

Editorial Policy

Fabrications: The Journal of the Society of Architectural Historians, Australia and New Zealand

1.0 Roles of the Editors

1.1 The Editors of *Fabrications* follow the general editorial direction set by the Editorial Board of SAHANZ, but remain responsible for determining the content and themes of each issue of the journal. The responsibilities and tenure of Editors are stipulated in the Operating Procedures of the Editorial Board.

1.2 The Editors will regularly report to the Chair of the Editorial Board, who will refer issues to the Board as required. Meetings between the Editor/s and the Editorial Board Chair may be held in person, by telephone or by any electronic means including email.

2.0 Papers Submitted for Consideration

2.1 Editors may discuss papers with authors prior to submission, either formally (remarking on the general suitability of an abstract sent to *Fabrications*' Editors) or informally (inviting authors to rework conference papers for submission to *Fabrications*). However, no communication prior to the Editors' final decision constitutes a contract, implicit or explicit, to publish the paper. Neither does it constitute a contract to submit the paper to refereeing (see 3.2).

2.2 Authors are to submit papers in electronic form through the publisher's online Editorial Manager system. Authors must use standard margins in a common serif font, set at 12 point throughout, and must delete all extraneous styles (other than body text or endnote text) prior to submission. All endnotes must conform to the current edition of the Chicago Style Manual and to additional style instructions published by the Editors (see www.sahanz.net/publications/guidelines.html). Before submitting, authors must make sure their papers contain no obvious indicators of any author's identity. The Editors are not obliged to submit papers that fail to conform to the style requirements to refereeing.

2.3 To the greatest extent practicable, Editors should process papers and communicate with authors using the publisher's online system. This includes a 'technical check' to ensure papers are 'blind'.

3.0 Refereeing

3.1 All papers published in *Fabrications* are blind refereed by at least two independent experts, who advise the Editors as to the suitability for publication of the paper under consideration. Editors will propose and agree, amongst themselves, upon the referees to be approached. When referees offer different opinions of a paper, the Editors are free to determine whether or not these can be reconciled, and may or may not choose to approach additional referees. Editors are expected to treat the identity of referees as confidential, at all times.

3.2 Editors may return a paper to authors without forwarding the paper to referees if it evidently fails to meet basic academic standards and/or *Fabrications*' editorial direction. Editors may decline to submit a paper to refereeing for several reasons. For example, the paper may be incomplete (unedited, without notes, or in outline form), substantially too long or too short, outside the field of architectural history, or more suitable to the editorial direction of another journal. Editors have discretionary rights in this respect.

3.3 On the advice of the two or more referees, the Editors will determine the paper's suitability for publication in *Fabrications*. They will agree on one of the following decisions:

- (i) to accept the paper with minor amendments, or with no amendments;
- (ii) to accept the paper with revisions, pending final approval by the Editors, which may be informed, at the discretion of the Editors, by further advice from one or more of the article's referees;
- (iii) to decline the paper, encouraging resubmission for further refereeing;
- (iv) to decline the paper.

3.4 In the case of 3.3 (iii), Editors may determine to send a re-submitted paper to either the same or different referees, or reach a decision based on their own reading of the paper in conjunction with original referees' reports. The second reading will determine if the paper has sufficiently addressed the concerns of original referees that it can pass directly into production. Editors may encourage resubmission for the same issue of *Fabrications* for which the paper was originally submitted, though are not obliged to do so.

3.5 Editors' decisions are final and not open to correspondence.

4.0 Exclusion

The Journal will not ordinarily publish papers authored or co-authored by either of *Fabrications*' Editors. With good reason, Editors may apply to the Editorial Board for exemption from this rule. Editors may review books. They will seek permission from the Editorial Board before commissioning reviews of books for which they have been sole author, co-author, editor, or co-editor, or contributor. These exclusions apply for the duration of the Editor's service.

5.0 Reviews, Reports, and Letters

The Editors may commission Reports on matters of interest to *Fabrications*' readership and Reviews of relevant publications, events, and exhibitions. They may also consider for publication letters submitted to the journal relating to previously published material or otherwise of interest to the journal's readers. Such submissions will comply with formatting requirements set out in 2.2 above.

6.0 Production Editing and Distribution

6.1 Editors will share the workload of Production Editing between themselves, working closely with a pre-designated number of papers to advance each paper into a state ready for production. Editors will make a close reading of each paper, noting grammatical and spelling errors, questioning points of argument, phrasing, etc. Authors are obliged, once their paper is accepted, to respond to the criticism and suggestions of the Editors, who have ultimate responsibility for the content of *Fabrications*. Authors who fail to respond to production editing in a professional and timely manner may be understood to have broken the implicit contract to publish the paper.

6.2 The Publisher will prepare the finalized content of the Journal for publication and will produce, market and distribute the Journal within the terms of the agreement between SAHANZ and the Publisher.

7.0 Publication

Following production editing, the Editors will submit the papers to the publisher for copyediting, layout and typesetting. The publisher will send one set of proofs to each author for corrections, and at least one full set of proofs (i.e. all papers, reviews, front and back matter and the cover) to the Editors. Comments and corrections must be made within the timeframe stipulated by the publisher. Authors are to be available for clarifying phrasing or facts in the period prior to production.

8.0 Copyright

8.1 Authors' rights and responsibilities are stipulated in the Author Publishing Agreement into which the author enters with the publisher.

8.2 All material cited which is subject to the copyright of others can only be published with the permission of the copyright holder and/or as permitted under UK copyright law. It is the responsibility of the author to acquire these permissions and to meet any costs involved.

8.3 Submitting authors shall attest to their authorship within the definition of International Committee of Medical Journal Editors (ICMJE) <http://www.icmje.org/>. All submissions will be factually correct and not defame any person. SAHANZ and *Fabrications* take no responsibility for the opinions of authors, and publication of an author's views cannot be taken to imply the agreement of SAHANZ, or the Editors of *Fabrications*.

8.4 *Fabrications* can publish a limited number of illustrations. The Editors and the publisher will agree the appropriate number, size and position of illustrations. No publication can be made without permission granted for all illustrations used as for 8.2.

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