Information for Authors

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URL for submission

Submissions of manuscripts should be made electronically through this website: https://journal-buildingscities.org/ . Once submitted, the author can track the submission and communicate with the editors via the online journal management system.

Please ensure that you consider the following guidelines when preparing your manuscript. Failure to do so may delay processing your submission.

Publication fees

Buildings and Cities is an open access journal. Articles accepted for publication will be asked to pay an Article Publication Charge (APC) to cover publication costs. This can normally be sourced from your funder or institution. This fee covers all publication costs to the publisher, including editorial processes; web hosting; indexing; marketing; archiving; DOI registration etc. and a contribution to the journal's owner to cover running costs and educational outreach. This mechanism ensures that all of the content is fully open access, maximises the potential readership of publications and allows the journal to be run in a sustainable way.

Many institutions have funds available to support open access publications by their staff, therefore we ask that you contact the relevant body to cover the APC.

If you do not know about your institution's policy on open access funding, please contact your departmental/faculty administrators and institution library, as funds may be available to you.

If published, you will receive an APC request email along with information on how payment can be arranged.

Article type	**APC**
Research	£1450
Synthesis	£1450
Methods	£1325
Replication	£1325
Policy Analysis	£1325
Briefing Note	£1325

Please note that all APC invoices will have relevant taxes applied (e.g. VAT).

Waiver information

If you do not have funds available to pay the APC (e.g., because your institution/funder will not cover the fee) then we may be able to offer a discount or full waiver. Should you need to discuss waiver options or the APC in general, please ensure that you **contact the editor** https://journal-buildingscities.org/contact/ as early as possible. Editorial decisions are made independently from the ability to pay the APC. Waiver requests must be received either before a submission or as part of the submission information (e.g. in the cover letter).

Article types

- **Research articles** must describe the outcomes and application of unpublished original research. These should make a substantial contribution to knowledge and understanding in the subject matter and should be supported by relevant figures and tabulated data. Research articles should be no more than 8,000 words* in length in total.
- **Synthesis articles** must provide a critical review of the state of knowledge in key areas of interest. Synthesis articles must be a maximum of 8,500 words* in length in total.
- **Methods articles** should outline and test new techniques and discuss potential applications and significance of the technique. In addition, articles that critique or modify extant methodologies and approaches are welcome. Authors should provide a detailed summary of the protocol followed and establish replicability within the body of the paper. Methods articles should be no longer than 5,000 words* in length in total.

- **Replication articles** should test previous findings and validate existing data. This can also report of "failure" results. Registered reports are a submission option for replication studies, with peer review of the research design prior to data collection. Replication articles should be no longer than 4,000 words* in total.
- **Policy analysis** should put forward evidence-based analysis of particular policy approaches. Policy analysis articles should be no longer than 3,000 words* in length in total.
- **Briefing notes** are commissioned by the editors and provide a synthesis of the current state of knowledge on a particular topic or issue and distills complex information into a short, well structured, document accessible to end users of research. Maximum 2500 words*.

*** All word limits include references and citations.**

The author should make clear which type of article is being submitted during the submission.

NOTE: In addition to the above types of articles appearing in the journal, we also consider **commentaries** and **book reviews** for the journal's blog: see www.buildingsandcities.org

File format

Please ensure that your manuscript files do not contain your name and organisation in the metadata (i.e. in the document's properties section under summary or description). This is to ensure anonymity in the double-blind review process.

The manuscript should be submitted in a DOCX (editable) format. Tables must be created using a word processor's table function, not tabbed text. Tables should be included in the manuscript.

Figures can be included in the main manuscript file, but should also be uploaded as separate, individual JPG files and files labelled in consecutive order using Arabic numerals (e.g. Figure 1, Figure 2, etc.).

Structure

Title page

To ensure blind peer review, please only list the title and abstract on the submitted manuscript file.

Title: The journal uses short titles. Titles must be 10 words or less.

