

AUTHOR GUIDELINES

A SPOOL paper or visual essay contains the following elements in this order:

- Manuscript title
- Author full names
- Author institutional affiliations
- Abstract
- Keywords
- Manuscript: paper or visual essay
- Literature cited
- Acknowledgments (if suitable)

Title:

The title should be a precise and concise description of the work performed and results obtained. It makes clear what the article is about, in fact it is the shortest summary of your article.

Subtitle:

In case the author prefers a more 'original' title, a subtitle is added that sheds light on the article's content.

Author(s):

Name and surname of all authors (complete with middle names or initials and academic titles), along with their affiliations at the time the research was performed.

Abstract:

The abstract should include a justification for the study, objectives, and a concise summary of significant data, major findings, and conclusions, not exceeding 200 words. The abstract should be able to stand by itself without reference to the main text. Statements requiring the support of literature citations should not be included. The abstract helps a potential reader to understand if your article provides the information he/she is looking for. The abstract is also required for indexing purposes. (Note that this brief abstract is not the same as the extended abstract that we asked for reviewing purposes).

Key words:

Provide five to ten keywords. 'Landscape architecture' is one keyword. Key words should be in alphabetical order.

Full text:

paper

The full text of a paper is 2500/5000 words long.

Introduction: introduce the topic, the relation to the theme issue, and the main research questions/themes.

Context: Explain the broader spatial/societal context of your research.

Research: Elaborate on the key elements of the work, relevant to the theme issue.

Conclusions: The article finishes with a short paragraph that summarizes and reflects, responds to the research questions, and highlights the new knowledge that is produced by the research.

Visual essay

The text for the visual essay consists of an introduction and the captions to the images.

The introduction is 500/1000 words long. It introduces the project, its relation to the theme issue, a substantive context for, and reading guide to, the visual essay.

The sequence of images and their extended captions are the main storyline of the manuscript. The consecutive images should have a narrative relationship, where each of the images adds up to a better understanding or insight (e.g., following the logic of an argument, with an introduction, context, development, and conclusion; provide complementary information).

Existing and archival images may be used. Authors must submit evidence of appropriate permissions.

Each figure, image or other visual component may have a caption of up to 100 words. All captions include number, title, description, image source.

Include the images in the document, but do not make a lay out.

References:

Each article should refer to articles, books, designs or other sources on the topic that it addresses. A minimum of 10 references is required.

SPOOL uses APA-style 7th edition, the most commonly used format worldwide– make sure you edit your literature list at the bottom of your paper accordingly.

Acknowledgments:

Contributions from anyone who does not meet the criteria for authorship should be listed with permission from the contributor. Financial and material support should also be mentioned. Thanks to anonymous reviewers are not appropriate.

Footnotes:

Do not use the automatic end- and footnote function, but place notes at the end of the document. Note numbers in the text should be typed in superscript. Place notes at the end of the sentence, behind the final punctuation mark.

Example: The departure of the swallows announces the coming of winter.⁵

Images:

In papers, use In-text references: refer to all figures and place figure names in brackets [fig. 1]. In visual essays, don't use in-text references.

We consider image editing as important as text editing. The images are not mere illustrations but are there to support and/or complement the text. Please provide high quality images: a minimum of 300 dpi, or 2000 pixels in width is required.

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Submission requirements

Submit your paper as a word document without illustrations, but with the captions included. Produce an additional document (pdf) that contains all your illustrations.

Submit your visual essays as a pdf that contains all your illustrations with figure numbers, captions, and image sources. In the final round before the text editor, please submit a word document with no illustrations.

Submit all illustrations as separate files in the original resolution, with a minimum of 2000 pixels wide.

Name them accordingly: Author's surname-Figno.

Example: Wagner-Fig01.pdf; Wagner-Fig02.jpg.

