

About the Journal

Forum A+P | Interdisciplinary Journal of Architecture and Built Environment journal, published by POLIS_Press, is the only scientific and cultural magazine in Albanian-speaking countries for the fields of architecture and territory planning. This magazine is recognized by the Ministry of Education and Science, the Academic Degrees Evaluation Committee and has an ISSN international registration code in France. The magazine is published in English language and contains a package of scientific, informative articles and analysis. Forum A+P has more than ten years of publication activity and more than twenty numbers already available; since its foundation it has been a point of reference for the academic and scientific debate in all of the Mediterranean Area.

Submission format

Forum A+P accepts only two types of manuscripts: Peer-reviewed and Solicited. All manuscripts will go through a 'single-blind peer review' process before being accepted for publication.

Solicited manuscripts are sent directly to the editors. Un-solicited manuscripts in the below categories are sometimes accepted, but please consult with Head of the Editorial Committee, Dr. Ledian Bregasi at ledian_bregasi@universitetipolis.edu.al.

The journal typically seeks submissions based on a specific theme. A list of the current calls for papers can be found on the dedicated website: www.forumap.org. For guidance on whether a subject is appropriate for FAP, please write directly to the Head of the Editorial Committee, Dr. Ledian Bregasi at ledian_bregasi@universitetipolis.edu.al.

Manuscript Types

Peer-reviewed Manuscripts:

- Scientific Articles (7000-10000 words)
Manuscripts should be grounded in relevant discourse, offer an original position, and be supported by appropriate visual and textual secondary sources. These manuscripts are primarily text-based with maximum 5 images attached.

Solicited Manuscripts (in the *Telqel Architecture* section):

- Project Review (2.000) words
- Opinion essays (2.000)
- Interviews (variable length)
- Book Reviews (1-5000-2000 words)

Manuscript Requirements

Manuscripts not following the minimum requirements outlined in the previous sub-paragraphs regarding word/image count and scholarly content may be rejected without review. Indeed, all the submission that fail to conform to the following guidelines may be returned to the authors for changes or may not be forwarded for peer review. In case of rejection, further explanation can be provided by the Head of the Editorial Committee, Dr. Ledian Bregasi.

In case of non-English speakers submitting a contribution, a proof-reading certificate might be asked by the journal.

Manuscript Content

- Manuscripts must be in (US) English;
- Must include original scholarship, significant to the field, conducted by the authors;
- Must include references, citations, and endnotes as appropriate;
- Must be formatted appropriately as a work of scholarship

Publication history

- It is forbidden to submit previously published articles;
- Every article which is presented to the peer-review process may contain passages from previously published articles, but not in excess of 30%;
- The submitted manuscripts must have a unique title, abstract, and conclusion. The previous publication should be cited in the endnotes and acknowledgements.

Copyright Permissions for Relevant Images and Text

- Copyright permission for images and contents is not required for the initial submission;
- Authors must obtain permission after being accepted for publication on the journal, and be prepared to submit any documentation that might be requested by FORUM A+P.

Copyright Transfer and Publishing Agreements

- FORUM A+P | Interdisciplinary Journal of Architecture and Built Environment is an Open Access Journal. It allows the author to retain the copyright in their articles. Articles are instead made available under a Creative Commons license (usually Attribution-Only, or CC-BY) to allow others to freely access, copy and use research provided the author is correctly attributed. Creative Commons licenses are likely to be added to the article by the journal/publisher, but you should check with them when submitting. As you retain the copyright, you would be able to use the final published version of the article in any way you wished. All the articles are indeed released under the Open Access protocol.

Ethical Considerations

- Forum A+P relies on the guidelines dictated by COPE (Committee on Publication Ethics), and endorses its Core Practices. By submitting one's work for review and publication, all authors attest to, and agree to abide by, the COPE code of ethical conduct. Furthermore, COPE's Core Practices should be considered alongside specific national and international codes of conduct for research and are not intended to replace these.
- Authors must reveal any conflicts of interest as part of their submission;
- Submissions must include the names of all co-authors;
- Any manuscript that includes research on human subjects, including students, must observe the relevant guidelines and procedures as dictated by the author's institution, as well as the law and regulations of the subject's location.

Submission Guidelines

Text submission

All text must include title and all author name(s), affiliation(s), and contact information, and include biographic information for every author (75-100 words)

Title
Subtitle

Ex. First Author¹, Second Author², etc.

