



# Guest Editor Guidelines

Last updated January 2022

*"Some editors are failed writers, but so are most writers."*

*T.S. Eliot*

Thank you for agreeing to serve as a Guest Editor for *Landscapes / Paysages* magazine. As the primary publication of the Canadian Society of Landscape Architects (CSLA) *Landscapes / Paysages* provides a national platform for the exchange of ideas related to the profession of landscape architecture. Its mandate is to communicate, educate, document, and otherwise increase awareness of the profession's role in the design, planning, and management of Canadian built and natural environments.

We recognize that all Guest Editors of *Landscapes / Paysages* are volunteers who generously give their time and expertise. The Editor and the Editorial Board are here to assist you. Please do not hesitate to consult them for any concern or question you may have!

## **Responsibilities and Coordination**

Guest Editors work with an Editorial Board Liaison and the magazine's Editor to develop a *Topic Description* for their issue, put out a *Call for Submissions*, gather feature articles by reaching out to main contributors, confirm that the material gathered is in line with the issue's topic and, in general, is written in a manner suitable for publication. Guest Editors are also responsible for writing the issue's introduction (Editorial) and may choose a more proactive role in writing one of the articles, facilitating interviews or panel discussions, and /or providing editorial feedback to contributors.

The Editorial Board will assign one of its members to assist the Guest Editor throughout the duration of the issue's planning and production process. In most instances, this Editorial Board Liaison (EBL) will be the person that contacts you to serve as Guest Editor for the issue. In instances where the Guest Editor is not a member of the CSLA or is from outside of Canada the EBL will also

be recognized as Co-Guest Editor in the published magazine issue.

The magazine's Editor will manage the overall planning coordination and assume primary responsibility for all production stages of the issue, including the editing of articles, the coordination with authors regarding final texts and illustrations, the graphic layout and production of the issue, and the coordination with the Publisher.

There are four issues of *Landscapes / Paysages* per year. Three of these are "topical" issues published in winter, spring and fall. A summer issue is dedicated to the CSLA Professional Awards. The Editorial Board identifies topical issues at least a year in advance to keep "ahead of the curve." You were approached to serve as Guest Editor because of your familiarity with one of these topics. You may also have been offered the chance to propose a new topic to the Editorial Board. Either way, you have the opportunity, as Guest Editor, to define more precisely the particular focus, tone and general content of the issue.

Topics can be broad or specific, conceptual or practical, idea-based or project-based. Certain topics are one-offs, but others are so fundamental to the practice of landscape architecture that they bear repeated consideration. Some past topics include Landscape and Identity, Children's Landscapes, Landscape Ecology, Celebrating Vibrant Cities, Greenways and Trails, Messiness, Artscapes, Leadership, The Elusive City, Waterscapes, Residential Landscapes, Agropolis, Silos, Reconciliation, Beauty, Spirit, and Trees.

## Getting Started

Your first step as a Guest Editor is to reflect on what makes you passionate about the **Topic**. Serving as Guest Editor is nowhere near a full-time commitment, but it does require a level of sustained dedication – sometimes for up to six months. Passion helps. Think of the particular approach or focus you might want to bring to the discussion of this topic and give some thought to how these might captivate the readers. There might be a particularly timely manifestation of that topic, or some related outstanding recent projects, or interesting contrasting perspectives that could be introduced.

You then need to distill your thoughts into a **Topic Statement** and propose a **Title** for the issue (there will be an opportunity to revisit this title prior to publication). Develop a concise set of statements describing the topic itself: why it is important to the profession and what you are looking for in authors' contributions. It helps to incorporate a personal anecdote or some personal background to grab people's attention and give them a place from which to start their own writing process. Both the *Topic Statement* and *Title* should be specific enough to help contributors figure out how their project or ideas might relate to the topic yet remain open enough to interpretation if they are to encourage numerous submissions.

The next step is the **Call for Submissions**. This is a one-page document that combines your *Topic Statement* with information about submission procedures and deadlines. It helps to include an image or quote that captures your intended approach to the topic. The *Call for Submissions* is then translated by the Editor to help secure submissions from across the country. The *Call for Submission* is broadcast by the CSLA to all component associations and members. It also assists the Editorial Board in seeking out contributions.

## **Finding Contributions**

The magazine's intended audience includes landscape architects, professionals from associated disciplines, members of governmental and non-governmental organizations, elected officials, as well as the broader general public. Accordingly, the contributions' writing style and illustrations should appeal to a broad readership. Engaging, thoughtful, informative, and visually striking stories are what we aim for.

## **Contents Requirements**

A typical issue of *Landscapes / Paysages* includes an introduction/Editorial, a review of profession-related current affairs, projects, news, awards, etc., not necessarily related to the issue's topic (Prologue), a section of topic-focused featured articles (Focus), recurring columns on technology, reviews, etc. (Forum), and a closing opinion piece (the Parting Shot). An Essay, Interview, or Panel discussion may also be included.

