LANDSCRIPT

Mission Statement

Landscript is a publication about landscape aesthetics, inviting authors from different disciplines to invest some thought in established modes of perceiving, representing, and conceiving nature. Steered by an editorial board comprised of international experts from various fields, which will encourage a critical and controversial dialogue, its goal is to act as a revelator of conventional perceptions of landscape and to cultivate the debate about aesthetics at a scholarly level. This discussion platform aims to rekindle a theoretical debate, in the hope of fostering a better understanding of the immanence of landscape architecture in our culture, focusing critically on the way we think, look, and act upon sites.

Editorial Board

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Information from the editors of the series

The Landscript publication series is edited by Professor Christophe Girot and Albert Kirchengast at the Institute of Landscape Architecture ETH Zürich. Its regularly published books provide a platform for the formulation of theories and debates in landscape architecture.

Jovis Publishers, based in Berlin, is actively in charge of sales in Europe, America, and Asia. Many years of experience in publishing ensure good distribution and a smooth workflow. The flexibility of production and the publication's layout help make Landscript a state-of-the-art series, conveying both zeitgeist and character.

Landscript invites volumes to be put together by guest editors with a range of topics according to the mission statement. By juxtaposing disciplines, it promotes a critical discussion about contemporary landscape architecture, based on the editors' conviction that "design" should play a central role in the development of our environment.

It is intended to foster a dialogue through a compilation of texts across the volumes of this series with a high degree of subject-specific relevance.

Landscript is an academic publication series, with an editorial board recommending key topics and guest editors. The content of each book does not necessarily reflect the opinion of the series editors or of the editorial board. The board is in charge of supervising the overall quality of submitted proposals following an open call for papers.

Call for Papers

As editors of Landscript, we invite proposals of new topics in the form of a short cover letter, together with a CV, and an exposé. This also applies to unpublished manuscripts, which may be appended to the submission. After acceptance for publication in the Landscript series, more detailed agreements will be reached.
Guest editor(s), as a second step, are required to work out a schedule together with a financial plan. The language of communication and publication is English. The contact person is Albert Kirchengast: kirchengast@arch.ethz.ch.

The Procedure

Please do not send any manuscripts, pictures, corrections etc. directly to the publisher! If a proposal is accepted for publication by the series editors and the editorial board, all further contact is exclusively with the series editors. They will coordinate the procedure with the publisher.

Please adhere to the procedure outlined below (submission of manuscript, approval of the edited manuscript, correction of proofs, final approval). You will be provided with ample opportunities to check and correct your texts and the translations during all stages of production. However, please do this only during the correction stages and avoid retrospective changes to manuscripts that have already been submitted after the editorial process has begun. Editorial/content corrections to manuscripts and translations should be undertaken during the approval stage. The correction of proofs is reserved exclusively for checking the layout and any potential final orthography/typographic corrections!

Editing Guidelines

Please permit us to provide some advance information regarding the presentation of manuscripts and illustrations; the better prepared the texts and illustrations, the quicker and more straightforward the production process will be.

The following questions ought to be clarified during the book's planning phase:

- Have the authors been informed about the date for submission and the predetermined length of their contributions?
- Have the authors received the guidelines for editing and footnote style?
- Has sufficient time been calculated for essays that need to be translated, and original quotations requiring research?
- Are all picture captions complete (also for reference images)?
- Are the footnotes complete?
- Are printable templates of the illustrative material available, and have printing rights been clarified?

The Length of the Text

The total number of characters is a fixed component of our timetable and the publisher's calculations. Among other things, the total number of pages, as well as the necessary time for proofreading and translation work, will be calculated according to this total. It is therefore important to keep within the agreed length and to inform the contributing authors well in advance regarding the maximum length of their contributions.

A "standard manuscript page" has 1800 characters (including spaces). The number of manuscript pages is calculated by dividing the number of characters in a text by 1800. A text with 18,000 characters, for example, has a length of ten manuscript pages. However, manuscript pages should not be confused with the printed pages of a publication. The number of characters that fit onto one page of the book depends on font sizes and layout.

The Manuscript

Please send us a complete table of contents including information about the number of characters in each contribution well in advance. Images in text: mark the relevant place as exactly as possible in the manuscript (name of the image/of the file, picture caption, picture size–small/medium/large). Always provide a list of illustrations

giving the names of illustrations, picture captions, type of original and picture source. And, very importantly, remember to clarify text and picture rights well in advance and to write picture credits.

Contributions by several authors should be collected by the guest-editors and handed over to us in a package. Please identify files clearly and number them in the correct order. In order to avoid complicated corrections on the proof sheets, all the texts should be proofread/edited at the manuscript stage. Particularly when several authors are involved in one book, attention should be paid to uniform criteria when writing both texts and footnotes. Below you will find some guidelines for text preparation, which should be distributed to all the participating authors. Adherence to these guidelines will help to avoid confusion and possible sources of mistakes.