The names of all authors, institutional and departmental affiliations, ORCID number, contact details, biography (optional) and the corresponding author details must be completed online as part of the submission process. Care must be taken in the submitted manuscript not to identify the author(s) or their institution. All authors must fit within the journal's definition of an author, available https://journal-buildingscities.org/about/authorship/ .

Author names should include a forename and a surname. Forenames cannot include only initials.

- J. Bloggs is not preferred. The full name, Joe Bloggs is required (this will enhance the 'findability' of your publication).
- Please provide ORCID numbers for each author.

The affiliation should include 'Department, Institution, City, Country'.

Abstract

Articles must have the main text prefaced by **two abstracts**. **The first abstract must be a maximum of 200 words** summarising the main arguments and conclusions of the article. This must have the heading 'Abstract' and be easily identified from the start of the main text. **The second abstract must be a maximum of 150 words and describe the relevance to end-users of research. This second abstract must be titled either 'Policy relevance' or 'Practice relevance'** and should set out which briefly set out main findings or insights of your paper that are of specific relevance to potential end users of this research and key actions that arise as a result for policy makers or practitioners.

A list of up to six key words may be placed below the abstract (optional).

The Abstract and Keywords should also be added to the metadata when making the initial online submission.

Main text

The body of the submission should be structured in a logical and easy to follow manner. A clear introduction section should be given that allows non-specialists in the subject an understanding of the publication and a background of the issue(s) involved. Methods, results, discussion and conclusion sections may then follow to clearly detail the information and research presented.

Up to three level headings may be present and must be clearly identifiable using different font sizes, bold or italics. We suggest using Headings 1, 2 and 3 in MS-Word's 'Style' section.

Supplementary Files (optional)

Any supplementary/additional files that should link to the main publication must be listed, with a corresponding number, title and option description. Ideally, the supplementary files are also cited in the main text.

e.g. Supplementary file 1: Appendix. Scientific data related to the experiments.

Note: additional files will not be typeset so they must be provided in their final form. They will be assigned a DOI and linked to from the publication.

Reproducibility

If data, structured methods or code used in the research project have been made openly available, a statement should be added to inform the reader how/where to access these files. This should include the repository location and the DOI linking to it.

Read our **reproducibility guide** https://journal-buildingscities.org/about/reproducibility/ for more information on best practice and maximising the impact of your open data.

If data used in the research project has not been made available, a statement confirming this should be added, along with reasoning why.

The journal's data policy is available on the **Editorial Policies** page:
https://journal-buildingscities.org/about/editorialpolicies/

Ethical consent (if applicable)

Research involving human subjects, human material, or human data, must have been performed in accordance with the **Declaration of Helsinki** http://bit.ly/38cSWcG . Where applicable, studies must have been approved by an appropriate ethics committee and the authors should include a statement within the article text detailing this approval, including the name of the ethics committee and reference number of the approval. The identity of the research subject(s) should be anonymised whenever possible. For research involving human subjects, informed consent to participate in the study must be obtained from participants (or their legal guardian) and added to this statement. If a study involving human subjects/tissue/data was exempt from requiring ethical approval, a confirmation statement from the relevant body should be included within the submission.

Experiments using animals must follow national standards of care. For further information, see http://bit.ly/37ZA68s .

Acknowledgements (optional)

Any acknowledgements must be headed and in a separate paragraph, placed after the main text but before the reference list.

Funding Information (if applicable)

Should the research have received a funding grant then the grant provider and grant number should be detailed.

Competing interests

If any of the authors have any competing or conflicting interests then these must be declared. A short

paragraph should be placed before the references. Guidelines for competing interests can be found on https://journal-buildingscities.org/about/competinginterests/ . If there are no competing interests to declare then the following statement should be present: The author(s) has/have no competing interests to declare.

Artificial intelligence (AI)

The research and writing must be the author's work and not generated or written by programmes using artificial intelligence. If AI has been used in data analysis or any other way, it must be stated explicitly.

