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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) identifies a gap in information provided in Acumen Practice Notes.

STEP 2: AUTHOR COMMISSIONING

ACRP identifies suitable author or authors for the new note. ACRP or the Acumen Editor brief the author. The author is given these Guidelines, the Institute Styleguide, 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 ACRP.



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 attempt to obtain permissions to use any copyrighted images.

STEP 4: ACRP REVIEW

The draft is submitted by the Editor to ACRP for review. The draft with comments is returned to the Editor who will pass it 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 process will terminate without publication.

STEP 6: FINAL EDIT AND PUBLICATION

The Author submits a revised draft which is then subject to final editing, proofing, layout and publication.

Formatting of Notes

Notes are to be written in accordance with the *Style Manual for Authors, Editors and Printers* (Australian Government Publishing Service).

The Note is to be submitted 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 & 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 headings and sub-headings.
- Further reading:** If appropriate.
- Author's biography** Biographies should have a maximum of 100 words to describe each Author, and should include full name, post-nominals in their abbreviated form (e.g. Bachelor of Architecture as BArch), and relevant professional and or academic expertise, position and program/organisation.



Style

Please also see the separate EDG Style Sheet.

Authors are encouraged to write in the third 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 to be 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 sole copyright in material written for the Guide. This is to ensure that Notes may be updated by others to maintain their technical accuracy if required.

However, the Institute does not intend to deprive Authors of their moral rights or to deny their ability to republish their own Notes produced for the Guide. The Institute encourages them to do so, and to facilitate this, automatically grants you a non-exclusive licence to republish extracts or the whole of your Note in any journal or to publish extracts of your Note electronically after publication in the Guide. The Guide is to be acknowledged in any republication. The licence does not authorise you to grant any rights in relation to the Note or parts of it to any other person.

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- 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.

Acceptance of the Author's Agreement and these guidelines is an acknowledgment of the Institute's copyright over the final produced Note, its right to update the Note as set out above, the way your moral rights are protected and the terms of the licence granted to you.

CPD Points

A published Note will attract one formal point per hour of writing (maximum three points).