a statement about the place of the book in a wider field and your explanation about the points of similarity or difference. This involves also your reactions to the work under review.

-Finally, the conclusion. Sum up or restate your thesis or make the final judgment regarding the book. You should not introduce new evidence for your argument in the conclusion. You can, however, introduce new ideas that go beyond the book if they extend the logic of your own thesis.

In the anonymous and external peer review process, assessment will be levied on the complete information and the correctly constructed arguments, the relation to other researches and studies published to date and the correct wording handled.

The manuscript has about 1500-2000 words of extension and will not include notes or bibliography.

GUEST AUTHOR MANUSCRIPTS

Guest author manuscripts are sent directly to the Editor in Chief. Un-solicited essays are not accepted. Editors retain normal editorial responsibilities, including the right of rejection.

Featured papers invited by the editors are not peer-reviewed but follow the scholarly format of a research article.

PEER REVIEW PROCESS (^)

The editorial review process lasts roughly five months, depending upon the availability of expert reviewers, the number of reviews required, and the *VLC Arquitectura Research Journal* editorial calendar.

Process comprises the following stages:

1. The editors of the journal will verify that the item meets the standards for style and contents indicated in the guidelines for authors (otherwise, it will be rejected). Afterwards, and according to the section to which it belongs, the article will be sent to two anonymous reviewers experts.

Reviewers will have an active academic profile in the field of research, and have previously been registered in the journal platform indicating the specific field of research (by keywords) and a brief description of their academic status. The reviewers will have different academic affiliations among themselves, they will also come from an institution different from the one of the author. The editors of the journal will select the reviewers.

Authors are also invited to propose a reviewer for their contributions, but the reviewer profile must follow these criteria:

- a. Reviewers must be affiliated with a research institution (university, institute, department...) and must be active at a postdoctoral level.
 - b. The following persons cannot be considered: any co-authors of a publication (articles, books, conference proceedings, papers...), considering the last 3 years; any co-editor of a publication, considering the last 3 years; and any partners in a research cooperation, considering the last 3 years.
2. The valuation report of the reviewers will affect the interest of the article, its contribution to the knowledge of the topic, the developments made, right relations established, developed critical judgment, managed bibliographic references, the correct structure and wording, etc., indicating recommendations, if any, for possible improvement. The time to perform a review of the article is roughly one month.
 3. Based on the recommendations of the reviewers, authors will receive an outcome of the evaluation, taking into consideration four options: unchanged publication, publication with minor corrections, publication with major corrections, and may not be suitable for publication. Also, authors will be provided with observations and comments from the reviewers. In the event of a split decision, the manuscript may be sent to a third reviewer.

The editor will be responsible for determining if a revised manuscript meets the revisions requested. The editor may reject the revision or request additional revisions if determines that a revised manuscript fails to adhere to the revision requirements.

4. If the manuscript has been accepted with modifications, authors should resubmit a new version of the article, meeting the demands and suggestions of the referees within the deadlines imposed by the production schedule. If the author is unwilling or unable to revise the manuscript, it will not be published, and the author may withdraw the manuscript. If the article is not modified, and no activity is recorded in the item, during more than a year, the editor will archive the submission.
5. Given the degree of fulfillment of the requested changes, the Editorial Board will rule on whether or not publishing the article and the decision will be communicated to the author.
6. Once the article is accepted, the author(s) must sign a "Statement of work ownership and assignment of rights for the publication in *VLC Arquitectura Research Journal*", according to the [attached model](#). The manuscript will be therefore scheduled for publication in an upcoming issue.

The whole process described will be conducted through the Open Journal System Platform (OJS) of the Universitat Politècnica de València, in the categories of author or reviewer user.

Authors already published in the *VLC arquitectura Research Journal* are strongly recommended to consider other journals for new submissions during the following year of their last publication.