Data availability

A 'Data availability statement' must be supplied prior to the reference list providing information on how readers can access the data (but without URLs and institutional information at this point to enable a double-blind review process), or information on why it has not been made public.

Authors' contributions

A sentence or a short paragraph detailing the roles that each author held to contribute to the authorship of the submission. Individuals listed must fit within the definition of an author, as per our **authorship guidelines:** https://journal-buildingscities.org/about/authorship/

References

All references cited within the submission must be listed at the end of the main text file. For detailed information about formatting of references and citations, see References section below.

Permissions

The author is responsible for obtaining all permissions required prior to submission of the manuscript. Permission and owner details should be mentioned for all third-party content included in the submission or used in the research.

If a method or tool is introduced in the study, including software, questionnaires, and scales, the license this is available under and any requirement for permission for use should be stated. If an existing method or tool is used in the research, it is the author's responsibility to check the license and obtain the necessary permissions. Statements confirming that permission was granted should be included in the Materials and Methods section.

Language & text

Voice

Use a formal linguistic register that avoids personal pronouns (e.*g.* avoid: I argue, we show, our research, etc).

Capitalisation

For the submission title:
Capitalise only the first word and proper nouns.

- Slip-sliding on a yellow brick road: stabilization efforts in Afghanistan

Headings within the main text:
Headings in the text should follow the same rule as the main title.
Headings and subheadings should be numbered.

1. Introduction
2. Background
   2.1 Regional context
   2.2 Social context
   2.3 Financial context

Headings should be under 75 characters.

Spelling

Submissions must be made in English. Authors are welcome to use American or British spellings as long as they are used consistently throughout the whole of the submission.

- Colour (UK) vs. Color (US)

When referring to proper nouns and normal institutional titles, the official, original spelling must be used.

- *World Health Organization, not World Health Organisation*

Grammar

American or English grammar rules may be used as long as they are used consistently and match the spelling format (see above). For instance, you may use a serial comma or not.

- red, white, and blue *OR* red, white and blue

Font

The font used should be commonly available and in an easily readable size (e.g. 12 point). This may be changed during the typesetting process.

Underlined text should be avoided whenever possible.

Bold or italicised text to emphasise a point are permitted, although should be restricted to minimal occurrences to maximise their efficiency.

Lists

Use bullet points to denote a list without hierarchy or order of value. If the list indicates a specific sequence then a numbered list must be used. In certain cases where the author needs to identify specific items within the list, it can be itemized with a numbered list.

Lists should be used sparingly to maximise their impact.

Quotation marks

Use single quotation marks except for quotes within another speech, in which case double quotation marks are used.

Quotations that are longer than three lines in length must be in an indented paragraph separate from the main text.

The standard, non-italicised font must be used for all quotes.

It must be clear from the text and/or citation where the quote is sourced. If quoting from material that is under copyright then permission will need to be obtained from the copyright holder.

Acronyms & Abbreviations

With abbreviations, the crucial goal is to ensure that the reader – particularly one who may not be fully familiar with the topic or context being addressed – is able to follow along. Spell out almost all acronyms on first use, indicating the acronym in parentheses immediately thereafter. Use the acronym for all subsequent references.

- Research completed by the World Health Organization (WHO) shows …

A number of abbreviations are so common that they do not require the full text on the first instance. Examples of these can be found on:
https://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style/Abbreviations#Miscellanea

Abbreviations should usually be in capital letters without full stops.

- US, not U.S.A
- UK, not U.K.

Common examples from Latin origin do not follow this rule and should be lower case and can include full stops.

- *e.g.*, *i.e.*, etc.

No full points after abbreviated words which end in the letter with which they would normally end.

- Mr, not Mr.

- Dr, not Dr.

Professor should always be written out in full.

Certain abbreviations contain both caps and lower case, e.g. CoPS.

Use subscripts for CO2 , NOX, etc (never CO2 or NOX)

Buildings and Cities (*B&C*) is italicised. Use written out and abbreviation first time in each paper, then *B&C*.

Do not use ampersands in the text, except for *Buildings & Cities* or *B&C*.