¹ Affiliation 1
² Affiliation 2

Keywords: First Keyword, Second Keyword, Third Keyword, Fourth Keyword, Fifth Keyword

The manuscript should be submitted in *Word editable format* or *RTF (Rich Text Format)*. In case, special characters or symbols will be used (Greek, Cyrillic, Hebrew, logic or mathematic symbols, etc.) those must be indicated with colors.

For Greek language, we suggested to use "symbol greek", which is the most compatible within all the operative systems.

Concerning texts, we prefer the most common fonts available (Times, Courier, Helvetica, Garamond, etc.).

Displayed equations are centered and set on a separate line.

$$x + y = z$$

Ex. **Fonts**

Authors: Names: *Times New Roman: pt. 10*; Affiliation/Keywords: *Times New Roman: pt. 9*

Titles: *Times New Roman: pt. 14*

Subtitle: *Times New Roman: pt. 12*

Body: *Times New Roman: pt. 10*

Capitalization

In titles or headings, do not capitalize articles (a, an, the) or prepositions fewer than five letters (i.e. “with”).

Quotes and Referencing

Quotes

- Short quotes (3-4 lines) must be put under quotation marks “...”;
- Extended quote must be put outside text, using a smaller body text and be separated by the main text through a blank line;
- Eventual omissions within a quote, must be indicated with suspension points and squared brackets [...].

Quotation marks hierarchy

- The hierarchy of the quotation marks is “...’...’...”. Punctuation marks (beside the question/exclamation marks that are part of the citation, must be always postponed to the quotation marks;
- References to note should be always placed before punctuation marks.

“Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua”¹.

Referencing

The journal accepts only papers using the **APA referencing system**, quickly summarized below.

- a. In text citation should be indicated this way within brackets: surname, year, page number (where possible) (Doe, 1998, 226-228).

Ex. “Some thoughts are best left unsaid” when emotional issues cloud negotiation (Fisher, Ury, Patton, 1991, 37).

- b. If more than one publication from the same author is quoted at the same time, years are separated by a semicolon.

Ex. (Doe, 1998; 2008)

- c. If an author has published more than one text in one year, those should be listed with the letters a, b, c...

Ex. (Doe, 1998a; 1998b)

Referencing examples (APA style)

(book with one author)

Wells, A. (2009). *Metacognitive therapy for anxiety and depression in psychology*. New York, NY: Guilford Press.

(book with two or more authors)

Colclough, B., & Colclough, J. (1999). *A challenge to change*. London, England: Thorsons.

(conference paper in print)

Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), *Sociology for the New Millennium*. Papers presented at The Australian Sociological Association, held at Monash University, Melbourne, 7-10 December (pp. 281-289). Churchill, Victoria: Celts

(Journal Article from the Internet with a DOI)

Bond, L., Carlin, J. B., Thomas, L., Rubin, K., & Patton, G. (2001). Does bullying cause emotional problems? A prospective study of young teenagers. *BMJ*, 323, 480-484. doi:10.1136/bmj.323.7311.480

For more information about APA referencing system, please visit:

<https://libguides.murdoch.edu.au/APA>

Use of Italics

Exhibition

- Exhibitions must be written in italic, for example in discursive form:
as it happened for the exhibition *Strada Novissima* during the Venice Biennale of 1980

or in extended form as a note:

Carlo Scarpa, *L'architettura può essere poesia? Disegni*, a cura di Guido Pietropoli (MAXXI Museo nazionale delle arti del XXI secolo, Roma, 16 giugno 2012 – 13 gennaio 2013) Electa, Milano 2013.

Artworks

- Indicated in italic without quotation marks
Pablo Picasso, *Les Femmes d'Alger (O. J. R. M.)*

Unbuilt architecture projects

- Indicated in italic without quotation marks
Carel Weeber, *Het Wilde Wonen*

Architecture works

- Without italic
Colosseum, Crystal Palace, Eiffel Tower, etc.

Figures

- Figures should be .jpg or .tiff at 300dpi. Line drawings should .eps files at 1200dpi;
- All images must be sent also as separate HR files;
- Color images should be saved as RGB. B/W images should be saved as grayscale;
- Scanning images from books or other publications results in lower quality images
- All illustrations (images, photographs, line drawings, and tables) must include a caption and might be cited in the text of the article. Captions are intended to briefly describe an illustration and provide a source credit. They should not include bibliographic information, which should instead be included in a note.

