

Notes for the guidance of contributors to FORMA CIVITATIS

Submitted papers must be original and not under consideration by any other journal. Authors are reminded that the readership of Forma Civitatis is international and that papers are accepted for publication only after favourable review by at least two independent referees. They should be in English and should preferably not exceed 20000 characters with an English abstract in less than 1000 characters and up to five key words. Since the authorship of papers is not made known to referees, the name(s) and address(es) of the author(s) should be on a separate page, using the *author_template.doc*. Papers should be formatted in MS Word (.doc or .rtf) and submitted online, using the *article_template.doc*. Spelling follows the Concise Oxford English Dictionary. All measurements should be expressed in the metric system. Authors alone are responsible for opinions expressed in Forma Civitatis. They are also responsible for securing any necessary copyright permissions to reproduce illustrations, extensive quotations etc. References should be placed at the end of the paper. Authors must use the Harvard system of giving references, in which authors (names no initials) and dates are given in the body of the text, for example (Dirlam and Singeisen, 2009) and the references are listed alphabetically at the end of the paper, under the heading 'References', in the following form.

Strappa, G. (1995) 'The notion of enclosure in the formation of a Special Building Type', in Petruccioli, A. (ed) *Typological Process And Design Theory* (The Aga Khan Program for Islamic Architecture, Cambridge, Massachusetts) 90-113.

Camiz, A. (2012) Venzona, a city rebuilt (almost) "where it was and how it was", *Paesaggio urbano* 5/6, 18-25.

International seminar on urban form (2010) Glossary (<http://www.urbanform.org/glossary.html>) accessed June 24th 2013.

Lejeune, J.F., Shulman A.T. (2001) *The Making of Miami Beach: 1933 1942: The Architecture of Lawrence Murray Dixon* (Rizzoli International Publications, New York).

Kropf, K. S. (1993) *An inquiry into the definition of built form in urban morphology*, unpublished PhD thesis, University of Birmingham, UK.

Thompson, F. M. L. (ed.) (1982) *The rise of suburbia* (Leicester University Press, Leicester).

In the case of multi-authored publications, all authors should be named in the list of references. Only cited references should be listed. Illustrations and tables, line drawings, (which should be of professional quality), and photographs should be the size of the intended reproduction. When designing illustrations account should be taken of the journal's page size. Illustrations should be in black and white (greyscale for photographs) unless colour is essential. They should be numbered consecutively, referred to directly in the text and submitted as JPEG or TIFF files (using LZW compression if available). Pictorial illustrations should be at a resolution of not less than 300 dpi and line diagrams not less than 600 dpi. All illustrations must have captions. A typed list of these should be included after the references, in the following style:

Figure 1. Tullio Crali, *Incuneandosi nell'abitato*, oil on canvas, 1939, Museo d'Arte Moderna e Contemporanea di Trento e Rovereto.

Particular care should be taken with the layout of tables, each of which should be on a separate page. These should be set out using no vertical rules and as few horizontal rules as possible, and with wide margins on all sides. A separate title page should include the title of the paper, and the name(s), main professional or academic affiliation(s) and full address(es), including e-mail address(es), of the author(s). Headings: Only the first letter and proper names are capitalized. Headings are placed against the left-hand margin, primary sub-headings being in bold and secondary sub-headings being in italic.

Numerals: Numerals should be used for all units of measurement, but in the case of quantities of objects, persons etc., the figures from one to twenty should be spelt out (for example: ten people, ten cases; but 10 days, 10 km, 24 inhabitants, 6400 m).

Proofs: Proofs will normally be sent to authors. Only printer's errors should be corrected at this stage: major changes are not acceptable and will not be permitted.