Please note: editing at the publisher's includes orthographical, grammatical, and general stylistic corrections. It does not encompass specialist subject editing or fundamental revision (rewriting or major changes to diction), which must be realized by the guest-editors themselves. No further changes should be made to the manuscripts during the proofreading process.

The edited texts will be presented to the editor for approval as files in the "track changes" modus (Word) before progressing to the layout stage. In the event of final alterations still being necessary, they can be made during this stage. Please collect the returns from the authors and—with clearly marked alterations—return to the series editors in one lot, together with a signed release to layout. Please do not make any retrospective "correction of the corrections" at this stage, either.

Translation

In general, texts are translated into American English. In particular, the translation of special terms, fixed phrases, company names, etc., should be agreed in advance. In such cases, we are happy to put you in contact with the translators. Please check the translation carefully for accuracy. A linguistic, orthographical, and formal check will be made by a second native speaker at the publisher's.

Galley Proofs

After the layout has been completed, you will be sent a fully typeset printout with low resolution image data (layout data) for the correction of orthography and page make-up and—where appropriate—to be distributed to the authors. Please do not make any further alterations to the content of texts at this stage. In the case of several contributors, collect the corrections and return them to the series editor in one bundle. Corrections should only be made in the galley proofs, and not per e-mail or telephone. A second copy will be proofread at the publisher's. After the author/editor proofs have been returned, we will combine the sets of proof corrections and implement them. The corrections based on the galley proofs will be compared at the publisher's. You will receive another printout or a PDF file from us after the completion of corrections for the imprimatur (release for printing).

Plotters

After submission of the data ready for printing, the printers provide us with a color printout of the so-called post-script files (plotters). Here, the low-resolution image files of the galley proofs will have been replaced by high-resolution image files with print quality (fine files). However, the colors of the plotters are not of contract proof quality. The plotter is the very last possibility for corrections: however, please bear in mind that corrections made in the blueprint are very costly and can therefore only be undertaken if absolutely necessary. If more than 3% of a publication requires plotter corrections, the publisher will invoice for additional charges.

Style Guidelines

For any subjects that are not dealt with here, please refer to The Chicago Manual of Style (15th Edition; www.chicagomanualofstyle.org).

- Title [return] Subtitle [line space] Author [line space x 2] Body text begins. At end of text allow two line spaces, then Notes [return] before first note
- Use the return (or Enter) key only at the end of each paragraph. Do not separate paragraphs by a line space
- Turn off the automatic-hyphenation feature on your software. The only hyphens in the text should be hyphenated compound words
- If you have special requests regarding the layout (e.g., diagrams, charts …), please make remarks in the text (highlighted by double square brackets and/or color)
- Sub-headlines should not be numbered. Please don't use more then two headline levels. If possible, please avoid using listings, bullet points, etc.
- Don't use embedded images in your text, and delete the formatting of hyperlinks.
- Please remark the position of captions in the text by [return] caption number [return] caption [return] and copy and paste all captions clearly numbered in an extra document. The caption numbering should match the image file numbering.
- Footnotes can be embedded in the text with Microsoft Word's footnote feature. If doing so, please copy and paste the footnote text in an extra document to make sure nothing is lost in the process of converting. If you are using an older version of Word, it might be better to place the superscript footnote reference numbers in the text inside dashes, and to add the notes themselves at the end of the text, separated from the main text by two line spaces and headed with "Notes." The footnotes should be numbered with Arabic numerals followed by one space and without a full stop
- Block quotes (those of about fifty words or longer) should be indented an inch on either side and should not be in quotation marks. Quotes within block quotes or excerpts should be enclosed in double quotation marks.

Spelling and Punctuation

Please use American spelling unless otherwise instructed. Please take care to standardize spelling of technical terms, proper names, etc.

American / British

honor / honour

organize / organise

practice / practise

center / centre

analyze / analyse

traveler / traveller

fulfill / fulfil

story / storey

Capitalization of Headings

Headings and chapter titles should be capitalized according to American style. This means: all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions are capitalized, and articles, coordinating conjunctions, and prepositions are lowercased, unless the first or last word of the title or subtitle. Please don't use periods (full stops) at the end of headings and titles unless they form a proper sentence.

Punctuation

- Use only a single space after periods, colons, and commas.
- Use Oxford-style commas: xx, xx, and xx (also use with "or").
- Use en dashes between dates and inclusive numbers; em dashes for sudden breaks in thought. Use without letter spaces on either side in both cases.
- US-style double quotation marks (66-99), with punctuation enclosed (with the exception of colons and semicolons).
- Do not use vowel ligatures (æ or œ) in words adopted from Latin, Greek, or French into English (e.g., oeuvre).
- Do use the appropriate ligature in spelling French words in a French context (see CMoS 7.48 for further advice).
- On words now accepted as English, use accents only if they make a difference to the pronunciation, e.g. cliché, communiqué, café, façade. If you use one accent on a word, use them all, e.g. résumé, protégé.
- Unusual diacritical marks should be called out with highlighter or in a different color type, as they are often lost in document transfer or conversion.
- Possessives: words ending in -s or -es should always take an extra "s" after the apostrophe (e.g., Degas's), except when the –s is unpronounced (e.g., Camus')
- Use a lowercase letter to start a phrase after a colon.
- Brackets and parentheses: when an entire sentence appears inside round brackets or parentheses, the full stop should be inside the closing parentheses. When (often in the case of footnotes) a parenthetical phrase or year appears inside another set of parentheses, place that phrase inside square brackets
- Use three dots to indicate an omission between the first and last words of a quoted sentence, preceded and followed by a space. Please note that there is a special character in the Microsoft Word special characters tab: please use this one …, not ... Do not use square brackets around ellipses to indicate missing text.