PUBLICATION FREQUENCY (^)

VLC arquitectura Research Journal publishes two issues a year, according to the following schedule:

Call for submissions:	The journal remains always open for submission but announces a deadline to be considered for the up coming issue.
Articles review:	12 weeks
Proofreading:	4 weeks
Edition:	2 weeks
On-line journal publishing:	April / October

SUBMISSION CHECKLIST (^)

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been published previously -in any journal, book, conference proceedings...- and is not being considered for publication elsewhere.
2. "[Ethics and best practices policy](#)" established by the journal has been read and understood.
3. The file is sent in Microsoft Word (.doc or .docx) format. In the text file, images are included in their position and directed as (Figure - x); footnote or comment image is also included.
4. Web address references have been added when possible.
5. The author's name and any possible reference that identifies who the author of the article is, has been removed from the text (see "[Ensuring a blind review](#)"). On the first page, only the article title, the abstract and keywords are to be included. Identification and biographical data will be requested as METADATA during the submission process.
6. The text adheres to the stylistic and bibliographic requirements listed in the Style Guidelines.
7. Illustrations or pictures that have been included in the text are also sent as ADDITIONAL FILES. One file per image. Images are to be in color or black and white, 300 dpi resolution, minimum size 10x15 cm. Graphic software -as Photoshop, Corel or similar- should not be used to increase the resolution.
8. The author guarantees the authorship of the documents presented, as well as any text or image. If the work has significant contributions from more than one author, all should appear as co-authors and should accurately reflect who did the work. All authors meet the journal's criteria for authorship and that nobody who meets these criteria has been omitted from the list.
9. References of potential reviewers (full name and affiliation), specialized in the contribution field of research, are included in the message body "Comments to the editor" shown during the submission process. (Optional, see '[Proposal of reviewers](#)' section)

MANUSCRIPT STANDARDS (^)

Articles should be written in Microsoft Word (.doc or .docx), with font Times New Roman (pc) or Times Roman (mac), single spacing, spacing before and after automatic. Alignment justified.

- **Page format:** A4 size, portrait orientation. Perimeter margins 3 cm. No headers or footers. Page numbering lower right.
- **Content:** The main manuscript includes a title, abstract, text of article, images, captions, footnotes, bibliography and the image sources. Use the footnotes function in Microsoft Word. Exclude any information that identifies the author's name or institution.
- **First page:** It will be composed only by:
 - Article Title: Maximum 80 characters, including spaces (Times New Roman, bold, size 12, justified).
 - Abstract: It should not exceed 200 words, one single paragraph (Times New Roman italic, size 9, justified).
 - Keywords: up to five significant words (Times New Roman italic, size 9).
- **Format of the main text:** The main text must be written in size 11. Authors may use italics to emphasize a word if they wish. Titles of paragraphs: No bleeding, without numbers and must follow the following format: Title Level 1 (Times New Roman size 11) Title Level 2 (Times New Roman italic, size 11).
- **Notes:** All notes will be included at the end of page in size 10. Method of citation: notes and bibliography (see Bibliographic Standards).
- **Quotations:** All quotations must include a footnote, which will be adjusted as indicated in bibliographic standards.
- **Bibliography:** Any quotation or bibliographic reference indicated in a footnote must be included in the bibliography at the end of the article. It shall conform to the standards published by the journal, and go just behind the text of the article and before the list of source images.
- **Figures, tables and images:** Up to 12 useful, clear and representative illustrations (figures, tables and images). Position of figures, tables, and images, must be described in the text in parentheses (Figure X) by replacing X by the appropriate number according to their position in the article, numbering from 1. (See "Manuscript metadata" for the submission of supplementary files). Image captions will be brief and complete, not exceeding in words the 10% of the article length.
- **Style:** Ensure that the writing is as clear and concise as possible.
- **Bibliographic Standards:** Citation will follow [The Chicago Manual of Style](#).
- **Images sources:** Complete image sources must be specified. The complete list with the source of all images will be located at the end of the article. Images may be in color or black and white. Jpg format. Size 10 x 15 cm. Resolution: 300 dpi. After external review, if the article is accepted, authors must apply for permission for the publication of those images, which require it and must be sent to the editors along with the article final version. This journal offers an available [model](#) to writers in Spanish and English.

