

## Editorial Guidelines for SSAC Bulletin Feature Articles

Persons wishing to contribute feature articles to the SSAC *Bulletin* should send one copy of their manuscript, with supporting illustrative material, to the Chairman, Editorial Board, SSAC *Bulletin*, P.O. Box 2935, Station 'D', Ottawa, Ontario K1P 5W9. To maintain editorial consistency, authors must, in preparing their manuscripts, conform to the following guidelines.

### FORM

Text, endnotes and a list of figures must be typed, double-spaced, on one side of standard sized paper (8½ by 11 inches). All pages are to be numbered consecutively. Endnotes should be placed at the end of the text, and be numbered consecutively as well. In the preparation of the manuscript, authors should follow the editorial guidelines provided by the University of Chicago Press' **Manual of Style**.

### NOTES

Following the **Chicago Manual of Style**, endnotes should take the following form:

for books: William Dendy, *Lost Toronto* (Toronto: Oxford University Press, 1975), p. 2. subsequent citations: Dendy, p. 2.

for articles: "New Tools: Education's Emerging Technology", *Progressive Architecture*, 4 (April 1968), p. 136.

Theses, documents and other sources should be cited following the **Chicago Manual of Style** format.

### ILLUSTRATIONS

Authors must submit illustrations with their texts, in black and white glossy format, preferably 8 by 10 inch but no smaller than 3 by 5 inches in size. Please mark each photograph on the back, lightly with a soft pencil or grease pencil, with the author's last name and the number of the illustration. List the figures on a separate sheet, including the text of the caption (if any). Captions should include (if referring to buildings) the name of the building, city location, designer, date, description of illustration, and source. Otherwise, captions should include a reference to its importance to the text, and the source of the illustration.

### EDITORIAL PRACTICES

Not all authors are familiar with the editorial practices followed by the **Chicago Manual of Style**. For convenience, authors should remember the following common problems:

- a) Numbers and dates are handled as follows: use numbers for centuries (19th century, not nineteenth century); for decades (the 1930s, not the 1930's); and for cardinal numbers over ten (five bays, but 27 buildings); for dates, use 16 March 1899 rather than any other order. Use 16 percent, not 16%. With page numbers, use pp. 112-13, not pp. 112-3 or pp.112-113. For sums, use \$76 million and \$800,000 rather than words.
- b) Italicization: works of art are usually italicized, but names of buildings are not. Foreign terms are italicized only if they would likely be unfamiliar to your audience.
- c) Capitalization: aside from the normal use of the capital, it is now the practice to capitalize styles and schools only if they are derived from proper nouns; hence the following: baroque, Chicago style of architecture, classical architecture, Doric capitals, Gothic, neoclassical, rococo, Romanesque (Revival).

## Submission of General Information to the Bulletin

Board members as well as members at large are encouraged to submit general architectural information that would be of interest to the SSAC. The effectiveness of this publication as a national source for the

study of architecture in Canada will be greatly enhanced by the timely contribution of such data. Submissions should be sent direct to the Editor, 109 Eagle Crescent, Nanaimo, B.C. V9S 2S7 by the middle of the month preceding the issue month as follows:

## Nominations for the SSAC Board of Directors

The following articles from the SSAC Constitution may be of interest to those members contemplating nominations for the Board.

### ARTICLE 4 Board of Directors

4.02 **Number of Directors.** The Board shall consist of the elected officers and members at Large. The total number of Directors to be no fewer than twelve (12) and no more than eighteen (18) so that the total includes one representative from each Province and the combined Territories. No more than two seats shall be vacant at one time.

4.04 **Election and Term.** The Directors shall be elected by the members at the Annual Meeting and serve terms of two years. A Director may serve two successive terms of office.

4.07 **Meetings.** Meetings of the Board of Directors shall be held at such times and such places as the Board or President shall determine and in any case no less than once in the calendar year.

### ARTICLE 11 Nominations

11.01 **Nominating Committee.** At the Annual Meeting the Board of Directors shall appoint a Nominating Committee to serve for the following year. The committee shall be composed of three members appointed from the general membership and one member from the Board of Directors who shall serve as the Chairman. No member of the Nominating Committee shall serve more than one term on succession. The duties of the Nominating Committee are to present nominations for the Board of Directors (Members at Large) and the Officers to be elected at the next Annual Meeting.

11.02 **Nomination by Membership.** Nominations for the Board of Directors and Officers may be made by a petition, signed by the nominee and not less than four members of the Corporation presented to the Chairman of the Nominating Committee not less than forty-eight (48) hours prior to the Annual Meeting.

## Call For Nominations

John Lehr, Past President SSAC, has assembled a nominating committee for the 1985-1987 term. Should you have any nominations for the vacant board positions please contact him.

Positions on the Board are available for:

Executive:	Secretary
Members at Large:	Nova Scotia
	Ontario
	Quebec
	Alberta
	British Columbia

## Notice to All SSAC Members

The Annual General Meeting for the SSAC will be held on Friday, 7 June 1985 commencing at 12:00 p.m. (noon). The meeting is scheduled to take place during the day architectural tour of the Eastern Township's portion of the 1985 SSAC Annual Conference. A luncheon will precede the business portion of the meeting. All SSAC members are encouraged to attend.

Submitted by Dan Schneider, Secretary, SSAC