Special Treatment of Words

- Use italics for titles of works of art, books, periodicals, films, and foreign-language terms. Adjacent punctuation should also appear in italics.
- Titles of articles, essays, exhibitions, conferences, symposia, and lectures are generally enclosed in quotation marks.
- On first use, full names should be used even if the person is well known (Pablo Picasso, not Picasso).
- Change eszetts (ß) to double s (ss) in German words, but keep umlauts (ä, ö, ü) in German names (e.g., Münchner Strasse, Kurfürstenstrasse).
- Geographical and city names should appear in their Anglicized version (e.g., Bavaria, Cologne, Lake Constance)

Dates and numbers

- Use American-style dates (but do not use ordinal numbers): June 4, 2003; January 2003 (no comma) [also, "the May 4 exhibit" as an example without the year].

- Spell out centuries: eighteenth, nineteenth, twentieth century, twenty-first.

- Spell out decades: eighteen-twenties, nineteen-sixties. If the context is clear, just write the decade: twenties, sixties (If the context requires numbers, then do not use an apostrophe: 1920s, 1960s).

- Use en dashes in date ranges.

- Date ranges should be abbreviated when the dates occur in the same century, except birth and death dates, as follows: Philip Guston (1913–1980); but *Study for Tormentors 1*, 1947–48.

- When dates occur across centuries, in any instance, the dates should be written in full: Georges Braque (1882–1963).

- Use of BC and AD: when referring to an ancient date, BC follows the year after a space (87 BC). AD precedes the year and a space (AD 320).

- Use of "mid": mid-1990; mid-nineteenth century; mid-nineteenth-century (adjectival form)

- Use a solidus or slash to convey "either/or," e.g.: b. 1246/48 (born in either 1246 or 1248) but an en dash when dates are known—e.g., 1898–1966 (lived from 1898 to 1966)

- Spell out numbers from one to one hundred. When numbers larger than one hundred appear in the same sentence, they can be written in numbers: The hall was 197 meters long and 43 meters wide.

- Measurements should not be spelled out in texts that include decimal points.

- Page ranges should be separated by an en dash with no spaces on either side.

- Page ranges should be preceded in notes by p. or pp.; remember to include a letter space before the number (e.g., p. 78).

- Page range numbers should be abbreviated when in the same hundredth, e.g., pp. 134–141 should read: pp. 134–41, but, like years, not when crossing hundredths, pp. 186–201.

- Numbers should always be used with percentages. When the figure refers to "humanistic" entities (population, residents, etc.) it should be spelled out. The British spelling is per cent, while in American English it is written as one word. When it refers to science and statistics, % can be used. In text that has references to both, percent should be used for consistency

- In running text, measurements should be spelled out: The room was twenty-five square meters (NOT: The room was 25 m^2)

- Foot or feet: The singular is foot and the plural is feet, except when you are using it as a compound modifier then you have to use the singular (to climb a tree that is ten feet tall, but to run up a 10-foot tree).

- That's also true for other units of measure like inches, pounds, etc.

Abbreviations

Please avoid abbreviations in running text and write out measurements as far as it is possible. For application in bibliography, footnotes, or captions use the following:

circa ca. (do not italicize);

editor/edition, ed.;

et alii/alibi, et al.;

et cetera, etc.;

exhibition catalogue, exh. cat.;

figure(s), fig(s).;

ibidem, ibid. (do not italicize);

number(s), no(s).;

page(s), p(p). (one letter space between p. or pp. and the number);

plate, pl(s).;

translated by trans.;

volume(s), vol(s).

Please note: i.e. and e.g. are written with periods and always followed with commas.

Footnotes and Bibliography

Please use the footnote and bibliography system provided by the Chicago Manual of Style. You can find Chicago's Quick Guide under the following link: http://www.chicagomanualofstyle.org/tools_citationguide.html. For citations, please refer to the "Author-Date" system: Parenthetical citations in the text refer to a bibliography at the end of the text (anthologies) or the book (monographies).

Please note that Chicago distinguishes between Footnote formats, and formats for Bibliographies (e.g., in the designation of authors: FIRST NAME LAST NAME and LAST NAME, FIRST NAME, respectively).

If several books from the same year by the same author are mentioned in the bibliography, small letters of the alphabet should be added to the year (eg. 1980b).

Before submitting the manuscript, it must be checked for completeness and accuracy.

Without exception, footnotes are to be used exclusively for content notes or literature references that are not in the bibliography.

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