

How to submit to *lunch*

2017 SUBMISSION GUIDELINES

GENERAL GUIDELINES

lunch invites submissions from faculty, practitioners, artists, writers, and students that can bring critical perspective to the chosen theme. Inter- and extra-disciplinary submissions are welcome and encouraged.

Submissions can take a variety of forms including, but not limited to:

Short Essays – under 800 words

Longform Articles/Essays – under 2500 words

Visual Essays – text under 500 words

Design Criticism – under 2500 words

Design Research – under 2500 words

Original Illustrations, Artworks, Designs, or Photography

Full articles are preferred at time of submission; however, abstracts may be accepted at the discretion of the editors. All submissions, including abstracts, should be accompanied by an author biography of less than 70 words.

ABSTRACT GUIDELINES

Abstracts should include an intended length for full submission, and should clearly demonstrate the intention and argument behind the author's stated topic of investigation/interest. For text-based submissions, abstracts should be ~500 words. For image-based work, individuals should include at least three (3) representative images and explanatory text of up to ~500 words.

FULL SUBMISSION GUIDELINES

Potential contributors should submit proposals via *lunch*'s Submittable ([link](#)) account. For text-based entries, submissions should be formatted as a Microsoft Word document (.docx). See Manuscript Preparation below for further details. For accompanying images or image-based work, see Image Specifications below.

Manuscript Preparation

Articles and essays should be formatted as a Microsoft Word document (.docx). Full submissions and references should be prepared following the Chicago Manual of Style. Format all text as single-spaced. Use a hard return and a single line space to separate paragraphs; do not indent new paragraphs.

lunch encourages clarity and appreciates humor.

Please save each manuscript component (text, captions list, and author biography) as a separate file labeled with your last name.

Include notes at the end of the document as unembedded endnotes. It is not necessary to include a bibliography with your text. Use regular script (not superscript) reference numbers in parentheses for your notes both in the text body and the endnotes.

e.g. "As Peter Waldman suggests in his essay "Lunch in America," the concept of lunch is a construction of culture and of time. (1) Here in the shadow of Jefferson's convictions . . ."

NOTES

(1) To lunch suggests an escape from the day's work; perhaps even a break. Peter Waldman, "Lunch in America," Lunch 1 (2006): 10

Image Specifications

Authors are required to acquire permission for all images not of their own making that are copyright protected. Authors assume responsibility for all required permissions and fees related to the replication of copyrighted images. lunch is not liable for the reproduction of any images for which an author fails to acquire the necessary rights and privileges.

Photographs should be print-ready, high-resolution (300 dpi or greater at full page size - 6.5 x 10") .TIFF or .JPEG files. Hand drawn line drawings or illustrations should have a minimum resolution of 1200 dpi at full page size. Digital linework should be in vector (.pdf) format.

All figures must have a caption, a figure credit, and be cited in the body text (if text-based work). Full caption and figure credit text, corresponding to the correct filenames, should be formatted as a Microsoft Word document (.docx).

Format figure credit text as follows:

Artworks: Artist, "Title," Year. Material, Length/ Dimensions (metric). Photo credit (if available/ applicable). Image Credit (if available/applicable).

Architectural and landscape works: Architect, "Project title" (if available/applicable) or site name (if available/ applicable), location, construction dates. Photo credit (if available/applicable). Image Credit (if available/ applicable).

If your article is accepted for publication, we may ask you to re-submit high quality format files of each photograph and illustration.