

Artifact - Instructions for Authors

Note to Authors: please make sure your contact information is clearly stated in all files and all correspondence with the Editors and the Publisher.

PREPARING FOR SUBMISSION

Submission of a manuscript is held to imply that the paper has not been published elsewhere and that, if accepted, it will not be republished in any other journal in the same or similar form without the Publisher's written consent.

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Conflict of interest and funding

Authors are responsible for recognising and disclosing financial and other conflicts of interest that might bias their work. They should acknowledge in the manuscript all financial support for the work and other financial or personal connections to the work.

TYPES OF CONTRIBUTION

Artifact accepts original articles concerning research into the impact of computerization on design and design processes of today. Contributions shall be of high scientific quality and international interest. The form of the manuscripts may be original research articles (important findings of original research), review articles (critical synthesis of an important topic) or short communications (findings from a smaller project or preliminary results of larger projects; may not exceed four typeset pages).

SUBMISSION

Manuscripts should be submitted electronically with e-mail in Microsoft Word format, to the editorial office at: artifact@karch.dk. Please, include a statement that the manuscript has been approved by all authors.

Authors should keep copies of everything submitted. Upon receipt, the manuscript will be sent to at least two referees for review. After acceptance of the manuscript, authors will be requested to provide new electronic files with the final version of the text and illustrations as separate files. *Guidelines on style and format are given below.*

Arrangement

It is presupposed that manuscripts submitted are in their final form. All manuscripts should be written in English of an acceptably high standard. Authors with a mother tongue other than English are recommended to have the language revised. Manuscripts should be typed double-spaced with a left-hand margin, including reference list, tables and figure legends. The SI system which includes the metric system, should be used throughout. Footnotes and letter-spacing are not allowed in the main text.

Each manuscript component should begin on a new page, in this sequence:

- Title page
- Abstract and Key words
- Text
- Acknowledgements
- References
- Tables
- Figure legends
- Figures

Title page

The title page should contain; title of paper, running headline (max 50 characters), all author's first and last name and affiliations/addresses, in addition to telephone number, fax and e-mail of the corresponding author. Titles should be as brief as clarity permits.

Abstract and Key words

The manuscript should open with an abstract which should preferably not exceed 200 words (for short communications a maximum of 150 words). The abstract of a research article or short communication shall describe the problem, methods, main results and conclusions. A review article abstract usually describes the overall aim of the review rather than summarizing its content. The abstract shall be followed by normally three to seven key words, in alphabetic order. Avoid using the same words as in the title.

References

The APA system should be used. All publications cited in the text must be presented in the reference list and vice versa. Authors are responsible for crosschecking citations and reference list. References should only be made to published, publicly available material.

The format of the reference list follows the APA Style guide. A full list of examples can be found at: <http://www.apastyle.org/aboutstyle.html>

In the main text:

- References should be written: Lyly and Saksa (1992), Wasserstein et al. (1994) (if more than two authors).
- Two or more references in parentheses should appear in chronological order (Lyly & Saksa, 1992; Wasserstein et al., 1994).
- Personal communications should not be included in the reference list but in text only: T. K. Lutes (personal communication, April 18, 2001).

In the reference list:

Lyly, O. & Saksa, T. (1992). The effect of stand density on moose damage in young *Pinus sylvestris* stands. *Scandinavian Journal of Forest Research*, 7, 393-403.

Kroppenstedt, R. M. (1985). Fatty acid and menaquinone analysis of actinomycetes and related organisms. In M. Goodfellow & D.E. Minnikin (Eds.), *Chemical methods in bacterial systematics* (pp. 173-199). London, United Kingdom: Academic Press.

Spell out journal and organization names.

Publications in any language other than English, but with an English abstract, should be presented with their English title. Publications without an English abstract or English title should keep the original title, but be given a transliterated title in English in square brackets. Titles and author names in non-Latin alphabets should be transliterated. A notation such as "(In Russian.)" or "(In Swedish with English abstract.)" should be added to the reference. *For further examples, please see more detailed reference guide below.*

Tables

Each table should be numbered with an explanatory heading, and written on a separate sheet. The tables must be planned to fit to a final width of 8 or 16 cm.

