

STYLE SHEET

//FORMATTING SUBMISSIONS

FILE TYPES: .doc/.docx/.rtf
ALIGNMENT: Left Aligned
SPACING: Single/Double
FONT SIZE: 12-point
FONT TYPE: Times New Roman

Please include page numbers on all pages and a word count at the end of the document.

//GENERAL TEXT FORMATTING & CONVENTIONS

- Use one space after periods.
- Hyphenated terms and compounds should use hyphens (-). Distance between two points, whether numerical, geographical, or otherwise, should be indicated using an en-dash (-). Dashes used grammatically to set off an interjection in the text should be em-dashes with no space before or after (—).
- Paragraphs should not be indented. Use a single extra line space to differentiate between paragraphs within a section and two extra line spaces between the end of one section and the beginning of the header that starts the next.
- Numbers from one to twenty should be written out. Higher numbers should be numerals. When a number higher than twenty occurs at the beginning of a sentence, please write it out. E.G. There are 1,800 delegates at the conference but only ten speakers. Seventy people attended the first session.
- Distance, height, volume, weight, speed, and temperature measurements should be given in metric notation unless it is contextually inappropriate to do so. Unit notation should be separated from the numeral by a single space. E.G. The road was 700 km long and 5 m wide.
- Dates are numerical, without superscripts. E.G. The Great Fire of London burned for three days, from September 2 to September 5, 1666.
- Times should be in numerals and given according to a twelve-hour clock. “a.m.” and “p.m.” should be lower case, punctuated, and separated from the numerical time by a space. E.G. The meeting began at 10 p.m. but we didn’t give our presentation until 10:35 p.m., after introductions.
- Spelling is standard Canadian, so “colour” not “color” but “tire” not “tyre.” Uncommon foreign terms should be italicised. Compounds should be closed when they can be. Check the Oxford Canadian English Dictionary if you’re not sure. The dictionary includes standard spelling of compounds. If a foreign term appears in the dictionary it can be considered common and not italicised.
- Include all indigenous diacritics i.e.: é/ç/â
- We are currently pro Oxford comma. Otherwise, our comma style is open i.e. commas before “and” should be avoided except in the case where “and” precedes the final term in a list (i.e., the Oxford comma) or when a comma is grammatically necessary for differentiating phrases not related to the “and.” E.G. The construction on the project was lengthy, expensive, and fraught with technical problems. The media quickly became involved and newspaper coverage detailing conflict between the client and the community was especially intense. However, since the project’s completion, it has been embraced by critics, particularly local ones, and become a defining feature of the city’s cultural and architectural landscape.

- Avoid the use of idiosyncratic language. Where idiosyncrasies are intentional, make sure they are also consistent throughout the piece.
- When in doubt, check the most recent edition of the Chicago Manual of Style or Fowlers.

//BIBLIOGRAPHIC REFERENCES & NOTATION

CITATION STYLE: Chicago Manual of Style

- Notes should be included at the end of the document as unembedded endnotes. Use reference numbers for your notes both in the text body and the endnotes.
E.G. (text)
“... according to James Corner: Landscape is not given but made and remade. (1) Though...”
E.G. (notes)
(1) James Corner, ed. *Recovering Landscape: Essays in Contemporary Landscape* (New York: Princeton Architectural Press, 1999): 1-26
- Sections of text shorter than two lines should be set off by quotation marks and quoted inline. Longer quotations should be set as block quotes (single spaced and off-set from the margins without quotation marks) and introduced by a colon.
- Punctuation with quotation marks containing dialogue or quoted text is closed, American style, unless it changes the meaning of the material in a substantive way.
E.G. “...a collective experiment in which the entire city became a factory of man-made existence.” But what does he mean earlier in his manifesto, when takes the city as a translator’s key, declaring “Manhattan is the 20th century’s Rosetta Stone”? We should start by understanding where the cipher fits in Koolhaas’ definition of the delirious theory he pulls out of his work on New York, of what he means when he talks about “Manhattanism.”
- Quotations inside quotations (inside quotations inside quotations, etc.) should be contained by single quotes (inside double quotes) followed by double quotes (inside single quotes).
E.G. In Auster’s city of glass, voice and identity shift, like the ambiguous voice on the telephone that first seeks out Quinn, “...at once mechanical and filled with feeling, hardly more than a whisper and yet perfectly audible, and so even in tone that he was unable to tell if it belonged to a man or a woman. ‘Hello?’ said the voice.”
- A bibliography is not necessary. Endnote citations are required only if the outside sources have been directly consulted.

