

## General

- Text Length - Maximum 2000 words (Larger pieces may be negotiated on a case by case basis.)
- Fully referenced in Oxford (footnote) style, and accompanying EndNote file
- Images - Minimum of one, Maximum of twelve
- Images to be of highest possible resolution or print quality - 300dpi
- Full submission due May 18th, 5PM AEST. (Unless otherwise negotiated)
- Short contributor biography, Maximum of 100 words

When writing your submission, please keep our thematic abstract in mind. We will be using this to guide the editing process in the following weeks. Our thematic abstract will be available for reference on our website ([www.kerb-journal.com](http://www.kerb-journal.com)).

All final submissions will be professionally copy-edited by a third-party and overseen by our supervising editor Ricky Ray Ricardo and our editorial board. Edits will be returned to authors for final sign-off before being published. We will be in touch in the following weeks with release paperwork to fulfil the legal requirements of the journal.

Publication of the full journal is expected in late 2020. As a not-for-profit journal, we are unfortunately unable to remunerate you for your work. We will, however, provide you with a copy of the journal.

## About Kerb

Kerb is an annual cross-disciplinary design journal produced through the department of landscape architecture at RMIT University School of Architecture and Urban Design. The journal aims to draw its themes from issues pertinent to contemporary landscape architectural discourse, however it enthusiastically supports many contributions from outside the discipline.

## Audience

Kerb is written for an audience of professional and non-professional readers, as well as academic audiences. Audiences often hail from landscape architecture backgrounds

but this isn't a blanket rule, especially with the journal's ambition to be cross-disciplinary.

Australian readers make up a portion of its readership, but Kerb is distributed internationally. Avoid using aphorisms exclusive to specific countries and avoid exclusive pronouns such as "ours", "we" etc. Instead use the non-specific: Australia's, USA's, its etc.

## **Tone**

We recommend that you read Kerb to get a feel for our style and tone. Kerb's articles are intelligent, accessible and engaging.

Kerb has served as a testbed for new ideas and critical explorations for many years and so encourages well-researched contributions in this vein.

Also to note, don't assume that its readers hail from a professional or national group, ie 'we in the profession [of landscape architecture etc]', 'here [in Australia]'. Writing should be specific and/or universally relevant. Acronyms or professional jargon or terminology of any sort should be avoided, or explained where usage is unavoidable.

We avoid the use of passive voice, and likewise overly formal or archaic language ('the project was designed to enhance activity', 'one thinks').

## **Style Conventions**

Generally, Kerb's editing procedure follows the rules set forth in the Australian Government Style Manual (John Wiley & Sons, Australia Ltd). The Macquarie Dictionary is used as the authority on spelling.

## **References**

References should be as per Oxford Referencing (see attached style sheet).

## **Bios**

A maximum of 80 words, at the end of the article.

## **Images**

Please provide images in jpeg format, each saved with a descriptive name to help connect it to your article.

All images must have permission to publish cleared. Please provide an image credit.

In terms of quality, generally a file size of one megabyte indicates the image will be suitable.

**For further formatting guidance please see our style guidelines below:**

## Text

### Quotes marks

- Use single quotation marks throughout. For extended quotations of 50 words or more, indent material and omit quotation marks.
- Quotation marks should go inside the full point or comma if there is further authorial comment.
- Use comma after final quote mark if mid-sentence
- Use full stop after final quote mark if end of sentence.
- Double quote marks for quotes within quotes.
- Double quote marks for ironic or clichéd quotes, and nicknames, (i.e. We're living in an increasingly "switched on" society).
- Use round brackets throughout, except to indicate inserted authorial information within quotations.

### Punctuation

- Linking dash—use en dash, with space either side
- Semi-colons—use to join two main clauses or break up run-in list with internal commas
- Serial comma—no comma before final 'and' unless needed for clarity
- Textual dash— use en dash, with space either side

### Headings

- Designer to oversee.
- Ampersands for author credits (ie 'Gean Moreno & Ernesto Oroza')

### General

- Thesis titles and exhibition titles do not take italics; use capital letters.
- (This includes project titles and artworks.)
- This also includes: publications referenced in text such as essays, books etc.
  - Use 'ise', not 'ize'.
  - Use 'per cent in the text and % in tables etc.
- Use lowercase for cultural movements such as 'postmodernism', 'structuralism',
- Minimal capitalisation is preferable.
- KERB is the usage for this publication.
- Specific art/architectural movements take uppercase: Expressionist, Art Nouveau, etc.
- Specific architectural references such as Bruck house, take lowercase for 'house' etc.
- Minimal use of italics in the text is essential, exception is foreign words.
- Foreign words (not loanwords) are italicised: tapa (cloth in Maori), yidaki (didgeridoo in Yolngu Aboriginal)

## Numbers

- Spell out numerals up to ninety-nine.
- Exception: units of measurement; e.g. 1000 kilometres; 10.7 million square kilometres.

- Use metre not meter.
- 1960s, not Sixties. Twentieth century, not 20th century.
- Use 1990-92, not 1990-2.
- In numbers of four digits no comma is required; use a comma for more than four digits.
- 1967; 123,678.
- Use 'per cent' in the text and % in tables etc.
- Use words to begin sentence
- Express date as 22 August 2014
- Express time as 8.30pm (no comma or period and no space in am/pm)

## Endnotes + References

- Endnote numbers should go outside the comma or full point.
- In-text numerical note identifiers are superscript numbers.
- Use endnotes (see style below), not footnotes.
- References in endnotes should take Oxford referencing
  - R Longhurst, E Ho and L Johnston, 'Using the Body as an Instrument of Research: Kimchi and Pavlova', *Area*, vol. 40, no. 2, 2008, pp. 208-217.
- For publications such as the Handbook, use numerals for 1 to 9, then spell out.
- Format the notes (at the end of the manuscript) in accordance with this style guide.
- Internet sources, please follow Oxford style reference list:
  - S Jayawardana, 'Clashes Erupt as Govt Launches Southern Development Projects', *Sunday Times*, 2017, <http://www.sundaytimes.lk/170108/news/clashes-erupt-as-govt-launches-southern-development-projects-223369.html>, (accessed 05 June 2019).
  - Raise author query if details are missing, e.g. dated viewed, author.

## Figures + Captions

- (Fig.1) abbreviated in brackets, in text,
- Fig.1, abbreviated, below actual illustration.

## Biographies + Related Information

- Occupations (e.g. accountant, program manager) should not be capitalised when used generally and not in reference to a specific person. However, individual titles and unit names are capitalised, e.g. Executive Director, Human Resources; Academic Registrar's Group as per the RMIT University Writing Style Guide.
- Full program titles to be capitalised only. E.g. Architecture Design 2. or Bachelor of Communication (Public Relations).
- General course areas are not to be capitalised (I am a public relations student)
- Introduce individuals via their occupation and full name and refer to them by surname only thereafter.
- Postgraduate, not post-graduate.
- Capitalise proper course titles:.

- Capitalise degrees: Doctor of Philosophy, Bachelor of Design.

**Further guidelines can be found in:**

- Style Manual: For Authors, Editors and Printers, 6th ed., John Wiley & Sons Australia, Ltd, 2002.
- RMIT Endnotes <http://www1.rmit.edu.au/browse;ID=np7zfn30nbsz>.