

# The Journal of National Organization of Minority Architects - Author Guidelines

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## 1. About

JNOMA is a new annual peer-reviewed publication through NOMA. The Journal will alternate between publishing Conference Proceedings of the Annual NOMA Conference and a peer-reviewed publication. The topics of each issue are aligned with NOMA's mission to foster justice and equity in communities of color through outreach, community advocacy, professional development, and design excellence. The Journal aims to keep the NOMA membership abreast of the latest research in design, architectural education, public policy, and other issues related to the built environment that support the mission, aims, and goals of NOMA.

In 2021, former NOMA President Jason Pugh recognized the need for the organization to create space for its academics and scholars. The Journal was formed under the Educate Committee by the NOMA Executive Board to support the advancement of minority voices in higher education and to serve as a venue where those voices can be amplified. We recruit a broad network of peer reviewers who have a clear understanding of the lived experiences of marginalized populations of society and who have the ability to authenticate the published submissions.

### Editorial Committee

Dr. Kwesi Daniels, Co-Editor, Department Head of Architecture, Associate Professor, Tuskegee University

Annicia Streete, Co-Editor, Assistant Professor, Louisiana State University

Amma Asamoah, Assistant Professor, Tuskegee University

Vicki Carter, Assistant Professor, Tuskegee University

Gina Fernandes, Corresponding Editor, PhD Student, North Carolina State University

Briana Rushton, Sustainability Specialist, Epsten Group, a Salas O'Brien Company

Dr. L. David Stewart, Director of Design Practice, Territory NFP

Dr. Craig Wilkins, Associate Professor of Architecture, University of Michigan

### Contact

Please direct general questions regarding JNOMA to Co-Editors, Dr. Kwesi Daniels at [kwesi.daniels@noma.net](mailto:kwesi.daniels@noma.net) and Annicia Streete at [annicia.streete@noma.net](mailto:annicia.streete@noma.net)

## 2. Submission Guidelines

*JNOMA* accepts two types of submissions: Conference Proceedings and Peer-Reviewed Journal Submissions. The latter may be solicited for topical issues.

### Conference Proceedings

The *JNOMA* seeks submissions drawn from Conference presentations following the Annual NOMA Conference. *JNOMA* will peer-review the submissions and it encourages a high level of academic rigor and quality. The course description used for the Annual NOMA Conference will be the abstract in the Conference Proceedings. The topic of the Conference Proceedings should align with the content presented at the NOMA Conference. Submissions must meet the Guidelines to be included in the Conference Proceedings. Submissions include the following:

- Conference Proceeding Articles on Presentations (2,000 - 4,000 words)

Additional Submissions will be reviewed by the Editorial Board and considered for inclusion. The Editorial Board retains the right to reject these submissions:

- Photo Essays Relevant to the Conference Themes (1000 words with 10-15 photos with captions; photos must be taken during the Conference; each photo must include an alt-caption)
- Provocations from NOMAC (1,000 - 1,500 words)
- Student Competition Submission Summaries (Top 3 Winners - 1,000 - 1,500 words with 5 images maximum; General Submissions - 500 words with 3 images maximum; presentation boards should be included in submission)

### Peer-Reviewed Journal Submissions

The *JNOMA* Peer-Reviewed Journal is intended for rigorous, academic journal articles. Initially, the subject of *JNOMA* will be open-ended, but *JNOMA* anticipates that future issues will have a topic or theme. Authors should still submit articles and other content regardless of a topic or theme. After approval of a short abstract of 150-250 words, submissions can take a variety of forms, including:

- Short case studies (4,000 – 5,000 words, maximum 5 images)
- Articles (6,000 – 8,000 words, maximum 10 images; tables, charts, and figures will not be included in word count)
- Photo essays (1,000 words, 10-15 photos; each photo must include an alt-caption)
- Book Reviews (Student-written only of recently published books, 1,000-2,000 words)

Unsolicited Opinions and/or Interview submissions are sometimes accepted, but please consult with the Co-Editors at Dr. Kwesi Daniels at [kwesi.daniels@noma.net](mailto:kwesi.daniels@noma.net) and Annicia Streete at [annicia.streete@noma.net](mailto:annicia.streete@noma.net) before submitting. These pieces should be 1,500 words maximum in length. Authors are free to express their own opinions, but editors retain the right of rejection.

