



acumen.architecture.com.au  
acumen@architecture.com.au

## Author Guidelines

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### About Acumen

Acumen is the Australian Institute of Architects' online practice advisory service.

Acumen provides architects with the most relevant and up-to-date advisory material about managing an architectural practice and projects.

New users can view a [PDF slideshow](#) outlining how the Acumen site works.

### The production process

#### Step 1: Gap identification

The Acumen Content Review Panel (ACRP), a subcommittee of the Institute's National Practice Committee, identifies a gap in information provided in the Acumen Practice Notes.

#### Step 2: Author commissioning

The ACRP identifies a suitable author or authors for the new note. The Acumen editor briefs the author. The author is given these Guidelines, the Acumen Style Sheet, and a task-specific brief that addresses the note's subject, word count and deadline.

#### Step 3: First draft

The author submits a first draft of the note. The editor will work with the author to ready the draft for review by the ACRP. Where a note involves material of legal content, or advice or guidance involving laws, regulations, risk and compliance: the editor will submit the note to the Institute's legal counsel for review at this point.



In the rare instance where there are images, these are to be filed separately from the text document, i.e. not embedded in the body of the note. The editor will obtain permissions to use any copyrighted images, but not if royalties need to be paid.

#### **Step 4: ACRP review**

The editor submits the draft to the ACRP for review. The ACRP's comments are returned to the editor who will pass them onto the author for consideration.

#### **Step 5: Final draft**

The author reviews and amends the reviewed draft as necessary. In the rare case where the reviewers find a note has insufficient merit for publication, the note will not be published.

#### **Step 6: Final edit and publication**

The author submits a revised draft which is then subject to final editing, proofing, layout and publication. Where a note involves material of legal content, or advice or guidance involving laws, regulations, risk and compliance: the editor will submit the note to the Institute's legal counsel for final review at this point.

## **Formatting of Notes**

Notes are to be written in plain English and will observe the *Style Manual for Authors, Editors and Printers* (Australian Government Publishing Service).

The author submits the note by email to the Editor as a MS Word file.

All notes are exchanged and reviewed electronically. Reviewers should use MS Word's Tools 'Track Changes' feature with comments from reviewers merged into one document before being returned to authors. Authors can then use MS Word Tools 'accept or reject changes' feature to integrate suggested revisions into their note. Where necessary, authors are mailed hardcopies of their reviewed note.

## **Structure and content**

A note must comprise the following elements:

- Abstract (Definition):** The abstract should be less than 100 words and be a summary of the note. Abstracts must be able to stand alone.
- Body of Note:** Headings as required, broken into clear key headings and sub-headings.
- Further reading:** If relevant to content.
- Author's biography** Biographies should adopt a short-form of attribution including: full name, post-nominals in their abbreviated form and employer name/Institution or other body/committee relevant to the note's subject matter.



## Style

Please also see the separate Acumen Style Sheet. Authors are encouraged to write in the second person.

## Spelling

Spelling must be in accordance with the *Macquarie* or *Oxford English Dictionary*.

## Units of measurement

Metric SI

## Commercial content

Generic rather than proprietary names are preferred, unless a particular product has no competitors or confers a unique benefit.

## Illustrations

Illustrations must be provided in electronic format, preferably jpeg files.

## Copyright

The Australian Institute of Architects retains copyright in all material written for Acumen. This ensures that the Institute can update notes to maintain their technical accuracy and currency if required.

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In relation to your moral rights, the Institute will attribute your authorship in Acumen and any other republication by the Institute. In any publication of an updated or revised note, it will:

- Attribute your original authorship of the note from which the update or revision is derived, and
- State that in its updated or revised form it does not necessarily reflect your opinions or views.

By submitting a final draft of your note, you are agreeing to these guidelines and you transfer copyright in your note to the Institute and agree that the Institute has a right to update the note as set out above. Your moral rights are observed in the short-form of attribution that you provide us (see Author's biography).

## CPD points

Authors may report 1 formal CPD point per hour of writing (capped at a maximum of 3 points) to the relevant architectural registration board, if applicable.