MANUSCRIPT METADATA (^)

To complete the submitting process, authors must also prepare the following information:

Author's Data

Every author and co-author must be registered to submit the article correctly. Include, author name(s), institutional affiliation(s), email address, telephone number, and other contact instructions if necessary.

Article Title

Maximum 80 characters, including spaces.

Abstract

It should not exceed 200 words and succinctly layout the main points of the paper, in one single paragraph.

Keywords

Up to five significant words. The [Merriam-Webster Dictionary & Thesaurus](#) is highly recommended.

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission.

References

Provide a formatted list of references for works cited in this submission. *VLC Architectura Research Journal* follows the citation standards of The Chicago Manual of Style (see Style Guidelines).

Supplementary Files

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

STYLE GUIDELINES (^)

VLC Arquitectura Research Journal follows *The Chicago Manual of Style*. Clarifications or departures from CMS are included below. When alternative styles are given, the *VLC arquitectura* follows the humanistic style. For spelling and treatment of foreign words, the *VLC arquitectura* follows *the Merriam-Webster Dictionary & Thesaurus*. See the *Manual de estilo de la lengua española* by José Martínez de Sousa for the Spanish writing. |

CAPITALIZATION, NAMES & NUMBERS

· **Headline-style capitalization**

In titles or headings, do not capitalize articles (a, an, the) and prepositions fewer than 5 letters (e.g., with).

· **Names and titles**

After the first mention, the last name of a person, living or dead, will suffice unless clarity requires a title or additional name.

· **Numbers and dates**

Use figures rather than spelled-out numbers for cardinal numbers over one hundred and for all measurements. Form the plural of decades without an apostrophe; “1980s” rather than “1980’s.” Dates should be given in the following forms: “17 October 1947,” “17 October,” “October 1947,” and “1947–50.”

· **Dimensions**

Use figures rather than spelled-out numbers and spell out units of measurement: 100 feet, 43 centimeters, 26 Roman palmi. English and metric units may be abbreviated in discussions of quantitative data in technical articles: 100 ft., 43 cm (no periods with metric abbreviations).

PUNCTUATION

· **Serial commas**

Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series of three or more, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction. Chicago strongly recommends this widely practiced usage, blessed by Fowler and other authorities, since it prevents ambiguity. If the last element consists of a pair joined by *and*, the pair should still be preceded by a serial comma and the first *and*.

She took a photograph of her parents, the president, and the vice president.
Before heading out the door, she took note of the typical outlines of sweet gum, ginkgo, and elm leaves.

ABBREVIATIONS

· **e.g. and i.e.**

The abbreviation *e.g.* stands for the Latin *exempli gratia*, meaning “for example.” Use *for example*, except in notes and illustrations where you need to save space. The same rule applies to the abbreviation *i.e.*, which stands for the Latin *id est*, meaning “that is.” Many people confuse *e.g.* with *i.e.* Do not use either.

QUOTATIONS

· **Run-in versus block quotations**

Quoted text may be either run in to the surrounding text and enclosed in quotation marks, “like this,” or set off as a block quotation, or extract. Block quotations, which are not enclosed in quotation marks, always start a new line. They are further distinguished from the surrounding text by being indented (from the left) or set in smaller type from the text.

In deciding whether to run in or set off a quotation, length is usually the deciding factor:

- In general, a short quotation, especially one that is not a full sentence, should be run in.
- A hundred words or more (at least six to eight lines of text in a typical manuscript) can generally be set off as a block quotation.

- A quotation of two or more paragraphs is best set off, as are quoted correspondence (if salutations, signatures, and such are included), lists, and any material that requires special formatting.
- If many quotations of varying length occur close together, running them all in may make for easier reading. But where quotations are being compared or otherwise used as entities in themselves, it may be better to set them all as block quotations, however short.

