

Rules and Regulations for Submission

1 Purpose

The purpose of publishing “Journal of Architecture” is to strengthen architectural research, establish an academic periodical of open platform that is based on meticulous review process so as to provide a credible forum for releasing and exchanging studies associated with international architecture community.

2 Nature of article

Articles published in J. of Architecture must be of value as well as worthy of impact to daily life. They must be able to provide information of interest to the public or to explore new frontier of architectural field, or to provoke people’s thought. They should be supportive of planning, design, construction, management or maintenance in relation to architecture. If possible, submitted articles should contain chapters of practical applications; for those articles of theoretical nature, applicable research area should be clearly indicated in order to assist readers in understanding the practical aspect of the article.

Content of articles are not allowed to express clear commercial interest or indicate intent to benefit any individual. In the event that names are required to help readers understand the content, respective authors are not allowed to treat such names with any degree of ambiguity or vagueness. Content of articles can not contain vocabularies of complimenting or defamation nature that target specific individual.

Academic articles should be of original nature, for those in the engineering category, they should have sufficient details specifying origin, source so as to allow readers to evaluate or verify respective accuracy; for those in the historical category, they are expected to support the content with certain degree of originality, comprehensive analysis and evidence to reflect the belief and ideology of respective author; for those in design, they should have adequate explanation of the respective creative structure, theoretical foundation, work analysis, value and contribution.

Articles for technical issues should have application value; therefore, they are required to be clear on stating respective application method and value. The difference between articles for technical issue and academic thesis could be illustrated in the following table.

Item	Technical Issue	Academic Article
Position	Application	Theoretical
Direction	Concrete (fact, practical), comprehensive	Abstract, analysis
Methodology	Completeness in practicality and organization	Completeness in making theoretical and mathematical hypothesis
Result	System, planning, design, factual	Nature, theory, regularity
Purpose	Multiple purpose	Single purpose

3 Requirements on submitted articles

3.1 Requirement on the main content

- (1) All submitted content must meet required format while the majority or the entirety of content has never been released in other domestic or overseas publications; for those that were previously released in seminar, the content must be edited to a large degree before being submitted to J. of Architecture.
- (2) All submitted content is prohibited from infringing copyright of others or promoting commercial interest, respective author will be responsible for legal consequences ensue.
- (3) The full paper should not exceed 18 pages (single space, 10 pt font, tables and illustrations included).
- (4) First page of the paper should include the title, keywords and abstract in Chinese and English.

3.2 Requirements on remarks and referencing materials

- (1) At the time additional remarks are to be made in the main content, they are to be indicated by a, b, c, and respective remark is to be listed in order following the main content. Citing of referencing material within remark is the same as following requirements on referencing materials.
- (2) Citing of references is to use (Last name, Year), for example: 2 authors (Chang and Mo, 2004), 3 or more authors (Smith, et al., 2005). In the event of multiple references by the same author of the same year, a, b, c is added to the end of year. For example:
...based on the relevant research results given in Japan (Masato, 2004),....
....such as triangular steel plates (TADAS) (Tsai, 1993a),....
- (3) References are limited to those in direct association with the main content, all references must have point of interest within the main content. Following the end of main content, references are to be organized by author, year, title, title of book or journal, page number, publisher and publishing country. All references are to be listed by the order of last name of author.

3.3 Format of references

No number is assigned to references, nevertheless, they are separated with indentation of the first alphabet to indicate the start of each reference, as shown in the 3 examples of this section.

Other relevant formats are as follow:

(1) Paper

Format : Last names and initials of all authors (year of publication) Title of paper/report, *Title of the periodical*, volume numbers(issue numbers): page numbers.

Sample : Chang, V.J. , R. Angelo, and H. Lehmann (1986) Testing of a green urban robustness building system, *J. of Architecture*, 40(3): 331-350.(in Chinese)

(2) Book

Format : Last names and initials of all authors (year of publication) Title of book chapter, *Title of book*, name and location of publisher, page numbers.

Sample : Crowell, S.G.(1990) Dialogue and text, *The interpretation of dialogues*, University of Buffalo Press, NY, USA, 338-360.

(3)Other sample

Dahlgren, A. C. (1998) Public library space needs: A planning outline, Wisconsin Department for Public Instruction, Public Library development, <http://dpi.wi.gov/pld/plspace.html>.

