Instruction for Contributors to Journal of Art and Design

1. Requirements of format

(1) For double anonymous review, do not list the name of the author in the manuscript, including the author's name in Chinese and English, working units and other related information. To quote references from the author's previous works which have been published, please narrate in the third person.

(2) Manuscripts and references must strictly follow APA (American Psychological Association) style (The publisher may return manuscripts for revision to format the manuscript and references in APA style if formatting is not correctly applied.).

(3) Mark the comment as (Note 1) (Note 2)…to strengthen text description and according to the order arrange after the text. References quote in the comments must follow rules of above references format.

(4) Edit of articles as 1, 2, 3…; Section 2-1, 2-2…; Subsection 2-1.1, 2-2.2… Mark levels under subsections as (1), (2), (3).

(5) Unit of manuscripts is based by international standards (SI). All digital showed in Arabic numbers as Figure 6, 200km, 19 people, and 0.98…etc.

(6) All the chart, table must be clear. All fonts in the chart must be finalized as type fonts, along with number, title and references stated, otherwise it will not be admissible. Table title must list above the table, title of the figure mark in below. All the number of chart to be showed as Arabic numbers: Table 3, Figure 9. Photo serial numbers also showed in order of serial numbers.

(7) The charting must be clear, and marked out a detailed original source clearly (including page numbers in the book), also should obtain its authorization before submitting to avoid future unnecessary controversy after the paper published. After manuscript passed the pear review, the authors must sign the Copyright License Agreement before their articles' publication.

(8) In the case of two or more people in collaboration for design work, the articles shall be attached with the written description of the participation parts respectively and other partners' seal to certificate.

2. Reference Style

A. References

(1) Reference examples:

(a) A book by a single author:

Fox, D. (1969) *Managerial economics*. London: Longman.

(b) A book or technical report by more than one author:

Strunk, W., White, E. (1979) *The elements of style* (3rd ed.). New York: Macmillan.

(c) Edited book:

Hall, P. (Ed.) (1966) *Von Thunen's Isolated State*. Oxford: Pergamon

(d) Article or chapter in an edited book:

Stone, P. (1965) The prices of building sites in Britain. In P. Hall (Ed.), *Land*

values (pp.12-27). London: Heineman.

(e) Journal Article:

Pite, D., and Tesa, C. (1981) The crisis of our time. *Journal of Environmental Housing*, 23(3), 123-141.

(f) Newspaper article, no author

CIDB perceives strong growth for construction sector. (1993, December 17) *The Straits Times*, p.47.

(g) Newspaper article, with author

Tan, T. S. (1993, December 12) URA to auction 12 sites in Jurong, *The Straits Times*, p.36.

(h) Conference paper

Unpublished:

Brent, B. (1983, May) *Valuation of hotels*. Paper presented at the meeting of the Society of Valuers, Melbourne, Victoria.

Published:

Brent, B. (1988) Valuation of hotels. In E. Dave (Ed.), *Proceedings of the Third International Symposium on Valuation* (pp.3-9). Vancouver: Zeti Press.

(i) Unpublished manuscript:

Jameson, K. (1993) *Testing concrete strength*. Unpublished manuscript.

(j) Dissertation or thesis:

Lim, K. (2000) *The valuation of hotels*. Undergraduate dissertation, Deaprtment of Real Estate, National University of Singapore.

(k) Web site:

Global Concrete Network. (2000 Jan). *New understanding of concrete*.

New Jersey: GCN. Retrieved 20 March, 2001 from the World Wide

Web: http://gcn.org/concrete.html.

(2) For any other reference types that are not specified above, the reference format should include the following details in order: all authors' names and initials, year of publication, title of article or the book, the full title of the journal and its volume and the place and name of the publisher.

B. References in Non-English Languages

(1) For referencing a non-English publication with the author names in the original language, such as French, German, etc., the book and article titles should be translated into English and enclosed in square brackets following the title in its original language.

Reference examples:

Edited book:

Fujimori, Terunobu & Tan Wan (eds) (1996) *A Comprehensive Study of East Asian Architecture and Urban Planning, 1840-1945*. Tokyo: Chikuma Shobo. [藤森照信、汪坦編 (1996) *全調査東アジア近代の都市と建築，1840-1945*。東京：筑摩書房。]

A book by a single author:

Kwan, Hwa-San (2008) *The Architecture and Landscape Gardening in Dream of the Red Chamber*. Taipei: Bai-Hua Publisher. [關華山 (2008) *紅樓夢中的建築與園林*。台北：百花文藝出版社。]

(2) In principle, please follow English references format to each kind of references.

2. Refereeing Process

(1) Only submissions that fulfill the above requirements will be reviewed. Manuscripts that fail to meet the submission specification, follow the citation and reference style or reach an acceptable standard will be rejected by the Editors.

(2) To recruit qualified referees to review a submission, the Editors will solicit the recommendation of members of the Editorial Board whose specialization is in close proximity to the topic of the submitted manuscript.

(3) The Editors will then appoint two qualified individuals with the related field to review every submitted manuscript. All submissions are refereed in a 'double-blind' refereeing process. Neither the referees nor the authors may know each other's identity.

(4) The referees will give their feedback to the Editors by completing the Review Report, which contains their detailed comments and recommendation for acceptance or rejection. The referees' recommendation will fall into the following four categories, suggesting the manuscript to be:

(A) Accepted for publication; (B) Accepted with minor revisions; (C) Recommended to resubmit after major revisions (D) Rejected for publication.

(5) The below table indicates how the Editors arrive their final decision on acceptance or rejection based on the reports of the two – or three, in some cases – appointed referees.

Referee 1 / Referee 2	A	B	C	D
A	Accepted for publication	Accepted with minor revisions	Resubmitted after major revisions	Subject to Referee 3's decision
B	Accepted with minor revisions	Accepted with minor revisions	Resubmitted after major revisions	Resubmitted after major revisions
C	Resubmitted after major revisions	Resubmitted after major revisions	Resubmitted after major revisions	Rejected for publication
D	Subject to Referee 3's decision	Resubmitted after major revisions	Rejected for publication	Rejected for publication

(6) If there is a discrepancy between the two referees in recognition for the originality and contribution of a submission, a third referee will be appointed. After soliciting the feedback from the third referee, the Editorial Board will hold an editorial meeting and make the final decision based on the detailed comments made in the Review Reports of the three referees.

(7) Once the referencing process is completed, the author(s) will be informed of the final decision on publication. For manuscripts subject to minor and major revisions – Category (B) and (C) – the author(s) should revise their manuscript, add supplemental materials or improve the clarity of arguments deployed in the article.

(8) Manuscripts subject to resubmission – Category (C) – should be resubmitted with an explanatory note – with red-color texts in the manuscript or on a separate sheet – detailing the modifications made.

(9) Submissions that fail to receive favorable recommendation for publication – Category (D) – will be rejected, and the manuscript will not be returned to the authors.

(10) Acceptance for publication will always be subject to the final approval from the Editorial Board. To ensure fairness and maintain credibility in the refereeing process, members of the Editorial Board who make submissions to the Journal have to withdraw from any decision making.