· Quotations from foreign languages

Quotations must be translated in the text, with the original in the footnote only if necessary. Isolated foreign words should be italicized. Full foreign-language quotations are set in Roman type and put within quotation marks. Foreign personal titles, names of buildings or rooms (Sala della Pace, Residenz), institutions (Bibliotheca Hertziana), and the like are not italicized.

ILLUSTRATIONS AND CAPTIONS

All illustrations, including images, photographs, line drawings, and tables, must include a caption and must be cited in the text of the article.

The citation comes in parentheses at the end of the sentence and before the period. The word *figure* is capitalized and the text cites the figure using a cardinal number.

For the purpose of this game we have simply invented a riverbank site that is largely vacant at the start (Figure 1).

Captions are intended to briefly describe an illustration. They should not provide the source credit, which should instead be included at the end of the manuscript. Image captions will not exceed in words the 10% of the article length.

The text for all captions should be prepared at the end of the manuscript. The text for each caption should include the word *figure* and its number. The order of information is: figure number, designer (if known), name of the building or object, location, date, and a brief description (if necessary).

The text for all image sources (using the wording prescribed by the copyright holder, if necessary) should be provided, as a different list, after the image captions.

Image captions:

Figure 3. Tenerife Espacio de las Artes (TEA) designed by Herzog & de Meuron.

Figure 10. House Meuli in Fläsch with windows flushed to the inside wall.

Image sources:

Figure 3. © Herzog & de Meuron.

Figure 10. Photograph by author.

NOTES

· Footnotes

Number footnotes consecutively throughout the text. The notes should appear on a separate at the foot page. The footnotes are for providing supplementary information, and for citing references. Reference notes in the body of the text with superscript numerals.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor. Lorem ipsum dolor sit amet, consectetur, "Excepteur sint occaecat proident, sunt in culpa qui officia mollit anim id est laborum."¹

Notes:

1. Lorem occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est

· Placement of note number in the text

A note number should generally be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation (whether it is run in to the text or set as an extract). Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes.

"In my project," wrote Mies "I located the national, cultural, and economic groups in one room."²¹

All these concepts were already in Glasraum²⁴—his first ephemeral display.

· Citations plus commentary

When a note contains not only the source of a fact or quotation in the text but related substantive material as well, the source comes first. A period usually separates the citation from the commentary. Such comments as "emphasis mine" are usually put in parentheses.

11. Elias Cornell. El cielo como una bóveda, In: *Hakon Ahlberg. Gunnar Asplund: arquitecto 1885-1940*, Murcia: Colegio Oficial de Aparejadores y Arquitectos Técnicos, 1982, p. 73-93. Elias Cornell also refers to the “architectural culmination” as one of the main interests of Asplund.

12. Alvar Aalto. Turun Sanomat, Turku, In: *ARK*, 1930, n. 6, p. 82-90. (My translation).

• Note numbers with chapter and article titles and subheads

In the manuscripts, a note number should never appear within or at the end of a chapter title.

• Multiple citations and multiple references

A note number cannot reappear out of sequence; the substance of a note that applies to more than one location must be repeated under a new note number. To avoid such repetition, especially for a longer discursive note, a cross-reference may be used

17. See note 2 above.

Although more than one note reference should never appear at a single location (such as⁵, ⁶), a single note can contain more than one citation or comment.

BIBLIOGRAPHIC STANDARDS

Notes and bibliography should be formatted according to the rules set out in *The Chicago Manual of Style*.

The footnotes are numbered and correspond to superscripted note reference numbers in the text and the bibliography includes all works cited in the notes. Please notice the differences between citation in a note and the in a bibliography:

[N] Full citation in a note:

1. Iñaki Ábalos, *The Good Life* (Barcelona: Gustavo Gili, 2001), 20.

[B] Entry in a bibliography:

Ábalos, Iñaki. *The Good Life*. Barcelona: Gustavo Gili, 2001.