//EPIGRAPH FORMATTING

- Quoted sentence or paragraph.
- Author, Title, Date

//IMAGE TEXT & CAPTIONS

- When referencing an image in the text, please write out the image reference at the end of the sentence that refers to the image.
E.G. The migrants’ stay on Lesvos might be temporary, but their passage leaves traces on the land (See Image 1).
- All images should be labelled and listed in the order preferred by the author with image numbers corresponding to references in the text in order for them to appear in the article.

- Image captions should be provided as follows:
IMAGE 1: title of image, date. credit (photograph by ...)(no period)
E.G. (image caption with a date)
Image 1 / Aftermath of migration in Lesvos, Greece, 2016. Photograph by Merve Bedir
E.G. (image caption with NO date)
Image 2 / The Dog Bowl in Trinity Bellwoods Park, Photograph by John Severino

//MARKERS / POP-UPS / PULLOUTS

- We request that authors provide 5-10 preferred 'pullout' captions from the article text. These may be used as pull-quotes in the graphic layout. These should be placed in the order you would like to see them flow with the text (note: not all pullouts will be used.)
- Text should be provided in all capitals
- Each pullout should be no more than ten words (and preferably be between 3-8 words)
E.G.
 1. THIRTEEN YEARS SOUNDS PERMANENT TO ME
 2. "HEMSEHRI" MEANS PEOPLE FROM THE SAME CITY
 3. THE BORDER WAS PRACTICALLY CANCELLED
 4. ...

//IMAGE SUBMISSIONS

FILE TYPES: .jpeg/.tiff/.psd
RESOLUTION: minimum 300 dpi
DIMENSIONS: should correspond with desired print dimensions

//DRAWING SUBMISSIONS

(Diagrams/Vector Drawings)

FILE TYPES: .eps/.pdf

- Please ensure all fonts are embedded or outlined.
- Line weights should be at a minimum of 0.25pt (when the image is scaled at 100%) in order to print properly.
- All images should be accompanied by a list of full caption information, corresponding to the correct filenames, formatted as such:

ARTWORKS:

Artist, Title, Year. Material, Dimensions (metric).
Photo Credit (if applicable).
Image Credit (if applicable).

ARCHITECTURAL/LANDSCAPE WORKS:

Architect, Project Title, Site Name, Construction Dates. (where each is applicable)
Photo Credit (if applicable)
Image Credit (if applicable)

EDMONTON - HALIFAX - TORONTO - VAN -
COUVER - CAMBRIDGE - LOS ANGELES
NEW YORK - ROTTERDAM - ZURICH

www.thesitemagazine.com
editors@thesitemagazine.com



//BIOGRAPHICAL SUBMISSION

Authors should include a 50–75 word bio with their submission. This needs to be proofed before it goes to layout.

EDITORIAL POLICIES

The Site Magazine's mandate is to publish sophisticated ideas in accessible prose. We are interested in new, diverse voices and publishing work by the previously un-published.

We are not an academic journal, although many of our contributors are notable academics. Articles written for an academic readership will typically be given editorial suggestions to increase accessibility. This is not a dumbing down, but it is an attempt to maintain clarity of language that is inclusive, rather than exclusive.

Similarly, articles written as a blog entry—something dashed off as quick comment or diatribe—will be given editorial suggestions to enhance opinions in a concise manner.

However an article is written, it will be edited for spelling, grammar, syntax and clarity. Repetitions, circumlocutions and general wordiness will be removed. Our editorial team refers to Fowler for usage, the Oxford Canadian English Dictionary for spelling conventions, and The Chicago Manual of Style for citations. We are thorough; facts, dates, places, and names will be checked.

Our editors are always interested in working with great ideas. Authors that feel their contribution may need support from our team are highly encouraged to submit an abstract. We are capable of working with contributors to help shape an article so that it matches the quality of the idea.

The Site Magazine is published semi-annually in Spring/Summer and Fall/Winter. The deadlines for submissions are six to eight weeks preceding the publication date. The deadlines for abstracts and completed articles are announced on the 'Submissions' page of our website.

Abstracts accepted for the forthcoming issue will be notified promptly to allow for sufficient time to complete the contribution and gather illustrations, copyright clearances, and proper citations. Our editorial team may make comments on the abstract and/or rough drafts, in a substantive manner, if requested.

After completed submissions have been collected our editorial team will edit the text, select images, and prepare a rough layout for author approval. While The Site Magazine maintains the final decision on what is published, our editorial team is committed to curating each article with respect to the original intent of the contributor. However, contributors are reminded that each article is part of a larger conversation, which is the entire volume: this determines the order of the articles, their layout, and often their length.

To facilitate ongoing dialogue and keep our content relevant we may publish articles from our archive online when they relate to the current volumes theme. The Site Magazine reserves the right to publish your piece online in the future.