### 3. Journal Submission Requirements

Submissions must meet the requirements of the following section. Should a submission fail to meet the minimum requirements provided below or fall outside the scope of JNOMA, and by extension, the mission, aims, and goals of the NOMA, it may be rejected without review. For questions about formatting your submission, please contact both the Co-Editor, Dr. Kwesi Daniels at [kwesi.daniels@noma.net](mailto:kwesi.daniels@noma.net) and the Corresponding Editor, Gina Fernandes at [fernandes.gina.m@gmail.com](mailto:fernandes.gina.m@gmail.com)

#### Author Qualifications

The following requirements must be met for publication.

##### ***Author Qualifications for Conference Proceedings***

1. Authors must be NOMA Conference Presenters for the corresponding NOMA Conference issue. *ex: 2023 NOMA Conference Presenters can submit Conference Proceedings for the 2023 NOMA Conference Proceedings Issue.*
2. Authors must submit Conference Proceedings that reflect or align with the content presented at the NOMA Conference.
3. Authors submitting Photo Essays, Provocations from NOMAC, and Student Competition Submission Summaries must attend the relevant Conference for their submission.
4. Authors may consider expanding their Conference Proceeding to a Peer-Reviewed Journal submission. For information about this process, please contact both the Co-Editor, Dr. Kwesi Daniels at [kwesi.daniels@noma.net](mailto:kwesi.daniels@noma.net) and the Corresponding Editor, Gina Fernandes at [fernandes.gina.m@gmail.com](mailto:fernandes.gina.m@gmail.com)

##### ***Author Qualifications for Peer-Reviewed Journal***

1. JNOMA welcomes submissions from academics, practitioners, independent scholars, critics, students, and others who have a unique, thoughtful, and critical perspective to share on the study and practice of architecture, landscape architecture, urban design, urban planning, and policy.
2. JNOMA encourages the first author of the manuscript to be a faculty member (part- or full-time) or independent scholar of any discipline at the college or university level, or a PhD candidate or PhD student in architecture or allied discipline.
3. JNOMA finds cross-collaboration for first-time scholarly submissions to be mutually beneficial. Collaborations between practitioners and independent scholars or members of the academy, first or second-degree students with current or post-doctoral students are particularly encouraged and significantly increase the potential for acceptance.

## Submission Preparation

### ***Journal Submission Platform***

All files should be uploaded through the NOMA Conference Submissions Platform.  
<http://submit.noma.net>

### ***Journal Style***

JNOMA follows the [Publication Manual of the American Psychological Association \(APA\), Seventh Addition](#), for most editorial guidelines. The APA provides style guidelines for the fields of social and behavioral sciences, health care, natural sciences, and humanities, which the JNOMA believes captures the nature of the topics and articles that will appear in the Journal. The JNOMA uses the Merriam-Webster [dictionary](#) for spelling and the treatment of foreign words.

Word Document - All text files should be submitted as a Word document (.doc or .docx) using a 12-point Times New Roman or 11-point Arial; all text files should use a 1" margin on all sides

All submissions must be written in standard (US) English.

### ***Additional Submission Preparation for Peer-Reviewed Journal Submissions***

JNOMA uses a double-blind peer review through the NOMA Submissions platform. The identities of the reviewers and the author(s) will be hidden from one another.

## Submission Document(s) Standards

### **FILE ONE: Identified Document**

CorrespondingAuthorLastName\_FirstName\_Submission Title.docx

Include: Cover page with authors' names and affiliations, author [OrchidID Numbers](#), corresponding author contact information, word count, abstract, keywords, funding disclosures, AI disclosures, and appropriate acknowledgments.

### **FILE TWO: Additional Submission Document for Peer-Reviewed Journal**

CorrespondingAuthorLastName\_FirstName\_Submission Title.docx

Deidentifiable document that removes authors' names and/or identifying information including institutional or professional affiliations; removes self-citations or self-references in text and/or image captions; removes identifying information in headers/footers; refers to previous work in the third person; removes photographs of authors, students, or colleagues; removes images with institutional identifiers

*You only need to submit a de-identifiable document if you are submitting to the Peer-Reviewed Journal. If you are submitting Conference Proceedings, you only need to submit one document.*

### Submission Document should include:

a. *Cover Page*

Cover page with authors' names and affiliations, author OrchidID Numbers, corresponding author contact information, word count, abstract, keywords, funding disclosures, AI disclosures, and appropriate acknowledgments.

b. *Author Biography*

Biographic information for each author (75-100 words), including details such as the author's current position, research interests, and relevant activities. Do not include in Submission Document for Review.

c. *Abstract (150-250 words)*

Include an abstract (less than 250 words) that summarizes the argument and defines the methodological approach of the submission, submission text, bibliography, and list of figures with captions. Please use the endnote function in Word.