Note: citations are styled much like running text, with authors' names in normal order and the elements separated by commas or parentheses. In bibliographies, where entries are listed alphabetically, the name of the first author is inverted, and the main elements are separated by periods.

• **Book:** Author [or editor], *Title* (city of publication [include state or country if not commonly known]: publisher, date of publication), page numbers.

In a note, the author's name is given in the normal order. In a bibliography, where names are arranged alphabetically, it is inverted (last name first).

[N] 1. Reyner Banham, *Megastructure: Urban Futures of the Recent Past* (London, England: Thames and Hudson, 1976), 70-84.

[B] Banham, Reyner. *Megastructure: Urban Futures of the Recent Past*. London, England: Thames and Hudson, 1976.

• **Journal Article:** Author, "Title of article," *Journal Title* volume no., issue no. (Month and year of publication), page numbers.

[N] Laura Lizondo Sevilla, José Santa Tecla, and Nuria Salvador Lujan, "Mies in Brussels 1934. Synthesis of an Unbuilt Exhibition Architecture," *VLC arquitectura Research Journal* Vol. 3, Issue 1 (April 2016), 29-53.

[B] Lizondo Sevilla L., Santa Tecla J., and Salvador Lujan N. "Mies in Brussels 1934. Synthesis of an Unbuilt Exhibition Architecture." *VLC arquitectura Research Journal* Vol. 3, Issue 1 (April 2016).

• **Essay in a Collection:** Author, "Title of Article," in *Title of Collection*, ed. Name of Editor(s) (city: publisher, date), page numbers.

[N] Johan van de Beek, "Adolf Loos -Patterns of Town Houses," in *Raumplan versus Plan Libre*, ed. Max Risselada (Rotterdam: 010 Publishers, 2008), 52-72.

[B] Beek J. van de. "Adolf Loos -Patterns of Town Houses." in *Raumplan versus Plan Libre*. ed. Max Risselada. Rotterdam: 010 Publishers, 2008.

• **Archival Material:** Author, type of document [memo, note, diary entry], date, folder/box/dossier name or number, page number, name of collection, archival institution, location.

[N] Alejandro de la Sota Martínez, "writings for the inauguration of the Exhibition for sample towns of Vegaviana in Ateneo (cultural association) of Madrid," 30 march 1959, Sig. 52-Y TX-1 y 52-Y TX-2, Alejandro de la Sota Foundation archives, Madrid.

[B] Sota Martínez, Alejandro de la. "Writings for the inauguration of the Exhibition for sample towns of Vegaviana in Ateneo (cultural association) of Madrid." 30 march 1959, Sig. 52-Y TX-1 y 52-Y TX-2. Alejandro de la Sota Foundation archives. Madrid.

[N] Auguste Choisy, *Histoire de l'architecture*, Paris: Facsimile Edition in the Bibliothèque de l'Image, 1996, Originally published in Paris: Gauthier-Villars, 1899.

[B] Choisy, Auguste. *Histoire de l'architecture*. Paris: Facsimile Edition in the Bibliothèque de l'Image, 1996. Originally published in Paris: Gauthier-Villars. 1899.

Important: As archives differ in the ways they catalog material, not all of the above information (folder/box/dossier name or number, etc.) may be available. At the very least, you must provide an author and some form of identifying information for the source referenced (such as memo, journal, meeting minutes, unpublished pamphlet, etc.).

• **Electronic Sources:** Provide all of the relevant information mentioned above for the media type (books, articles, etc.). Also provide the complete URL and date accessed.

[N] Santiago de Molina, "Justo a tiempo" *Multiples estrategias de arquitectura*, 16 June 2016, <http://www.santiagodemolina.com/2016/06/justo-tiempo.html> , accessed 19 June 2016.