3.4 Other requirements

- (1)Each chapter is indicated by 1, 2, 3, each section is indicated by 2.1, 2.2, sub-section is indicated by 2.1.1, 2.2.2. For anything below sub-section level, each is indicated by (1), (2), (3)...(A), (B), (C)... and (a), (b), (c) ...to show level.
- (2)Unit used in the article is to follow Metric System; all numbers are to be indicated as Fig. 6, 200km, 19 people, 0.98.
- (3)Tables and figures must be done clearly, all font used in figures and tables must be typed written in addition to being clearly marked with number, title and source. Title of table is placed above the table, title of figure is placed below the figure and length of title is limited to 2 lines. All tables and figures are to be marked by Table 1, Fig. 1.... Each table or figure must be cited and discussed in the content and to be listed in order. This journal is to be printed in black and white, authors are advised to consider the output quality of color photo or table to make sure readers are able to fully understand the content of respective table and figure.

Table 1 Number of buildings with different energy dissipation devices up to 2005

Year	94	95	96	97	98	99	00	01	02	03	04	05~	Total
Hysteretic Type Dampers	0	0	0	0	0	1	5	2	8	10	12	13	51
Velocity Type Dampers	1	0	0	0	0	0	1	0	5	3	13	9	32
Tuned Mass Dampers	0	0	0	0	0	0	0	0	0	0	2	0	2
Active Mass Dampers	0	0	0	2	0	0	0	0	0	0	0	0	2
Total	1	0	0	2	0	1	6	2	13	13	27	22	87

- (4)When using mathematical formula, the formula is to be centered; leave one blank line above and below the formula; when formula is to be numbered, number is indicated at the right end side of formula using (1) or (2); when formula is cited within the main content, it could be indicated by using Formula 1 or Formula 2. For example:

$$C = A + B*345 \tag{1}$$

- (5)All articles are to be typed in single space and using Times New Roman as the main choice of font.
- (6)Articles fail to meet the above requirements will not be accepted for review.

4 Requirements on review process

Each article will be reviewed by at least two reviewers; qualification of appropriate candidates for reviewers will be determined by editors. In the event that submitted article was approved or rejected by both reviewers, editor-in-chief will notify author with respective decision. In case different opinion was reached by reviewers, further review process will be conducted in accordance with matrix illustrated by Figure 1, this includes a third reviewer or be accepted/rejected by editors to enhance review efficiency.

Processing Option		Opinion of the Second Reviewer			
		Pass	Minor revision, no need for further review	Revised before further review	Rejected or suggested for other publications
Opinion of the First Reviewer	Pass	Pass	Return for revision, no need for further review	Return for revision before further review	Determined by editor
	Minor revision, no need for further review	Return for revision, no need for further review	Return for revision, no need for further review	Return for revision, then for further review	Determined by editor
	Revised before further review	Return for revision, then for further review	Return for revision, then for further review	Return for revision, then for further review	Determined by editor
	Rejected or suggested for other publications	Determined by editor	Determined by editor	Determined by editor	Rejected

Fig. 1 Processing matrix suggested by J. of Architecture

In most cases, reviewers will ask for revision of article before further review. In an attempt to enhance review efficiency, only 2 revisions are allowed then reviewers must make decision based on the latest version to recommend whether or not the article is to be published in the Journal. Based on results reached by reviewers, editors will recommend editor-in-chief to conduct further review or publish the article. If revision by author exceeds time limit allowed, editorial department will reject the article automatically.

To facilitate the journal's double-blind peer review process, authors should make efforts to ensure that information about the authors' identities do not appear anywhere in the manuscript.

When recommending reviewers, editors should pay attention to following areas: avoid review to be done by same employer of respective author, avoid review to be done by doctoral thesis advising professor of respective author or students of respective author, avoid review to be done by family members of respective author, avoid using reviewers that were either too strict or too easy on past reviews. Editors could conduct reviews as well.

5 Appeal process

Authors of rejected article are entitled to appeal, letter of appeal and article must be mailed to editor-in-chief within one month of rejection, and editor-in-chief will discuss appeal case during editorial review meeting at appropriate time. If the decision of editorial review meeting over rule the appeal, the decision would be final, no further appeal would be accepted.

