

SUBMISSIONS & MANUSCRIPT PREPARATION

Author Guidelines

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Journal of Institutional Architecture and Continuity

Published by Invisible Architecture Press. These guidelines explain manuscript preparation, scholarly declarations and the submission route for consideration in the Journal. They complement the public Aims & Scope, Disciplinary Boundaries and Editorial Policies.

A manuscript belongs in this Journal when institutional structure or continuity is the research problem, not merely the setting.

01 Scope and eligibility

The Journal considers original theoretical, conceptual, empirical, comparative, historical, legal-institutional and methodological work that advances understanding of institutional architecture, governance, ownership, authority, settlement, memory, decision capacity, disruption or continuity.

- Submissions must identify an institutional question and a transferable scholarly contribution. Interdisciplinary subject matter alone does not establish fit.
- General investment commentary, commercial promotion, policy advocacy without scholarly analysis, conventional management advice and purely technical AI or blockchain studies normally fall outside scope.
- Authors should read [the Journal pages](#) and the linked *Aims & Scope* and *Disciplinary Boundaries* documents before submitting.

02 Article types and indicative length

Word ranges below are guidance, not automatic grounds for rejection. They exclude references and supplementary materials. Authors whose scholarship requires a materially different length should explain that need in the cover email.

Article type	Purpose	Indicative words
Research Article	Original research with a defined question, approach, evidence and contribution.	6,000-9,000
Conceptual Article	A substantive new concept, argument, model or theoretical refinement.	5,000-8,000
Review Article	Critical synthesis that identifies patterns, limitations and research questions.	5,000-9,000
Methodological Article	A method or analytical framework with demonstrated scholarly utility.	4,000-7,000
Institutional Case Study	An analytically grounded case with implications beyond description.	4,000-7,000

The Journal may request a change of article category where the manuscript is suitable but better described under another scholarly form.

03 Language and manuscript format

- **Language:** English; clear, precise and suitable for scholarly review. Authors are responsible for language quality.
- **Editable file:** Microsoft Word (.docx) for the main manuscript. An accompanying PDF may be supplied for complex mathematical or visual formatting; alternative editable formats require prior agreement.
- **Typography:** use a legible 12-point typeface (Georgia or equivalent), approximately 1.5 line spacing, consistent headings and numbered pages. Do not submit a typeset journal-design PDF as the only working manuscript.
- **Organisation:** title, structured abstract, keywords, main text, acknowledgements or disclosure placeholders as appropriate, references, appendices and figure/table captions.
- **Evidence:** define important terms, identify assumptions, distinguish findings from interpretation and address limitations. Equations, models, datasets and figures must be understandable and attributable.

04 Abstract, keywords and article structure

Supply an English **structured abstract of 150-250 words**, followed by **5-8 keywords**. The abstract should present the substantive contribution without relying on citations, unexplained abbreviations or promotional claims.

Suggested abstract headings

- **Purpose:** the institutional research problem or question.
- **Approach:** evidence, method, argument or conceptual procedure.
- **Findings or argument:** the central result or proposed explanation.
- **Contribution:** what the work changes in understanding of institutional architecture or continuity.

The headings may be adapted to the article type. Empirical work should describe methods and limitations; conceptual work should make its assumptions and reasoning explicit. No fixed IMRaD structure is imposed across all disciplines.

05 Separate title page and author details

To support independent assessment, submit identifying information in a **separate title-page file** rather than in the main review manuscript.

- Full title, short running title if useful, article type and word count.
- Full names of all authors, institutional affiliation(s), country and ORCID iD(s) where available; identify the corresponding author and email address.
- Author contribution statement, acknowledgements, funding sources and any relevant institutional relationships.
- Confirmation that all named authors approve the submitted version and the proposed author order, and accept responsibility for their contributions.

The corresponding author communicates with the Journal on behalf of all authors. ORCID may be registered free of charge; if unavailable, state that clearly rather than inventing an identifier.

06 Review file and anonymity

The Journal adopts **double-anonymous review as the default manuscript-preparation model** for work sent to external reviewers. This does not guarantee that identity can never be inferred, especially where preprints, specialised datasets or distinctive prior work are publicly known.