[B] Molina, Santiago de. "Justo a tiempo" *Multiples estrategias de arquitectura*. 16 June 2016. <http://www.santiagodemolina.com/2016/06/justo-tiempo.html>. Accessed 19 June 2016.

SHORTENED CITATIONS

• **"Ibid."** The abbreviation *ibid.* (from *ibidem*, "in the same place") usually refers to a single work cited in the note immediately preceding. It must never be used if the preceding note contains more than one citation. The word *ibid.* is capitalized at the beginning of a note and followed by a period.

5. Rossi, *The Architecture of the City*, 241.

6. *Ibid.*, 258–59.

7. *Ibid.*, 333–34.

Ibid. may also be used within one note in successive references to the same work.

• **"Op. cit." and "loc. cit."** *Op. cit.* (*opere citato*, "in the work cited") and *loc. cit.* (*loco citato*, "in the place cited"), used with an author's last name and standing in place of a previously cited title. This abbreviation is rightly falling into disuse and could be replaced by the short form of the title.

All other editorial issues may be resolved by consulting [The Chicago Manual of Style](#) or the editor.

GUIDELINES FOR OBTAINING IMAGES AND IMAGE PERMISSIONS (^)

Image permissions are not required until an essay is accepted for publication.

VLC Architectura requires that authors clear rights to images for reproduction in the journal. You may need to obtain both loan permission from an image lender (e.g., a museum or a photo bank such as Art Resource or Corbis) and a copyright permission from the rights holder for the work (e.g., an artist, artist's estate, or agent such as the Artists Rights Society).

Tips for Obtaining Image Permissions:

- Begin to request pictures and permissions as early as possible. Some sources are slow to respond to requests. You can find a [Sample Permission Request for Illustrations and/or Cover Art](#) on the *VLC Architectura* website.
- Find out who handles permissions for a given artist, artwork, or museum. Image rights holders may be listed in a credits section in a book that reproduces the work. Museums and archives may also supply such information.
- Remember that *VLC Architectura* will need to keep the pictures until after the date of publication. If you are renting images, negotiate a rental term that will accommodate this.
- Request online/digital permission as well. Some lenders might feel uncomfortable granting permission for Open Access online publication.
- As a scholar publishing in a nonprofit academic journal, you can and should negotiate fees. Many rights holders ask high fees, but most will lower them for a scholarly purpose. You can tell the rights holder that *VLC Architectura Research Journal* is not sold, but is an Open Access journal.
- When submitting your final manuscript and images, enclose photocopies of all the signed permissions and any other documents you receive from rights holders and image lenders. Please write your name and the corresponding figure number at the top of each of the permission documents (fig.1, fig.2, etc.). Since you are legally responsible for clearing rights, you should keep the originals permanently.
- Art photographed from a book. Most books print "picture credits" in the front or back, indicating the source of each image. Be sure to consult the credits section of a book before you scan an image from it. If there is no credits page, and the work or photo of the work is not out of copyright, then you may need to write to the permissions department of the publisher to request contact information for the rights holder.
- The publisher of a book is usually not the copyright holder for an artwork reproduced in the book. The museum that owns an artwork is usually not the copyright holder for that artwork, though it may assert copyright over a photo of that artwork. Thus, loan forms for the rental of a photo, scan, or transparency are not necessarily the same as copyright permissions.

OPEN ACCESS POLICY (^)

VLC Architectura Research Journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

Hard copy and online journal is published by UPV, being necessary to cite the source in any total or partial reproduction.

Unless otherwise stated, all content of this electronic edition is distributed under a license and distribution "Creative Commons Attribution-Noncommercial 4.0" (CC-by-nc).

VLC architectura allows authors to spread electronically (e.g., in institutional repositories or on their own website) the published version of his works, as it encourages its circulation and perhaps early diffusion and thus a possible increase in its citation and scope between the academic community.

Once the article is accepted, the author(s) must sign a "Statement of work ownership and assignment of rights for the publication in *VLC Architectura Research Journal*, according to the [attached model](#).