

# GUIDELINES

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- ethical behaviour
- equality of opportunity
- social justice
- aspiration to excellence, and
- competent professional performance.

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## MATERIAL

- Text submissions should be provided as an MS Word file
- Images should be shared for consideration. They should be clearly labelled with architect/ practice and photographer. See the Institute's Style Sheet for attribution as well as the order of elements
- Plans, drawings or diagrams may be supplied as an eps file
- Web-optimised images for inclusion online.

All material is exchanged and reviewed electronically. Reviewers should use the Track Changes function in MS Word with comments where needed, before being returning to the editors to approve final copy with the author's final edits. Authors can then use MS Word tools accept or reject changes feature to integrate suggested revisions into their article.

## STRUCTURE OF CONTENT

An article should comprise of the following:

Headline	Please provide a working title
Body copy	Discursive text with minimal references, direct quotes and/or research-based references should appear at the end of the article under Notes
Notes	References should appear at the end of the article
Author biography	Biographies should have a maximum of 50 words and should include full name, post-nominals, abbreviated form (eg Royal Institute of Architects as RAIA, Bachelor of Architecture as BArch), and professional and or academic expertise, position and program/organisation.

## STYLE

Articles are to be written in plain English and in accordance with the Australian Government [Style Manual](#) published by the Commonwealth of Australia together with the Australian Institute of Architects Style Sheet.

## SPELLING

Spelling must be in accordance with the Macquarie Dictionary.

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