- Remove author names, affiliations, biographies and direct acknowledgements from the review manuscript, including its headers, footers and editable document metadata where practicable.
- Cite relevant previous work honestly. Avoid unnecessarily identifying statements such as “in our earlier study”; do not omit essential sources merely to preserve anonymity.
- Keep identifying funding and contributor details on the separate title page; use a neutral placeholder in the review file when necessary.
- Disclose preprints, public working papers or other publicly accessible versions in the cover email; the editor assesses possible implications for review.

For submissions whose form makes anonymity impracticable, the handling editor may specify a different appropriate review route before external assessment. The adopted route must be recorded and communicated to the author.

07 Citations, references and research records

Use a consistent **author-date** system in the text and provide a complete reference list. The Journal does not require a particular commercial reference manager or software package. Copyediting may harmonise citation details after acceptance.

- **In-text examples:** (Surname 2024); (Surname 2024, 37); Surname (2024). Multiple works and multiple authors must be identified unambiguously.
- **Reference details:** include authors, year, full title, publication or issuing body, volume/issue/pages where relevant, and a DOI or stable URL where available.
- **Primary evidence:** cite legislation, decisions, institutional materials, reports, archives, datasets and technical documents in a form that enables identification and verification.
- **Quotation and reuse:** distinguish quoted language from paraphrase, give precise references and secure permission for third-party material where required.

Do not use invented references or cite an AI-generated description of a source as though it were the source itself. Authors remain responsible for bibliographic accuracy.

08 Figures, tables, data and supplementary files

- Number figures and tables consecutively, give each a meaningful title or caption and refer to it in the manuscript. Define units, acronyms and data provenance.
- Submit editable tables when possible. Figures must remain legible at ordinary article-page and PDF sizes; provide high-resolution source files if requested during production.
- Identify whether figures, photographs, diagrams or datasets are original, adapted or reproduced, and state any licence or permission requirements.
- When appropriate, include a data or materials availability statement describing accessible evidence, repository links or justified access restrictions.
- Do not email sensitive personal data, confidential third-party material, trade secrets or restricted datasets with an initial submission. Ask the editorial contact to agree a suitable handling route first.

Supplements are not a substitute for the manuscript explaining its own methods and material assumptions. Their relevance and publication status remain subject to editorial decision.

09 Required declarations

Include the following in the separate title-page file or declarations document. A declaration of “none” is appropriate only when accurate.

- **Originality and prior dissemination:** identify preprints, related publications, overlapping manuscripts and material published previously. Confirm that the submitted work is not simultaneously under journal consideration elsewhere unless disclosed and expressly agreed.
- **Authorship and contributions:** describe substantive roles and confirm approval from all authors.
- **Funding and competing interests:** disclose relevant financial, institutional, professional or personal relationships that could affect, or appear to affect, interpretation.

- **Research ethics:** identify relevant approvals, consents or lawful exemptions for research involving people, restricted materials or sensitive information, where applicable.
- **AI and computational tools:** disclose material assistance in research design, data processing, analysis or substantive drafting, specifying role and verification safeguards.
- **Data and materials:** state what readers or editors can access and explain lawful confidentiality, privacy, security or contractual restrictions.

Suggested declaration language (adapt to the facts)

Competing interests: “The authors declare no competing interests relevant to this work.”

Funding: “This research receives no external funding.”

Data availability: “The sources supporting this study are identified in the references; no separate dataset is generated.”

Use these examples only when accurate. For AI-assisted work, identify the tool and its material function; “AI was used” alone may be insufficient for the reader to assess the work.

10 AI, integrity and confidential material

AI systems cannot be authors. Authors retain full responsibility for originality, source verification, research integrity, analytical validity and the final manuscript. Material use must be disclosed where it affects understanding, assessment or reproducibility.

- Verify assertions, citations, quotations, figures, computations and source provenance independently. Do not cite nonexistent sources or present probabilistic output as confirmed evidence.
- Do not submit fabricated or falsified results, plagiarism, undisclosed duplicate publication, misleading citation practices or manipulated figures.
- Where human participants, personal information or protected records are involved, identify the ethical and legal basis for collection and use; do not expose confidential information in a public appendix.