d. *Submission Text (word count dependent on submission)*

The body of the submission should include images, figures, charts, and citations using APA formatting.

e. *Figures - Upon Submission Acceptance*

If your submission is accepted, you will be asked to upload individual high-resolution images, photographs, figures, etc. for publication. Adhere to the following image requirements:

- i. File Name per Image -- SubmissionTitle\_Figure#.jpeg or .tiff
- ii. Figures should be .jpg or .tiff at 300dpi.
- iii. Line drawings should be .eps files at 1200 dpi.
- iv. Figures and line drawings should not exceed 10" on the long axis.
- v. Color images should be saved as RGB. B/W images should be saved as grayscale.
- vi. Please avoid using scans from books or other publications, as this may result in lower quality and/or moiré patterns.

### Publication History

Submissions must be original work not previously published in other journals or as conference proceedings. Submission title, abstract, and text must be original and unique to your submission. Submissions may contain passages from previously published articles, but not in excess of 30%. The previous publication should be cited in the endnotes and acknowledgments.

Simultaneous submissions to multiple publications, including conference proceedings, will not be accepted. Your submission must not be submitted, under review, in revision, in press, or

published elsewhere. Pending publications related to your submission must be acknowledged in a letter to the Editors.

### **Image Permissions**

Authors must obtain permission and demonstrate fair use for any images used in the document. Permission is required for quotations exceeding 400 words from works in copyright, and illustrations such as photographs, line drawings, maps, graphs, web pages, cartoons, or advertisements. All permissions must be cleared and submitted prior to publication. Permission fees are the responsibility of the author. JNOMA requires that permissions for both print and electronic editions be obtained simultaneously and provided upon Submission Acceptance.

### **Copyright Transfer and Publishing Agreements**

Authors will be expected to electronically sign a copyright transfer form NOMA upon acceptance for publication. *More information is forthcoming.*

### **Ethical Considerations**

Authors must reveal any conflicts of interest at submission on the Cover Page. If you are unsure if you have a conflict of interest, please see [here](#) for examples.

Any submission that includes research with or on human subjects, including students, must observe the relevant procedures and guidelines of the author's Institutional Review Board and/or the laws and regulations of the author and subject's location. If you need guidance regarding ethical research or you are unclear about what is required, please contact the Co-Editors at Dr. Kwesi Daniels at [kwesi.daniels@noma.net](mailto:kwesi.daniels@noma.net) and Annicia Streete at [annicia.streete@noma.net](mailto:annicia.streete@noma.net).

### **Review Process**

The review process lasts roughly three to four months, depending on the availability of referees and the editorial calendar. A tentative timeline for publication will be included with each call for Conference Proceedings and Peer-Review Journal Issues.

The editorial committee provides an initial evaluation of the submission for publication. Those that meet the general publication guidelines are next sent to two referees for peer review.

JNOMA employs a double-blind review process for the Peer-Review Journal Submissions, whereby both the author(s) and referees remain anonymous. Referees will be requested to provide comments on the scholarly quality of the submission and its suitability for publication for the JNOMA. Authors may be requested to make revisions to their manuscript. It is expected that the submission will adhere to the stylistic guidelines referenced and provided in this document.

The Editorial Committee will make the final decision on publication of all submissions, including Conference Proceedings. If an Editor has a conflict of interest regarding the submission, they will remove themselves from the decision-making process.

Submissions will be returned with one of the following decisions: Accept, Accept with Minor Revisions, Resubmit for Review (with Major Revisions), or Reject

Authors are responsible for making the appropriate revisions and resubmitting their manuscripts within the deadlines provided at the time of return. If authors are unwilling or unable to make revisions, the article will not be published.

If the Editorial Committee determines that a resubmitted manuscript does not meet the requested revisions, the Editorial Committee may reject the manuscript or request the authors make additional revisions.

If the Editorial Committee determines that a second-round resubmitted manuscript does not meet the requested revisions, it will be rejected.



## 4. Journal Access

The JNOMA Conference Proceedings and the Peer-Reviewed Journal will be posted to the [NOMA National Website](#). No fees are required for submission or publication. The JNOMA will shift to a publishing platform once the Journal is established. For questions regarding this initial choice, please contact the Co-Editors Dr. Kwesi Daniels at [kwesi.daniels@noma.net](mailto:kwesi.daniels@noma.net) and Annicia Streete at [annicia.streete@noma.net](mailto:annicia.streete@noma.net).