Dates

Please use the following formats:

- Day, month year: 3 March 2007
- 2005–10, but 1995–2005 to avoid confusion.
- 1980s, never 80s or eighties.
- 21st century.

Use of footnotes/endnotes

Use endnotes rather than footnotes (we refer to these as 'Notes' in the online publication). These will appear at the end of the main text, before 'References'.

All notes should be used only where crucial clarifying information needs to be conveyed.

Avoid using notes for purposes of referencing, with in-text citations used instead. If in-text citations cannot be used, a source can be cited as part of a note.

Please insert the endnote marker after the end punctuation.

Data & symbols

Symbols

Symbols are permitted within the main text and datasets as long as they are commonly in use or have explanatory definition on their first usage.

Hyphenation, em and en dashes

There is no set rule on the use of hyphenation between words, as long as they are consistently used.

Em dashes should be used sparingly. If they are present, they should denote emphasis, change of thought or interruption to the main sentence and can replace commas, parentheses, colons or semicolons.

- The president's niece—daughter of his younger brother—caused a media scandal when…

En dashes can be used to replace 'to' when indicating a range. No space should surround the dash.

- 10-25 years
- pp. 10-65

Numbers

For numbers zero to nine please spell the whole words. Please use figures for numbers 10 or higher.

We are happy for authors to use either words or figures to represent large whole figures (i.e. one million or 1,000,000) as long as the usage is consistent throughout the text.

If the sentence includes a series of numbers then figures must be used in each instance.

- Artefacts were found at depths of 5, 9, and 29 cm.

If the number appears as part of a dataset, in conjunction with a symbol or as part of a table then the figure must be used.

- This study confirmed that 5% of…

If a sentence starts with a number it must be spelt, or the sentence should be re-written so that it no longer starts with the number.

- Fifteen examples were found to exist…
- The result showed that 15 examples existed…

Do not use a comma for a decimal place.

- 2.43 *NOT* 2,43

Numbers that are less than zero must have '0' precede the decimal point.

- 0.24 *NOT* .24

Units of measurement

Symbols following a figure to denote a unit of measurement must be taken from the latest SI brochure. See http://www.bipm.org/utils/common/pdf/si_brochure_8_en.pdf for the full brochure. If units are in a different system, then the SI units must be given along with the other units, e.g. 2.5 m (8 ft 2.4 in)

Formula

Formulae must be proofed carefully by the author. Editors will not edit formulae. If special software has been used to create formulae, the way it is laid out is the way they will appear in the publication.

Figures & tables

Figures

Figures, including graphs and diagrams, must be professionally and clearly presented. If a figure is not easy to understand or does not appear to be of a suitable quality, the editor may ask to re-render or omit it.

All figures must be cited within the main text, in consecutive order using Arabic numerals (e.g. Figure 1, Figure 2, etc.).

Each figure must have an accompanying descriptive main title. This should clearly and concisely summarise the content and/or use of the figure image. A short additional figure legend is optional to offer a further description.

- Figure 1: 1685 map of London.
- Figure 1: 1685 map of London. Note the addition of St Paul's Cathedral, absent from earlier maps.

Figure titles and legends should be placed within the text document, either after the paragraph of their first citation, or as a list after the references.

The source of the image should be included, along with any relevant copyright information and a statement of authorisation (if needed).

- **Figure 1: Firemen try to free workers buried under piles of concrete and metal girders.** *Photo:* Claude-Michel Masson. Reproduced with permission of the photographer.

If your figure file includes text then please present the font as Ariel, Helvetica, or Verdana. This will mean that it matches the typeset text.

*NOTE: All figures must be uploaded separately as supplementary files during the submission process, if possible in colour and at a resolution of at least **300dpi**. Each file should not be more than 20MB. Standard formats accepted are: JPG, TIFF, GIF, PNG, EPS. For line drawings, please provide the original vector file (e.g. .ai, or .eps).*

Tables

Tables must be created using a word processor's table function, not tabbed text.