The Journal may request clarification or supporting documentation. Concerns are handled under the Journal's Editorial Policies and do not establish misconduct merely because a question is raised.

11 Editorial assessment and decisions

Each submission is subject to an initial scope, completeness and integrity assessment. A manuscript may be declined without external review if it does not meet the Journal's scholarly field or basic submission standards.

- **External review:** substantive contributions suitable for scholarly evaluation are considered for independent review by relevant experts without material conflicts, subject to workable review arrangements.
- **Revision:** a request for revision is not an acceptance. Authors should respond point by point, distinguish revised text from commentary and explain any recommendation not adopted.
- **Possible decisions:** reject without external review; revise before external review; major revision; minor revision; accept; reject.
- **Authority:** the designated editor makes the final scholarly decision; reviewer recommendations are advisory. Publisher-related manuscripts require independent

handling and an independent decision-maker.

The Journal does not promise acceptance, publication within a fixed period or a guaranteed reviewer turnaround. A review label is applied only where the review procedure actually takes place.

12 Acceptance, rights and publication record

Accepted work may undergo copyediting, reference checks, typesetting, metadata preparation and author proof review. Authors must answer legitimate editorial queries and check proofs carefully; substantive post-acceptance changes may require further assessment.

- The Journal is intended for free reader access, with a preferred publication model that does not charge authors publication fees. Any binding fees or changes to that policy must be disclosed before an author commits to publication.
- Copyright, reuse permissions and the applicable open-access licence must be agreed in writing before publication; submission alone does not transfer copyright.
- Published articles are intended to have a dedicated landing page, accurate bibliographic metadata, an abstract, keywords, author information, publication history and a downloadable PDF where rights permit.
- A DOI is displayed only when validly assigned. Indexing, external repository deposit and long-term preservation arrangements are described according to their actual implementation, not projected availability.

Corrections, expressions of concern, retractions and relevant editorial notices remain linked to the published record under the Journal's Editorial Policies.

13 How to submit

For the inaugural submission route, authors submit by editorial email. The public *Submissions* page determines whether manuscript intake is currently open. No automated submission portal is represented as operational unless the Journal explicitly announces one.

Editorial submission address

info@invisiblearchitecturepress.com

- **Subject:** JIAC Submission | [Article Type] | [Short Manuscript Title]
- **Attach:** (1) anonymised manuscript .docx; (2) separate title page .docx or PDF; (3) declarations, if not on the title page; (4) supplementary materials only where necessary and safe to share.
- **Cover email:** state article type, title, the institutional research question and principal contribution in 3-5 sentences; declare any preprint, related submission, material overlap or special handling requirement.
- **Confirmation:** submission is not treated as formally logged until the editorial contact confirms receipt. Authors should not infer acceptance for review or publication from email delivery alone.

For confidential research materials requiring special handling, first send an enquiry without the underlying sensitive files. The Journal may request changes to file packaging, completeness or anonymity before registering the manuscript.

14 Final author checklist

- The work falls within the Journal's scope and contains a clearly stated institutional contribution.
- The manuscript is in English, editable, paginated and uses consistent author-date referencing.
- The structured abstract contains 150-250 words and the manuscript includes 5-8 keywords.
- The reviewer manuscript is anonymised; the title page contains author details and ORCID identifiers where available.
- All authors approve the submission, and all relevant conflicts, funding, ethics, AI and data declarations are accurate.
- Figures, tables and third-party materials have adequate citations, provenance and necessary permissions.
- The article type and any related or public version are disclosed in the cover email.
- No restricted raw data or confidential third-party materials are attached without prior agreement.

Submission is an invitation to scholarly assessment, not a guarantee of review or publication. Editorial authority remains accountable for each decision.

Document control

Document: Author Guidelines | **Version:** 1.0 | **Prepared:** 18 October 2026 | **Applies to:** inaugural submissions

These author-facing instructions are read together with the public Editorial Policies, Aims & Scope and Disciplinary Boundaries. Material revisions should be dated and made accessible.

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