The Guest Editor is primarily responsible for identifying and seeking out featured articles for the Focus section and for writing the issue's introduction. Subject to space availability, the Guest Editor may also wish to accompany the introduction with a short editorial essay (around 800 words), contribute a longer feature article to the issue, conduct an interview, or organize a panel around the issue's topic.

The quantity and length of articles varies between issues, depending on the available number of editorial content pages. Content that cannot be published in the printed version of the magazine can either be made available digitally via the magazine's LP+ online supplement or kept in a bank of articles for future publication.

As a rule, we aim for the following collection of articles:

Section	Quantity	Words
To Begin With (introduction written by the Guest Editor)	1	400-500
Prologue (short current-affairs pieces)	5-7	300-500
Focus (feature-length articles)	6-7	1200-1500
Forum (Reviews, Mentorship Moment, etc.)	1-3	750-1000
Parting Shot	1	400-600

The content of *Landscapes / Paysages* should rely primarily on material written by members of the CSLA. This said, complementary contributions by authors from related fields or non-Canadian landscape architects are also encouraged. The magazine should also include material of interest to, or written by, landscape architecture students. Finally, an issue's selection of material should strive to represent all regions of Canada.

Please note that as per the bilingual policy of the CSLA every issue of *Landscapes / Paysages* must include at least one French language feature article. Translation is possible but it is preferable to have a feature article originally written in French. The Guest Editor's introduction will be published in both languages in the printed magazine. Translation of all featured articles will also be published online in LP+.

### ***Seeking out Articles***

To begin soliciting articles the CSLA will distribute the *Call for Submissions* to the various CSLA component associations and members across Canada. At the same time, the Guest Editor, the Board Liaison, and members of the Editorial Board will also approach potential contributors directly. Typically, this invitational approach proves more successful than the general *Call for Submissions*. Consequently, one of the primary responsibilities of the Guest Editor is to identify and reach out to possible main contributors for the featured articles.

Assembling featured articles will likely be the most challenging parts of the process. It helps to tap connections in your province and across Canada to help track down stories that people will want to tell and read about. Think "outside the box" when approaching potential contributors to find unique ways of relating their stories to your topic.

A copy of the *Guidelines for L/P Contributors* should be send to all potential or confirmed contributors.

### ***Types of Submissions: Telling the Story***

There are infinite ways to tell stories. In this instance, contributions can be project-based, idea-

based, philosophical, technical, reflective, or speculative. The goal is to discuss what is unique about a project, initiative, or idea; what makes it particularly noteworthy, creative, or points us in new or unexpected directions. We are looking, above all, for tightly focused stories that expand our knowledge of the landscape architecture profession and of the societal and environmental contexts within which it operates.

Articles should be written in an inviting “magazine” style, with an interesting lead, a clear thesis and colourful anecdotes, quotes, and examples. Authors must remember to include people: the landscape architects, their team, their clients, and those that ultimately enjoy the projects. We want to come away enriched by the human element of the story. We want to feel the excitement generated by the project, understand the research that went into it, the challenges that needed to be met, the point of view and artistic intent of its designers, and the catalytic moments that made it happen.

While *Landscapes / Paysages* is a professional magazine not all contributions have to be about landscape architecture projects or initiatives. Nor do they all need to be written by landscape architects. When a contribution is more reflective in nature, it can be included as an Essay. Contributions from multi-disciplinary teams including landscape architects, or involved in landscape architecture projects, are particularly welcomed. *Landscapes / Paysages* will sometimes seek or accept contributions from outside Canada. In this instance, a clear connection to Canadian projects or practitioners should be demonstrated.

Contributions from landscape architecture students and academic faculty members are also encouraged, though these should be written in a style appropriate for broad public readership. In this instance, it is important to inform possible contributors that *Landscapes / Paysages* is not a peer-reviewed publication and that papers or excerpts from papers written for academic publications will not be accepted. Footnotes and endnotes, often found in academic papers, should be used sparingly, if at all.

## **Editing Contributions**

How much copy editing is expected from the Guest Editor? It depends. Essentially, it is the responsibility of the magazine’s Editor to do the copy editing and work with authors towards an acceptable final article. However, we appreciate a Guest Editor who reads the first draft of the main featured submissions to ensure that they meet expectations in addressing the issue’s topic, are compatible with the magazine’s broad readership format, and are relatively well written. If you feel a story is not tying into your topic sufficiently, you may make some editorial suggestions or ask some probing questions to the authors to improve the relevance and readability of their article.

Some contributors will want to first send you an article proposal or outline to see if it fits the issue’s

topic. This can be helpful in directing an author towards a particular aspect of their story, one that has the strongest connection to the topic at hand. Other writers will want to “hit the ground running” and get right into the draft stage of an article as early as possible.