Figures

All illustrations shall be in its final size, planned to fit a width of circa 8 or 16 cm. Numerical and alphabetical notations must be large enough to be fully legible (1.5–2 mm). One uniform final size of letters is generally recommended.

Diagrams shall be boxed in and scale marks provided on all axes. Foldouts and colour illustrations are permitted, provided the author bears the cost. List of figure legends on separate sheet.

Keep illustrations as separate files, e.g. EPS, TIFF, JPEG. The colour must be CMYK, not RGB; all fonts must be embedded, and the resolution of images should be of a quality suitable for printing (at least resolution 300 DPI); *i.e. files downloaded from web pages are not suitable*, they will look acceptable on screen but not when printed.

Electronic files

When the editor and author agree on the final version, the author will be requested to send and all necessary electronic files. Cost of changes to the electronic manuscript may be charged to the author(s). Please note that Taylor & Francis can receive files from any word processing system; however, styled Microsoft Word files are preferred. **Please note that the article may not exceed 12,000 words in total.**

Please use these simple guidelines when preparing your electronic manuscript:

1. Please be consistent. The same elements should be keyed in exactly the same way throughout the manuscript.
2. Do not break words at the end of lines. Use a hyphen only to hyphenate compound words.
3. Enter only one space after the full-stop at the end of a sentence.
4. When emphasising words, please use the italic feature of your word processor software.
5. Do not justify your text; use a ragged right-hand margin.
6. Use a double hyphen (--) to indicate a dash in text.
7. Do *not* use the lowercase l for 1 (one) or the uppercase O for 0 (zero).
8. The space bar should only be used as a word separator
9. Use TAB when indenting paragraphs or separating columns in tables.

EDITORIAL OFFICE

Submission of manuscripts and queries are to be sent by e-mail to: artifact@karch.dk

QUICK REFERENCE GUIDE

For more details please visit: <http://www.apastyle.org/>

Journal article in press

Zuckerman, M. & Kieffer, S. C. (in press). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*.

Newspaper article

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4, A6–A9.

Non-English journal, title translated into English

Ising, M. (2000) Intensitätsabhängigkeit evorzierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in event-related EEG potentials: Are impulsive individuals augmenters or reducers?]. *Zeitschrift für Differentielle und Diagnostische Psychologie*, 21, 208–217. (In German.)

Books

If a book has more than six authors follow the same rule as given above for journal articles with more than six authors.

Book Mitchell, T. R. & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

Article or chapter in book

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309–330). Hillsdale, NJ: Erlbaum.

Technical/Research Reports Government institute as group author

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.
Put NTIS/ERIC numbers in parentheses at end if required.

Report from university

Broadhurst, R. G. & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

Unpublished contribution to proceedings

Lichstein, K. L., Johnson, R. S., Womack, T. D., Dean, J. E., & Childers, C. K. (1990, June). Relaxation therapy for poly-pharmacy use in elderly insomniacs and noninsomniacs. In T. L. Rosenthal (Chair), *Reducing medication in geriatric populations*. Symposium conducted at the meeting of the First International Congress of Behavioral Medicine, Uppsala, Sweden.

Unpublished paper presented at meeting

Lanktree, C. & Briere, J. (1991, January). Early data on the Trauma Symptom Checklist for Children (TSC-C). Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

Reviews, Review of a book

Schatz, B. R. (2000). Learning by text or context? [Review of the book *The social life of information*]. *Science*, 290, 1304.

Electronic media

Journal Frederickson, B. L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Section in an Internet document

Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap. 2). Retrieved August 18, 2001, from <http://www.benton.org/Library/Low-Income/two.html>

Document available on university website

Chou, L., McClintock, R., Moretti, F. & Nix, D. H. (1993). Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies website: <http://www.ilt.columbia.edu/publications/papers/newwine1.htm>

Government report no date indicated United States Sentencing Commission. (n.d.). 1997 sourcebook of federal sentencing statistics. Retrieved December 8, 1999, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

Newsgroup message

Chalmers, D. (2000, November 17). Seeing with sound [Msg 1]. Message posted to news://sci.psychology.consciousness

Computer software

Miller, M. E. (1993). *The Interactive Tester* (Version 4.0) [Computer software]. Westminster, CA: Psytek Services.