6 Copyright

Author(s) of submitted article agree(s), once the article is published in J. of Architecture, the Journal is authorized to include the article in commercial data base in addition to reproduction, public transmission and download and printed by authorized users. In order to meet the requirement of data base, format of the article could be changed as well.

7 Article submission process

Please use online article submission system (<http://app.airoc.org.tw>) by filling out application form and copyright transfer agreement. Each paper must be charged NT\$3,000 for reviewing. The information of payment: postal service transfers account number: 00157611; Name: Architectural Institute of the Republic of China(中華民國建築學會). Then fax (+886-2-27396917) the "receipt" and "copyright transfer agreement" to finish the process.

8 Print date and deadline for article submission

This Journal is published quarterly; it is released in every March, June, September and December of each year. Articles are reviewed on a first come, first serve basis. After article is received, it takes about 6 to 12 months to complete the entire process; this is ultimately determined by the progress made by reviewers.

9 Academic ethics

This Journal recommends all relevant personnel to observe the following requirements with respect to academic ethics. In case of violation, proper response will be determined by editorial review committee. Upon submitting articles to this Journal, it automatically means the person agrees to the requirements listed in this section.

9.1 Authors

(1) Main duty of authors is to describe the study completed in a concise manner, to discuss the study and its meaning and importance from an objective perspective.

- (2)Submitted articles are not allowed to contain plagiarized or falsified research information or data, the meaning of plagiarism is using other people’s idea or wording without proper citation.
- (3)Submitting the same article to different publication is not the correct thing to do.
- (4)To protect the completeness of original article, only those who have made significant contribution to the article could be listed as author(s). Individual submitting the article is to make sure all listed author(s) have review the content and agree to the content being submitted for publishing purpose.

9.2 Review Committee members (Editors and Reviewers)

- (1)Since review of article is an imperative process for publishing, all reviewers or editors have duty to perform review to the best of their abilities.
- (2)In the event that any reviewer feels lack of qualification or time to properly review articles, such condition should be reported to editor-in-chief immediately.
- (3)Reviewers should pay attention to avoid conflict of interest. If potential conflict of interest exists, reviewers should return the article and report such condition to editor-in-chief.
- (4)Information, opinion or interpretation contained in articles not yet published is to be treated as confidential information, unless consent is authorized by respective author(s) and proper citation is given, the content is not to be used or distributed in the research of reviewers.
- (5)Once a reviewer receives assigned article, in the event that author of respective article share personal or professional relationship, this condition is to be disclosed to editorial department to advise editor-in-chief.
- (6)Every reviewer is expected to give proper reasoning for the comments of review so that editorial department and individual submitting the article are aware of the foundation of review. In case other people’s opinion is used in the comments, it should be given proper citation.
- (7)In the event that reviewer encounters an article that has been previously published or share great deal of similarity with other articles received by other publications, such condition should be reported to editor-in-chief.

9.3 Editorial department (editor-in-chief, editors and staff of editorial department)

- (1)Main responsibility of the editorial department of a periodical journal is to ensure efficiency of article review while maintaining fairness as well as being able to establish high level of quality standard. Quality standard refers to methodology, point of view or application are to be of original nature and closely related to architecture.
- (2)Each editor is to review articles without prejudice of any form, disregard any personal relationship with author of article under review, and exclude factors of race, gender, sexual orientation, religious belief, ethnicity, nationality, profession or political affiliation and to evaluate the strength and weakness of each article in a fair manner.

- (3) Other than for obtaining professional comments in reference to article under review, staff of editorial department is not allowed to disclose any information of respective article to any other party. Staff of editorial department is prohibited to disclose the names of reviewers.
- (4) Once an article is received, in case it was discovered that one of the editors of the Journal is the author or one of the authors of the submitted article, such editor is not allowed to review this article.
- (5) In the event that any editor received credible evidence to support certain article or an article that has been published contains plagiarized or falsified research information or data, such editor is required to turn evidence of this type over to editor-in-chief for further process.

10 Contact information

Editorial Board of Journal of Architecture

Architectural Institute of the Republic of China(AIROC)

13F-2, No.51, Keelung Rd., Sec.2, Taipei, Taiwan, R.O.C.,110

Tel: +886-2-27350338 Fax: +886-2-27396917

Email: jou.arch@gmail.com