


CUBIC JOURNAL

Design Economy
Design Social
Design Making

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Cubic Submission Guidelines

Cubic Journal accepts pictorial, video and written manuscript submissions as contributions to each issue. Authors should follow the specific submission requirements for each format as stated in the sections below.

Pictorials.

- [1] Pictorials contributions are essays in which the visual components remain the primary medium of discussion and argument.
- [2] Each pictorial submission should be highly visual in nature and consist out of, amongst others; annotated images, graphics, illustrations, diagrams, design sketches, collages or field notes.
- [3] All pictorials submissions are to original and unpublished work, produced exclusively for the contributing issue. Pictorial submission should consist of at least 60% new work if previously published, as per international standards.
- [4] Pictorial submission should be accompanied by a written text between 1500 – 3000 words in length.
- [5] Cubic Journal only accepts text that follows British English spelling.
- [6] Text accompanying pictorials should be in '.docx' formats, using 12 point, Time New Roman font, single spacing.
- [7] Each submission has to be accompanied by 5 keywords and a 150-word abstract.
- [8] Authors should include their names, associated institutions and email addresses on the cover pages.
- [9] A 100-word biography on each author should accompany every submission.
- [10] Pictorial submissions should include:

[a] Cover Pages:

- [i] A succinct main title [one sub heading only], [ii] Abstract - 150 word, [iii] 5 Keywords and [iv] Author names, Institutions and email addresses [indicate main contact person from authors list].

Please note: Footnote and endnote references are not allowed in either the title, nor in the abstract.

[b] Pictorial text:

- [i] For main text see 'style guide requirements', [ii] endnotes and [iii] bibliography. No footnotes will be accepted as part of the main text.

[c] Notes, References and Acknowledgements:

- [i] Endnotes and bibliography should follow conventions as stipulated in 'style guide requirements', [ii] Acknowledgements, may include persons, or, funding bodies.

[d] Biography:

- [i] A 150 words biography per author.

[e] Image / Pictorials:

- [i] All Images, figures, tables, and accompanying captions are to be placed on individual pages. Images are to be submitted according to the 'figures, Illustrations and video' submissions guidelines.

Video Material

- [1] Video contributions are essays in which the Cinematic components remain the primary medium of discussion and argument. Cubic places a limit to the length and file size of each submission at 7 minutes or 1 gigabyte in file size.

[2] Video submission should be highly visual in nature and are meant to reflect original and unpublished work, produced exclusively for the contributing issue. All video submissions should consist of at least 60% new work if previously published, as per international standards.

[3] Video submissions include the full video file as well as 5 representative stills.

[4] Video submissions should be accompanied by a written text between 1500 – 5000 words in length.

[5] Cubic Journal only accepts text that follows British English spelling.

[6] Text accompanying video should be in '.docx' formats, using 12 point, Time New Roman font, single spacing.

[7] Each submission has to be accompanied by 5 keywords and a 150-word abstract.

[8] Authors should include their names, associated institutions and email addresses on the cover pages.

[9] A 150-word biography on each author should accompany every submission.

[10] Pictorial submissions should include:

[a] Cover Pages:

[i] A succinct main title - one sub heading only, [ii] Abstract - 150 word, [iii] 5 Keywords and [iv] Author names, associated Institutions and email addresses [indicate main contact person from authors list].

Please note: Footnote and endnote references are not allowed in either the title, nor in the abstract.

[b] Video text:

[i] For main text see 'style guide requirements', [ii] endnotes and [iii] bibliography. Cubic Journal does not accept footnotes as part of the main text.

[c] Notes, References and Acknowledgements:

[i] Endnotes and bibliography should follow conventions as stipulated in 'style guide requirements', [ii] Acknowledgements, may include persons or funding bodies. [To be removed for peer review purposes].

[d] Biography:

[i] Biography of 150 words per author.

[e] Video:

[i] The full Video file, submitted separately in MPEG file format, with maximum 1 GB size limit at 60 fps.

5 video stills and their accompanying captions are to be placed on individual pages. Images are to be submitted according to the 'figures, Illustrations and video submissions' guidelines.

Written Manuscripts

[1] Written manuscripts should range between 3500 – 5000 words in length. Indicated word lengths are inclusive of endnotes.

[2] Cubic Journal only accepts manuscripts and abstracts following the British English spelling.

[3] All submissions are to be made in '.docx' formats, using 12 point, Time New Roman font, single spacing.

[4] Each submission has to be accompanied by 5 keywords and a 150-word abstract.

[5] Authors should include their names, institutions and email addresses on the 2 types of cover title pages.

[6] A 150-word biography on each Author should accompany every submission.