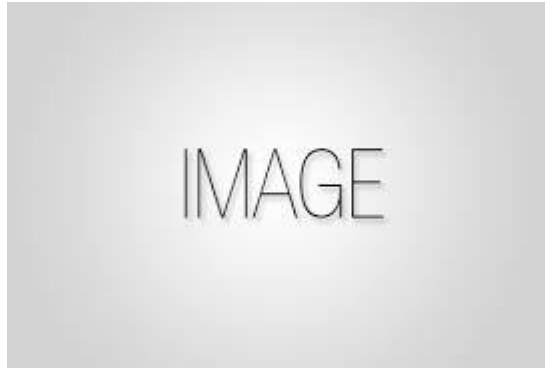


Figure 1. ...

- Images caption should be referenced as it follows:

(Images or photographs from projects)

Figure 1. POLIS University students class in the “Tirana Design Week” workshops. (Image © John Doe)

(Works of art or studies from art works)

Figure 2. Saimir Kristo, *Magic of trigonometry* (2009)

Image permission

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Notes on image permission

- Although permissions are not required until a manuscript is accepted for publication, you should begin to request pictures and permissions as early as possible, as the processes and requirements can vary.
- Find out who handles permissions for a given artist, artwork, or museum. Image rights holders may be listed in a credits section in a book that reproduces the work. Museums and archives may also supply such information.
- It is important for the author to request "world English-language" rights as FORUM A+P is sent to international libraries and member organizations.
- Request online/digital permission as well.
- As a scholar publishing in a nonprofit academic journal, you can and should negotiate fees. Many rights holders ask high fees, but most will lower them for a scholarly purpose.
- When submitting your final manuscript and images, include copies of all signed permissions and any other documents you receive from rights holders and/or image lenders.
- The publisher of a book is usually not the copyright holder for an artwork reproduced in the book. The museum that owns an artwork is usually not the copyright holder for that artwork, though it may assert copyright over a photo of that artwork.

FORUM A+P has also created a standard form available at [this link](#)

Preparing your Manuscript for Single-Blind Peer Review

FORUM A+P uses single-blind peer review. This means both the reviewer and author identities are hidden from one another during every step of the process. Authors will need to prepare their manuscript in a way that does not expose any identifying information. Identifying information most commonly refers to authors' names and institutions, as well as any photos of the authors. These are mandatory requirements to be considered for publication in the journal.

Authors should prepare and upload a separate "Title Page" document that includes the following:

- Name(s), institution(s), and contact information for all authors;
- Funding information, if applicable;
- Acknowledgements (optional);
- Full citation of any "masked" references (see below).

Other suggestion for preparing your blinded submission include:

- Limit self-references and/or use "Authors, 2019." Self-citations in the reference list should be alphabetized under "A" for "Authors" and show year only (i.e. "Authors, 2019");
- Use third person to refer to previous work. For example "As we have shown...(Doe, 2019)" becomes "As Doe (2019) has shown..."
- Mask references to "in press," "under review," or other unpublished works by using, for example, "Authors, in press."
- Avoid references to specific schools, programs, projects, sites, or cities and/or use, for example, "[Location Redacted for Blind Peer Review]."
- Remove any institutional identifiers in images or any cross-reference to his institution;
- Remove any running headers or footers with identifying information (or watermark)

Notes on the Review Process

- The review process lasts between one/two months, depending on the availability of reviewers, the number of reviews required, and the editorial calendar.
- Manuscripts accepted for peer review will be reviewed by one scholar with expertise relevant to the manuscript. Reviewers are part of the Scientific Committee of the journal and could be also selected by the editors for specific topics. Authors may not suggest reviewers.
- Manuscripts will receive one of the following decisions: Accept Pending Major Revision, Accept Pending Minor Revision, or Reject.
- If a manuscript is accepted pending revision, the author is responsible for completing the revisions within the deadlines imposed by the production schedule. If the author is

unwilling or unable to revise the manuscript, the manuscript will not be published, and the author may withdraw the manuscript. The manuscript could be submitted a second time to the journal but, in that case, it should go again through the review process.

- Every author should clarify how he fulfilled the revision requests from the reviewer.
- If the Editorial Board determines a revised manuscript fails to address the revision requests, they may reject the manuscript or request additional revisions.
- A revised manuscript may be sent out for a second round of peer review. In the event a manuscript requires a second round of major revisions, the Editorial Board may reject the manuscript.