

Vernacular Building: Guidelines for Authors (updated July 2023)

Contributions are invited on subjects related to vernacular architecture in Scotland. Articles on vernacular building topics outside Scotland may also be submitted, especially if they have some relevance to Scotland. Offers of book reviews, and suggestions of books to review, are likewise welcomed.

The deadline for submissions is normally 1st May (with publication planned for the late summer or early autumn or the same year), but contributions may be sent in at any time. To submit a proposal, please write to Veronica Fraser, Secretary, SVBWG, c/o Historic Environment Scotland, John Sinclair House, 16 Bernard Terrace, Edinburgh EH8 9NX, or email svbwg.secretary@outlook.com. It will then be forwarded to the Editor. An initial enquiry indicating the nature of the proposed piece is helpful, and original photographs or drawings should not be sent in the first instance.

Checklist for submissions

Document format:

- Microsoft Word document containing text only – do not embed images.

Word count:

- Between 1,500 and absolute maximum 4,000 words for a main article – this includes endnotes, and Bibliography / Further Reading / Acknowledgements section if using, but does not include captions unless they are more than a sentence each.

OR

- Under 1,000 words for a piece in the ‘shorter contributions’ section – either on a new topic, or responding to an article in an earlier issue, or reporting on an event.

Endnotes:

- Use for source/reference information only – not additional asides.
- Included in above word-count limit for main articles.
- Cannot be accommodated in articles for ‘shorter contributions’ section.

Captions and image placement:

- Present captions in a list at the end of the document as Figure 1, Figure 2 etc.
- For any images that are not your own, include copyright/credit lines in brackets at end of each caption.
- Captions should normally be brief – just basic details or a short sentence.
- Insert a placement indicator (‘(fig.1)’, ‘(fig.2)’ etc.) at the point in the text where each image should appear.

Images:

- Provide separately as JPEG or TIFF files, *not* embedded in text document.*
- Use filenames that at least begin with the image numbers stated in the captions.
- In colour where possible, but not relying on colour for readability.
- At least 1200 pixels wide.
- Must remain legible when reduced in size to fit an A5 page (i.e. not too many tiny text annotations on diagrams).
- Make sure copyright permission has been obtained for all. This needs to cover worldwide English-language rights for a print run of normally 175 copies in the first instance, plus the volume being made freely available for download online ten years after publication.
- About one image for every 200–350 words is a good balance to aim for.
- * If you cannot submit electronically, you may submit good-quality prints for scanning.

Continued overleaf ...

Biography:

- Please provide a short biographical paragraph, of 50 to 80 words, for inclusion in a section at the back of the journal.
- Any honours (OBE etc.) or professional memberships (FRIAS etc.) may be included after the author's name in this section – these are not included at the head of the article itself.

Keywords:

- Please provide a list of keywords, to inform the indexing process and aid online searches. When preparing this list, please make sure you include any particularly relevant terms that feature in the subject index which covers all *Vernacular Building* issues to date – downloadable from the SVBWG website (<https://www.svbwg.org.uk/subjects.pdf>) – as well as any others that are important in your article, of course.

Abstract:

- Please provide a separate summary of your article, of about 150 to 200 words, covering its salient points and conclusion. NB: This is to be featured on the website – it will not appear with the printed article.

Cover:

- Feel free to submit any particularly good, preferably colour, pictures for consideration as cover images. They may be from among those in your article, or related to your article but not appearing in it, or of a Scottish vernacular building subject unrelated to your article.