Many of our Guest Editors will do an initial review of draft articles with the contributors and will then hand off the rest of the editing process to the Editor. You may elect to remain more involved throughout the editing process and work with the Editor and the authors towards the final articles. In this instance, keep in mind that contributors are volunteers and are not professional writers, so the quality of writing will vary greatly from article to article. It may be difficult to convince people to devote additional time to re-working an entire article, so you will need to be diplomatic in your approach. Be patient but be firm. The magazine is a great tool for promoting landscape architects and celebrating their work, so it is in their best interest to craft the finest possible story about their project. Always feel free to contact the Editor when determining what to do with an article that needs extensive work/revision or simply cannot be accepted for publication in your issue.

## **Planning and Production Sequence**

The deadlines for the various stages of the magazine’s planning and production sequence are set by the publication date agreed upon with the Publisher (see Appendix A). There may be some wiggle-room, but any suspected delay must be discussed promptly with the Editor.

Submission of article proposals or outlines occurs six to five months prior to publication. This will give you a sense of how many articles you may expect and how many more you need to wrangle out of people you contacted. It will also allow you and the Editor to prepare a **Planning Summary** for the issue, which will then be updated as the issue planning progresses (see Appendix B).

The deadline for the first drafts of articles occurs four months before publication date. This gives the Editor (and possibly you) a chance to provide feedback on the first drafts of articles and do the copy editing. At this stage, low resolution files of proposed images are also submitted by the authors, and you can assist the Editor with the preliminary image selection.

The Editor then refines and tweaks articles and gather high-resolution images for the issue’s graphic design production. At this point, your involvement consists primarily in writing the introduction, providing feedback on the issue’s cover and, possibly, on the first layout proofs for the issue.

### ***File formats for submission***

Articles should be provided in Microsoft Word format to allow for review and editing in tracking mode. Low-resolution images, sent for quick review, can be emailed. High-resolution images are

required for final publication and will likely need to be sent to the Editor via a file sharing site such as Google Drive or We Transfer.

## ***Images***

High-quality illustrations, photos, plans, etc., are crucial. A good selection of impactful, **high-resolution** images that clearly illustrate the key aspects of a project are harder to obtain than one might think. A typical feature article includes 6 to 10 images, so a selection of 12 to 15 is required to allow for some flexibility during graphic design stages. A short article will require 2 to 3 images, selected from a selection of 3 to 5 images. You should encourage contributors to consider their selection of images early in the writing process.

Ideally, the selection of images should include both long shots that give an overview of the project as well as close-ups of meaningful details. Images that convey the project's design qualities, place specificity, or regional character are encouraged. Photographs that include people and that communicate the excitement generated by the project are highly desirable. Typically, we will not run a drawing or plan that cannot fit one half of a magazine page without losing the readability of its annotations.

To ensure proper credits, please ask the contributors to keep track of image authors and sources throughout the collection process. Ask them to also provide clear, concise image captions. Note that *Landscapes / Paysages* requires permission from the copyright holder of each image. We do not normally pay for images.

Please consult the *Guidelines for L|P Contributors* for more information regarding image format, resolution, etc.

## ***Design and Layout***

The Editor oversees all aspects of the magazine's production. Once a suitable number of articles and images are received and edited, the Editor will finalize the copy and forward to the graphic designer to begin the layout of the magazine. *Landscapes / Paysages* has a standard layout format for content but there is some room for layout variation within individual articles. The graphic production process takes approximately one month.

Following the Editor's review of the **First Proof** the graphic designer will produce a **Second Proof** for final editing and print-quality control. This will normally be the proof sent to Guest Editors and authors for comment. Contributors may also need to be contacted by the Editor to source new or higher resolution images prior to final printing.

The cover of *Landscapes / Paysages* also has a standard format that typically features one large

image with the masthead and issue title. This title may be the original title used in the *Call for Submissions*, but often it is changed to one impactful word that reflects or best summarizes the final issue content. Two or three cover options are typically provided to help the Editor and the Guest Editor make the final selection.



# Appendix A: Typical Sequence of Magazine Planning and Production

## L|P Planning and Production Sequence



## Appendix B: Issue Planning Summary Form

This form is used by the Editor to keep track of the issue’s progress. It may assist you when planning the issue or compiling contributions.

**Landscapes | Paysages Planning - ISSUE TITLE - updated 202X-XX-XX**

#	Description/Author	subject	Status	qty	words	pp.
<b>To Begin With - editorial</b>					400-500	1
1						
<b>Prologue – short pieces</b>				5-7		1/ 2
1	Add as required					
2						
3						
4						
5						
<b>Essay + Focus – long pieces</b>				6-7	1200- 1500	2-3
1	Add as required					
2						
3						
4						
5						
<b>Forum</b>						
		Mentorship Moment			500-1000	1-2
		Critique/Book Review			600-900	1-2
		Other				
<b>Parting shot</b>					400	1
<b>Potential addition/s</b>						