Tables should be included in the manuscript. The final layout will place the tables as close to their first citation as possible.

All tables must be cited within the main text, and numbered with Arabic numerals in consecutive order (e.g. Table 1, Table 2, etc.).

Each table must have an accompanying descriptive title. This should clearly and concisely summarise the content and/or use of the table. A short additional table legend is optional to offer a further description of the table. The table title and legend should be placed underneath the table.

Tables must NOT include:

- Rotated text
- Colour to denote meaning (it will not display the same on all devices)
- Images
- Vertical or diagonal lines
- Multiple parts (e.g. 'Table 1a' and 'Table 1b'). These should either be merged into one table, or separated into 'Table 1' and 'Table 2'.

NOTE: If there are more columns than can fit on a single page, then the table will be placed horizontally on the page. If it still can't fit horizontally on a page, the table will be broken into two.

References

In-text citations

Every use of information from other sources must be cited in the text so that it is clear that external material has been used.

If the author is already mentioned in the main text then the year should follow the name within parenthesis.

- Both Jones (2013) and Brown (2010) showed that …

If the author name is not mentioned in the main text then the surname and year should be inserted, in parenthesis, after the relevant text. Multiple citations should be separated by semi-colon and follow alphabetical order.

- The statistics clearly show this to be untrue (Brown 2010; Jones 2013).

If two or fewer authors are cited from the same citation then all should be listed. If three or more authors are part of the citation then 'et al.' should follow the first author name.

- (Jones & Smith 2008)
- (Jones et al. 2008)

If citations are used from the same author and the same year, then a lowercase letter, starting from 'a', should be placed after the year.

- (Jones 2013a; Jones 2013b)

If specific pages are being cited then the page number should follow the year, after a colon.

- (Brown 2004: 65; Jones 2013: 143)

For publications authored and published by organisations, use the short form of the organisation's name or its acronym in lieu of the full name.

- (ICRC 2000) *NOT* (International Committee of Red Cross and Red Crescent Societies 2000)

Please do not include URLs in parenthetical citations, but rather cite the author or page title and include all details, including the URL, in the reference list.

Reference list

All citations must be listed at the end of the text file, in alphabetical order of authors' surnames.

All reading materials should be included in 'References' – works which have not been cited within the main text, but which the author wishes to share with the reader, must be cited as additional information in endnotes explaining the relevance of the work. This will ensure that all works within the reference list are cited within the text.

NOTE: If multiple works by the same author are being listed, please re-type the author's name out for each entry, rather than using a long dash.

NOTE: DOIs should be included for all reference entries, where possible.

Reference format

This journal uses the APA system – see below for examples of how to format:

- ***Books:***

Author, A. A. (year). *Title of work*. Publisher. https://doi.org/xx.xxxxxxxx
Leaver, B. L., Ehrman, M., & **Shekhtman, B.** (2005). *Achieving success in second language acquisition*. Cambridge University Press. https://doi.org/10.1017/CBO9780511610431

- ***Chapter within books:***

Author, A. A., & **Author, B. B.** (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Publisher. https://doi.org/xx.xxxxxxxx
Jacobs, G. M. & **Hall, S.** (2002). Implementing cooperative learning. In J. C. Richards & W. A. Renandya (Eds.), *Methodology in language teaching: An anthology of current practice* (pp. 52-58). https:// doi.org/10.1017/CBO9780511667190.009

- ***Journal articles:***

Author, A. A., Author, B. B. & **Author, C. C.** (year). Article title. *Journal Title*, volume number (issue number), page numbers. https:// doi.org/xx.xxxxxxxx
Radford, M. (2001). Aesthetic and religious awareness among pupils: Similarities and differences. *British Journal of Music Education*, 18(2), 151-159. https://doi.org/10.1017/s0265051701000249

- ***Newspaper articles (online):***

Author, A. (year, date). Article title. *Newspaper*. https:// www.URL
McMahon, S. (2010, July 19). Fund new Victorian era. *Herald Sun*. http://www.heraldsun.com.au/