[7] Manuscripts structure should include:

[a] Cover Pages:

Cover Page 1: [i] A succinct main title - one sub heading only, [ii] Abstract - 150 word, [iii] 5 Keywords and [iv] Author names, associated institutions and email addresses [indicate main contact person from authors list]. No foot and endnote references are not allowed in either the title, or the abstract.

[b] Main text:

[i] See 'style guidelines', [ii] endnotes and [iii] bibliography. Cubic Journal does not accept footnotes as part of the main text.

[c] Notes, References and Acknowledgements:

[i] Notes and references should follow conventions as stipulated under style guides section, [ii] Acknowledgements, may include persons or funding bodies.

[d] Biography:

[i] Biography of 150 words per author.

[e] Figures & tables:

[i] Figures, tables and accompanying captions are to be placed on individual pages.

Style Guidelines

[1] Titles and Headings: Each manuscript section may have only one heading. No sub and sub-sub headings are allowed.

[2] Endnotes, references and bibliography: *Author-Date* citations are to be used as part of the main text. Supplementary endnotes are to be indicated using a superscript number within the text. All Endnotes are to be placed after the main text and before the bibliographical section of the manuscripts. The Chicago Manual Style Citation Guide [16th edition - <http://www.chicagomanualofstyle.org>], should be used as reference guide for all notes and citations.

[3] Writing Style: The following sample references are to be used for the preparation of the text.

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Sample citations: [please note italics]

Bibliographical

[a] Book - One author

Strayed, Cheryl. *Wild: From Lost to Found on the Pacific Crest Trail*. New York: Alfred A. Knopf, 2012.

[b] Book - Two or more authors

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

[c] Multiple Sources – Same author.

Refrain from using 3-em dash for repeated names. Write out authors names. All entries are to be sorted in alphabetical order by publication title.

[d] Three or more authors

Berkman, Alexander, Henry Bauer, and Carl Nold. *Prison Blossoms: Anarchist Voices from . . .*

[e] Book - Editor, or compiler instead of author

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Translated

Adorno, Theodor W., and Walter Benjamin. *The Complete Correspondence, 1928–1940*. Edited by Henri Lonitz. Translated by Nicholas Walker. Cambridge, MA: Harvard University Press, 1999.

[f] Book - Chapter or other part of a book

Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage Books, 1984.

[g] Book review

Brehm, William C. *Review of Strike for America: Chicago Teachers against Austerity*, by Micah Uetricht. *Comparative Education Review* 59, no. 1 (February 2015): 177–79. <https://doi.org/10.1086/679296>.

[h] Journal article - printed

Goldswain, Philip. "State Theatre Centre." *Architecture Australia* 100, no. 2 (2011): 49-57.

[i] Journal article – online

Liu, Jui-Ch'i. "Beholding the Feminine Sublime: Lee Miller's War Photography." *Signs* 40, no. 2 (Winter 2015): 308–19. <https://doi.org/10.1086/678242>.

Include a DOI (Digital Object Identifier). [If no DOI is available, list a URL].

[j] Magazines

Walker, Mandy. "Secrets to Stress-Free Flying." *Consumer Reports*, October 2016.

[k] Thesis or dissertation

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).

[l] Lectures, Papers, Posters or Conferences

Teplin, Linda A., Gary M. McClelland, Karen M. Abram, and Jason J. Washburn. "Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study." Paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005.

[m] Website

Microsoft Corporation. "Apps for Office Sample Pack." Office Dev Center. Updated October 20, 2015. <https://code.msdn.microsoft.com/office/Apps-for-Office-code-d04762b7>.

and

“Biography,” on Pete Townshend’s official website, accessed December 15, 2001,
http://www.petetownshend.co.uk/petet_bio.html (site discontinued).

[n] Encyclopaedia

Isaacson, Melissa. “Bulls.” In *Encyclopedia of Chicago*, edited by Janice L. Reiff, Ann Durkin Keating, and James R. Grossman. Chicago Historical Society, 2005. <http://www.encyclopedia.chicagohistory.org/pages/184.html>.

[o] Maps

US Geological Survey. *California: Yosemite Quadrangle*. 1909; repr., 1951. 30-minute series quadrangle, 1:125,000 scale. National Map, Historic Topographic Map Collection. <http://nationalmap.gov/>.

[p] Artworks

McCurry, Steve. *Afghan Girl*. December 1984. Photograph. *National Geographic*, cover, June 1985.

[q] Single-author and multiauthor

A single-author entry precedes a multiauthor entry beginning with the same name. Only the name of the first author is inverted.

