Author Guidelines

The journal is structured to encompass a range of work from current research, polemic, critique, speculation and experimentation. The journal is open access and peer-reviewed, published bi-annually online.

Format

Manuscripts should be provided in Microsoft Word format (DOC or DOCX), in 11pt. Arial typeface.

Article length

Submission to the Essay category: 5000-8000 words (including all references and endnotes). Essays must demonstrate their intellectual and theoretical context, method and data, and have a clear conclusion.

Submission to the Project category: 3000-5000 words (including all references and endnotes). Projects will substitute traditional "academic" data with project work, so they are expected to include more images, diagrams, and illustrations.

Submission to the Freespace category: Not more than 5000 words (including all references and endnotes) and/or illustrative/graphic composition. The Freespace allows authors to develop accessible, provocative, and/or polemical work which may be written and/or illustrated.

Submission to the Book Reviews category: 1000-3000 words (including all references and endnotes).

Language and styling

Manuscripts should be written using British English.

Title

Titles should be no more than 14 words. Two-part titles, should be separated by a colon, with the first part of the title capitalised. e.g. Tools and Biases: Student research and outreach methodologies in public interest design education.

Abstract

Abstracts should be single paragraphs of no more than 100 words.

Keywords

Keywords should be simple but as specific as possible and, where necessary, can be composed by two words. The editors reserve the right to review and amend these accordingly. Each manuscript can have a maximum of 5 keywords, separated by a comma.

Figures and tables

For the peer review stage, Tables and small size version of the figures should also be embedded in the text.

Figures should be provided as separate TIFF, JPG or PNG files at a minimum of 300 dpi (with image size of at least 15 cm in width). If words are used in the creation of a figure, where possible the Open Sans Light font should be used.

Tables should be provided as separate DOC/DOCX files, where possible using the font Open Sans Light.

A separate list of figures, including credits and captions should be provided. Captions should follow the format: 'Figure X: Caption (Author YEAR).'

Figures/tables should be cross-referenced within the main body of the manuscript as follows: (Fig.1)/(Table 1).

The position of figures and tables should be indicated in the text as <INSERT Fig. X: Caption>.

Styling and typeface

The typeface for the main body of the manuscript should be 'regular', except in the following instances:

Where emphasis is required or a foreign word is used, the '*italic*' typeface should be used in the first use of the word/phrase and subsequently the 'regular' typeface for recurrence of the same word/phrase.

Where book titles are used in text, they should be capitalised and the '*italic*' typeface should be used.

Where project titles are used in text, they should be capitalised and the 'regular' typeface should be used.

Where article titles are used in text, they should be capitalised, placed in single quotation mark ('…') and the 'regular' typeface should be used.

Direct quotes of less than 30 words, should be presented in line with the text, placed within single quotation mark ('…'), using the 'regular' typeface. Direct quotes of more than 30 words should be presented as a standalone paragraph, indented, with no quotation marks, using the 'regular' typeface.

Numbers 1-12, multiples of 10 (i.e. 20, 30, 40, …) and decades (e.g. 20th) should be presented in the written form: e.g. twelve/ thirty/ twentieth.

British punctuation style should be used. e.g. '…to think in terms of transformations and social practices'.[22] and not '… social practices.' [22]

Headings should be concise. First level headings, should be presented using the 'regular' typeface', with subsequent sub-headings using the '*italic*' typeface.

Referencing

Charrette uses the MHRA Referencing Standard. Please refer to the MHRA Style Guide at http://www.mhra.org.uk/style/11 .
Note: In reference to article journals, authors should include both volume and issue number of the article in the following format: Author(s) names, 'Title of article', Journal Name, Volume number.Issue number (year), page numbers.

Examples from the Guide:

Books [p. 68]

Tom McArthur, *Worlds of Reference: Lexicography, Learning and Language from the Clay Tablet to the Computer* (Cambridge: Cambridge University Press, 1986), p. 59.

Jean Starobinski, *Montaigne in Motion*, trans. by Arthur Goldhammer (Chicago: University of Chicago Press, 1986), p. 174.

Approaches to Teaching Voltaire's 'Candide', ed. by R. Waldinger (New York: Modern Language Association of America, 1987), pp. 3, 10, 27.

Dictionary of the Middle Ages, ed. by Joseph R. Strayer and others, 13 vols (New York: Scribner, 1982–89), vi (1985), 26.

e-books [p. 82]

Nicolas Jacobs, *Early Welsh Gnomic and Nature Poetry* (London: Modern Humanities Research Association, 2012), p. 10. Google ebook.

Book chapters [p. 73]

Martin Elsky, 'Words, Things, and Names: Jonson's Poetry and Philosophical Grammar', in *Classic and Cavalier: Essays on Jonson and the Sons of Ben*, ed. by Claude J. Summers and Ted-Larry Pebworth (Pittsburgh: University of Pittsburgh Press, 1982), pp. 31–55 (p. 41).

Journal articles [p. 75]

Richard Hillyer, 'In More than Name Only: Jonson's "To Sir HoraceVere"', MLR, 85 (1990), 1–11 (p. 8).

Online articles [p. 81]

Papers in the Humanities, 4 (2009), 18-24 <http://www.mhra.org.uk/ojs/index.php/wph/article/viewFile/73/70> [accessed 1 May 2012]

In-text citations

The superscript Arabic numerals should be used for in-text citations, e.g. …[1]. Each superscript number corresponds to a numbered entry in the list of reference. Each superscripted in-text citation can represent more than one reference which will be presented in the list of reference, similar to the following example:

1 Kim Sterelny, 'Minds: Extended or scaffolded?', *Phenomenology and the Cognitive Sciences,* 9.4 (2010), 465-81; *Cooperation and its Evolution*, ed. by Kim Sterelny and others (Cambridge: MIT Press, 2013).

List of References

List of references should be included at the end of the manuscript, titled as 'References'. Authors can use the MS Word's in-built Insert Footnote function to generate endnotes which will be automatically placed at the end of the text.

Footnotes

Footnotes should not be used. Authors should aim to integrate all discussions/note within the main body of the manuscript, otherwise the note should be included as an endnote entry as part of the list of references.

Acknowledgement

Acknowledgements are optional and should be included following the 'reference' section.

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