

Compasses editorial guidelines

Due to the variety of contributions to Compasses magazine, a set of submission guidelines has been devised in order to facilitate the editorial work and ensure the editorial consistency of the publication. All contributors are invited to adhere to the following guidelines.

Submission of articles

Material in digital format

All contributors should submit a series of documents (text, credits, captions, images and a signed acquittance) to the following email address:

staff@compassesworld.com

All texts should be submitted as .doc, .docx, .rtf. files and as .jpg for illustrations and figures. No .pdf, .eps, .pub and corel draw are accepted.

All the documents composing the paper should be submitted as an archive (zip, rar) labelled with the name of the contributor and part of the title (Author Brief title).

Text

[Size]

Approximately 4.000-6.000 characters for all articles, except Essays.

Approximately 10.000-12.000 characters for articles to be published in the Essays section.

The characters are referred to the English text.

[Language]

All articles must be written in dual language English-Italian. The correctness of the English and Italian versions is the author's full responsibility. The Editorial Staff only guarantees a general proofreading and reserves the right to refuse articles which are not correctly written in the two languages.

[Text format]

The paper's text should be edited according to the following format:

Font Arial size 9 (footnotes and captions size 6.5), line spacing 10.8.

All pages should be sequentially numbered.

Formatting (headings, bullet points, colours, etc.) should be avoided in any form.

Please do not use bold type, tabulations and indents.

In case of italics please use the italic font, not the italic key.

[Structure]

Title. Clear and concise. Subtitle is optional.

Signature and affiliation

Text

[Quotes]

Must appear between quotation marks («») and not between inverted commas (" or ").

[Notes]

Notes should be delivered in a separate file. The two languages must be separated by a slash, translating only the necessary.

[Bibliographic references]

The bibliography should be written only in English. Examples:

The references should be mentioned as follows:

Books: author's initial name and surname, book's title, name of the publisher, city and year of publication.

N. Surname (maximum of three authors), *Title*, Publisher, city year, pages.

Chapters in book: author's initial name and surname, article's title, book's title, name of the editor, name of the publisher, city and year of publication.

N. Surname, *Title*, in *Title*, N. Surname (ed. or eds. in the English version and "a cura di" in the Italian version), Publisher, city year, pages.

Articles in journal: author's initial name and surname, article's title, name of the journal, number of the issue, month or period of the year (depending on the periodicity of the journal) and year.

N. Surname, *Title*, in «Journal», number, month year, pages.

Illustrations

[Illustrations submission]

All illustrations should be in digital form, sent separately (each as a different file) as .jpg at 300 dpi resolution on a base of 28 cm for a reasonable (readable) image size. The images should be in CMYK (four-colour) otherwise in RGB.

The file names of the images are labelled in order and include the author's name (for example: Fig01_Name.jpg, Fig02_Name.jpg etc.).

[Illustrations captions]

Captions are only requested for articles included within the Essays section.

A list of all the images and their respective captions should be supplied in a separate file. Captions should be identified with the same number of the image and of the image reference given in the text. The two languages must be separated by a slash, translating only the description of the image, if necessary. For example:

1 The Nation of plants, by Stefano Mancuso, 22nd Triennale di Milano. Installation views / Viste dell'installazione.

If necessary, please indicate where to place each illustration by referring to each in the text (Fig. 1, Table 3 etc). We will comply with your wishes in the final document as far as possible, due to page layout constraints and graphic coherence.

[Image credits]

For copyright reasons, all contributors should sign the release form provided by the staff.

Credits

All contributors should fill in a text file with the following fields. Credits, which are only in English, are only requested for articles which present an architecture or design project and they Articles published in the Essays section do not have credits.

Name of the company holder of the project

Work

xxxxxxxxxxx

Client

xxxxxxxxxxx

Location

xxxxxxxxxxx

Project Year

xxxxxxxxxxx

Architecture and Design

xxxxxxxxxxx

Architect (Art advisor etc)

xxxxxxxxxxx

Project Team (Design Team /Interior Design etc)

xxxxxxxxxxx

Engineering

xxxxxxxxxxx

Building Management

xxxxxxxxxxx

Landscape

xxxxxxxxxxx

Additional Functions etc (eg: Costs, Main Contractor, Model, etc)

xxxxxxxxxxx

Size and total area

xxxxxxxxxxx

Image credits

xxxxxxxxxxx