Style guide

- Writing style: We appreciate lively and original writing.
- Spelling: Use Standard British English spelling; please refer to the Oxford English Dictionary (2nd edition). The Oxford Learner's Dictionary is available free online at: <https://www.oxfordlearnersdictionaries.com/definition/english/>
NB, some words, especially professional jargon, are not (yet) in dictionary. If they occur frequently in an article or issue, the editor will apply an ad hoc, consistent spelling
- Punctuation should follow the APA Publication Manual.
- Acronyms and abbreviations: Spell out acronyms and abbreviations on their first mention, followed by the acronym or abbreviation in parentheses: Economic and Social Research Council (ESRC). Thereafter, the acronym or abbreviation may be used. Acronyms are written without periods (USA).
- Spell out units: not m, km, or ha, but metre, kilometre, hectare.
- Do not use bold or underlined words. If you want to introduce a word or phrase used as an ironic comment, as slang, or as an invented or coined expression, use '...'. Use quotation marks the first time the word or phrase is used; thereafter, do not use quotation marks.
- use *italics* in case of words in different languages from English, and to introduce a technical or key term, and to cite a letter, word, phrase, or sentence as a linguistic example. Also use italics for words that could be misread. Also, for genera and species. Do not italicise cultivars. (*Populus x canadensis* 'Serotina').
- Botanical names – English name first, Latin name in brackets: Hybrid Larch (*Larix x marschlinii*), Weeping Beech (*Fagus sylvatica* 'Pendula').
- Names of people – use family name, not first name (Gustavsson, not Roland).
- Differentiate between 'type' and 'typology' as follows: typology (as the classification system of groupings, the study of types) and type (as the groupings themselves). E.g. in a typology of parks, the suburban park is a type.
- Use short dash (-) in case of listing.
- use hyphen (-) for compound words (decision-making behaviour), and short dash (–) for linking two different words of equal value (blue–green). Use long dash (—) for asides in the middle of text. Note there is no space either side of an em dash.
- Numbers: use words for numbers below 20, unless used with a unit of measure.
- Use a comma between elements (including before *and* and *or*) in a series of three or more items (this, that, and the other).
- Abbreviation for 'circa' is 'c.' (not 'ca.')
- Abbreviation for 'number' is 'no.'. (not 'num.')
- Et al. (no italics; short for et alia, so the full stop is after 'al.', not after 'et').
- For bullets and numbered lists: each line begins with a capital letter and ends with a punctuation.

Paragraphs

- Do not number sections, subsections, or paragraphs.
- Separate paragraphs using blank lines.

Referencing

In-text citation: Do not use footnotes for references inside the text but author surname and year between brackets as in (Author 2000). If the authors are more than 2, separate the surnames with a comma (author1, author2 year).

Example: 'My purpose is to make "kin" mean something other/more than entities tied by ancestry or genealogy' (Haraway 2016, p. 103).

- When the quotation is incorporated in a sentence that includes the author's name, do not repeat the name in the reference.
Example: Haraway tells that her purpose is 'to make "kin" mean something other/more than entities tied by ancestry or genealogy' (2016, p. 103).
- Please notice that for quotation use '...' followed by (Author, year, page number); for a quotation contained in a quotation use "...". (NB, this deviates from the APA guidelines.)
- If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks.

- Provide page numbers for quotations as well as for paraphrasing or referring to an idea contained in another work. Example: p. 24, pp. 24-26.

Captions

All captions include number, title, description, image source:

Figure x. Title of Image. Brief description of Image. (Photograph by Name of Copyright holder, YYYY)

NB. Image source / Copyright information not necessary if it is the author's own image.

- Title
- Description: a description is needed to guide the reader how they should understand the image. Is the subject important, or a specific aspect of it, is it the representation technique, is it what the subject represents, etc. For the visual essay, use the description to build your storyline, as you would do in the main text in a traditional paper. You might want to refer to previous or following images.
- Image sources: Image sources are in brackets. When stating the image source, make sure copyright questions are solved and state accordingly: '(Drawing by firm xy 20xx)'. Particularly tricky: Photos and drawings authored by someone else than yourself, google earth or other cartographic materials authored by institutions or firms. NB. Copyright information not necessary if it is the author's own image. For google earth images you won't need their permission, but you do need to follow their guidelines as to how to refer to the images. See:

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The exact reference differs per location and scale, so you'll have to check it for each image separately. You also need to refer to google if you use them as a layer in your own drawing.

Example:

Figure 14. Case area Zuidas. Despite the transitional space characteristics, the layout and detailing of Zuidplein provide smaller pockets of intimacy. Planned within an intricate spatial layout of towers and infrastructure above and below ground, attention to liveability in the case of Zuidas has inspired public space design in the tradition of Jane Jacobs (1961). (Image by van Haaster, J., 2016, and map based part of the questionnaire by Wiemann Nielsen, H., 2014)

Figure 9. Maintenance and management plan in action. Most areas are left for free succession, but in the autumn, decaying leaves and deadwood are collected from other parts of the housing estate and placed along the edges to provide shelter for insects. Every year, the central parts of the garden are cleaned using a high-pressure washer to create a contrast with the moss-covered surface.