Kogan, Herman. *The First Century: The Chicago Bar Association, 1874–1974*. Chicago: Rand McNally, 1974.

and

Kogan, Herman, and Lloyd Wendt. *Chicago: A Pictorial History*. New York: Dutton, 1958.

[r] Successive entries - Single-author and multiauthor

Successive entries by two or more authors in which only the first author’s name is the same are alphabetized according to the co-authors’ last names (regardless of the number of co-authors).

Brooks, Daniel R., and Deborah A. McLennan. *The Nature of Diversity: An Evolutionary Voyage of Discovery*. Chicago: University of Chicago Press, 2002.

and

Brooks, Daniel R., and E. O. Wiley. *Evolution as Entropy*. 2nd ed. Chicago: University of Chicago Press, 1986.

In Text Citations.

[a] Author date – please not the commas and semi colon usage.

(Lampel, Lant, and Shamsie 2000; Hutter 2011)

[b] Two or more authors.

(Armstrong and Malacinski 1989; Beigl 1989; Pickett and White 1985)

[c] Additional works by the same author(s)

Are to be cited by date only, separated by commas except where page numbers are required.

(Whittaker 1967, 1975; Wiens 1989a, 1989b)

(Wong 1999, 328; 2000, 475; Garcia 1998, 67)

[d] Additional references prefaced by “see also” follow any other references.

(Guest et al. 2006; see also Stolle et al. 2008; Rahn et al. 2009)

[e] Authors full name

For first in text citation, use authors full name

Example: Look at Gerhard Bruyns (Bruyns 2018) for the work on...

[f] Numbers in text versus numbers in notes

"Crushed thirty feet upwards, the waters flashed for an instant like heaps of fountains, then brokenly sank in a shower of flakes, leaving the circling surface creamed like new milk round the marble trunk of the whale."

(Melville 1851).

[g] "and"

In text citations should always use the word "and" and not an ampersand.

(Bruyns and Hasdell 2012)

[h] Comma

There should NOT be a comma before the year.

(Bruyns and Hasdell 2012).

[i] Page numbers

There should always be a comma before the page number, but never a "p." or a "pg."

(Bruyns and Hasdell 2012, 1).

[j] "et al."

Use only for 3 or more authors. Note that "et al." is not italicized in text citations. This should NOT be in italics when being used in citations/reference listings. However, it should be in italics if being used within the body of the text.

(Schonen et al. 2017)

and

Example: According to the data collected by Schonen *et al.* (2017)

[k] "Ibid."

Should NOT be in italics when being used in citations/reference listings. However it should be italicized if being used as a word within text "*ibid.*, 63. However, if "ibid" is used in a footnote or endnote, it should be capitalized.

Example: 1. Ibid., 18.

[l] block quotes

Any quote running as 4 or more continuous lines needs to be a block quote.

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Figures, Illustrations and video submissions.

- [1] All figures, video stills and tables are to be numbered individually. No sub numbering is allowed.
- [2] In order to refer to an illustration or video in your text, place 'fig.' or 'vid' and the number of the illustration within brackets, for example (vid. 1), after the full stop.
- [3] All figures must be numbered in the sequential order, as they appear in the manuscript [For example: vid. 1, vid. 2, vid 3].
- [4] Figure captions must always include the source.
- [5] All accompanying visual and pictorial material should be supplied with the highest possible resolution. Material should adhere to resolutions of 300 dpi for colour, 600 dpi for grayscale and 1200 dpi for line art.
- [6] All images and figures must be saved separate to text.
- [7] Although TIFF file format is preferred for images and pictorials, high resolution JPEG file format would also be accepted. For the video submissions, the standard remains the MPEG format.
- [8] Filename for images, pictorials and videos should be descriptive of the naming within the text and the contact authors name. [For example: Figure 9_elkin, Figure 2a_wirman].
- [9] Instructions for non-typical figures requiring cutting, folding, or inclusion of special publication measures should be described in a separate document sent along with paper submissions including "README" in the file name. Execution of special publication measures will occur at CUBIC's sole discretion and cannot be used as a condition for publication of the paper.

Submission, Permissions and Copywrite.

- [1] All submissions are to be made to editors@cubicjournal.org. Email will be the communications of choice for all forms of correspondence.
- [2] Author[s] submitting manuscripts confirms originality and adheres to CUBIC JOURNAL'S anti-plagiarism policy.
- [3] By submitting work, each author confirm that the work is not under review by other journals or publishers.
- [4] Authors carry the responsibility of obtaining copyrights and reproduction permissions. For citations exceeding 400 words, or, several citations which amounts to more than 800 words, the author[s] are deemed to have obtained copyright permission. In the case of illustrations, the source and permission should be acknowledged in the captions.
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