- ***Newspaper articles (print):***

Author, A. (year, date). Article title. *Newspaper*. pp. page number
Parker, K. (2008, December 3). Plea for languages. *Koori Mail*, pp. 19-20

- ***Conference papers:***

Author, A. (year, month). Title. Paper presented at Conference title, Location, Country.
Liu, C., Wu, D., Fan, J. & **Nauta, M. M.** (2008, November). Does job complexity predict job strains? Paper presented at the 8th Biannual Conference of the European Academy of Occupational Health Psychology, Valencia, Spain.

- ***Organisational publications/Grey literature:***

Organisation. (year). Title. Series/publication number. Retrieved from (if online)
World Bank. (2008). Textbooks and school library provision in secondary education in Sub-Saharan Africa (World Bank Working Paper No. 126. Africa Human Development Series). Retrieved from EBL database.

- ***Theses and dissertations:***

Author, A. A. (year). Thesis title (Doctoral dissertation, Institution, location). https://doi.org/xx.xxxxxxxx
Murray, B. P. (2008). Prior knowledge, two teaching approaches for metacognition: Main idea and summarization strategies in reading (Doctoral dissertation, Fordham University, New York)

- ***Webpages / PDFs:***

Author, A. A. (year). Title of work. URL
Australian Institute of Health and Welfare. (2011). Australia's health 2004. http://www.aihw.gov.au/publications/index.cfm/title/10014

Submission preparation 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 previously published, in part or in whole, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. All third-party-owned materials used have been identified with appropriate credit lines, and permission has been obtained from the copyright holder for all formats of the journal. Authors acknowledge their responsibility to gain all permissions prior to submission.
3. All authors qualify as authors, as defined in the **authorship guidelines** https://journal-buildingscities.org/about/authorship/ and have given permission to be listed on the submitted paper.
4. The corresponding author is submitting an **ORCID** https://orcid.org/ identifier in their author data and ORCIDs for their co-authors are also provided, as per the journal policy https://journal-buildingscities.org/about/editorialpolicies/#orcid. All authors names, email addresses and affiliations have been uploaded in the submission platform AND match the information provided in the manuscript.
5. The text adheres to the stylistic and bibliographic requirements outlined in this document (see above)**.** Every effort has been made to ensure that the submission is ready for peer review according to the journal's review policy (including meta data in the file properties) have been anonymised.
6. Tables are all cited in the main text and are included within the text document (formatted in DOCX).
7. Figures are all cited in the main text and are uploaded as supplementary files. Figures/images have a resolution of at least 150dpi (300dpi or above is preferred). The files are in one of the following formats: JPG, TIFF, GIF, PNG (to maximise quality, the original source file is preferred).
8. All participants included within case reports or other article types in which an individual or a group of individuals can be identified have signed informed consent forms, or had had their legal guardian do so, giving permission to publish the submitted content under a CC-BY licence.
9. Research has been approved by an appropriate ethics committee, with the name of the committee and reference number of the approval included within the submitted file. Otherwise, a statement that ethics approval was not required has been added to the file.
10. The abstract has been structured as two paragraphs, as per the **guidelines** https://journal-buildingscities.org/about/submissions#structure. First paragraph: academic abstract 200 words maximum. Second paragraph: labelled as either “Practice relevance” or “Policy relevance” and contain an appropriate statement of 150 words maximum explaining the relevance or potential implications / use of this research for either practitioners (which groups should be specified) or policymakers.
11. The author(s) agree to the payment terms detailed on the **journal website** https://journal-buildingscities.org/about/submissions, which will be applied if this submission is accepted for publication by the journal. Any waiver request must be made at the time of submission via the Comments to the Editor. Unless a waiver is granted by the journal, in writing, then the author(s) accepts that an Article Processing Charge (APC) may be invoiced post-acceptance.

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b. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

c. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See **The Effect of Open Access** http://opcit.eprints.org/oacitation-biblio.html).

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