

Style guide for *Architectural Record*

Compiled December 2010 by Josh Garrett-Davis and Sara Marcus, updated 4/2011

Abbreviations The United States of America can be shortened only to “the United States.” As a noun, the name should not be abbreviated as either “the U.S.A.” or “the U.S.”; the initials, however, may be used adjectively (“the U.S. economy). St. Louis, but Fort Worth. Spell out state names in running text; use longer (AP-style) state abbreviations in captions and project credits; use postal abbreviations for contact addresses.

Academic degrees Follow Merriam-Webster’s for degrees: BA, MA, PhD, etc. *But:* M.Arch., B.Arch.

Acronyms Acronyms of five or more letters are rendered in small caps. Typographical oddities in the names of architecture firms and the like, however, are to be preserved.

Apostrophes Follow Chicago rules for adding apostrophes to form possessives. n.b. (per Chicago 7.19): For proper nouns that are plural in form, add an apostrophe: “Cambridge Seven Associates’ offices.”

Architecture movements and schools Almost always cap when referring to a specific school of architecture. Some are listed in the Word List. There is some gray area, especially with terms like Modern and Minimalist. Use your best judgment for these cases. (This is an exception to Chicago 16, 8.78.)

Architectural Record (title) Render the title in small caps: ARCHITECTURAL RECORD. Or, for sake of brevity, RECORD. For fishbacks: [RECORD, January 1988, pages 27–32]. Exceptions to the small-caps rule can be made for display type. There is a paragraph style in InCopy for small caps, to get the right size.

Bad Breaks Avoid these breaks: 16//million, high-den-//sity (two hyphens on one line), rein-//force (potential misreading)

Bullets and Slugs No bullet/slug at the end of sidebars.

Captions Directionals follow these formats: Photo below right. Top, middle, bottom, opposite, above, below. Note the bell tower, right of center in photo bottom right. If two numbered photos share a caption, comma and space between numbers: “2., 3.: Blah blah blah.”

Colons Capitalize a full sentence following a colon.

Commas ARCHITECTURAL RECORD uses the serial comma.

Credits/Sources

For Building Types Study articles and other building reviews, the Credits should come in this order (not every category is used in every story): Project, Architect, Architect for Renovation, Architect of Record, Engineers, Consultants, General Contractor, Client, Size, Cost, Completion Date. Then “Sources” should be in the same font as “Credits” but inside the blue box. The parenthetical info for “Engineers” should be in adjective form (e.g., mechanical, structural), but the parenthetical form for “Consultants” should be a noun (e.g., lighting, photovoltaics, acoustics).

Dashes Use en dashes to indicate ranges of numbers (see **Numbers** for more on this) and open compounds (New York–based firm).

Drawings and legends In drawings, if phrases are needed, use them without periods. Use all lower case (except proper names). Avoid phrases requiring commas. In legends, use uppercase for first letter after a number—i.e., “1. Gymnasium”. Place numbers on drawings in a logical order for the reader, either top to bottom or from the entrance in a linear way to the most distant item. Label only the most essential spaces. In annotations on architectural diagrams, if there are multiple classrooms, each denoted by a “5,” the legend should read “5. Classroom”.

Firm names: One firm is an “it” or “the architect.” Two firms are a “they” or “the architects.” If the firm name is not in English cap as if it were, *contra* Chicago 16 (11.8); e.g., Huygen Installatie Adviseurs). In running text and most display type, drop the Inc., LLP, Corp., etc, from a company name. Retain in project credits, but without the preceding comma: “Designing architect: The Taliesin Partnership LLP.”

Folios In the lines running across the top of pages that specify the location of a given project, list city and, if the city is not on the dateline list, state or country.

Geography U.K., not England. New York City, not Brooklyn, Queens, the Bronx, etc. (Boroughs can be used for additional information, but a New York City–based firm, John Spur of New York City (not “the Bronx, New York”). In display text, use “NYC” with no periods. Foreign street names follow this style: “on the rue de Sèvres in Paris’s 6th arrondissement.”

Headline capitalization In article headlines, follow the rules for headline capitalization in Chicago 8.157: Lowercase all prepositions unless used adjectively or adverbially (e.g., Designers Step Up). Sentence cap for headlines on letters to the editor. Headline cap all article titles (including News) in the table of contents.

Numbers (also see special numbers section below)

Note that Architectural Record errs on the side of over-clarity with regard to dimensions. This can create sometimes seemingly almost redundant phrases, such as “14-foot-high ceilings” or “80-foot-tall tower,” but being over-obvious is preferable to being unclear. 95 degrees Fahrenheit, but 95°F for display text and Products section.
10-by-15-inch tiles, but 10 x 15" in display text and Products section.
No space between number and fraction in 13½.

Decimals less than 1 take a zero: 0.32.
Ranges of years: 1995–98, 2000–05, 2001–08, 1999–2001
The 1980s, the '80s (after first reference to decade in full)
A 10-feet-wide-by-7-feet-high piece of concrete (if the distinction makes a difference)
number one (not #1)
For page numbers in references: pages 80–87 (not 80–7, not pp. 80–87). Never p. or pp.
If pages are not sequential, say “page 88 et seq.”
Phone numbers: 212/512-3456 x301; +44/171/777-8765

Online material: References to online materials take periods at the end: “For expanded video coverage of this project, visit our web or iPad edition.” Or “...visit our website.”

Photo credits:

Where one photographer has supplied all the photos used in the story, the credit should read “© Jeff Goldberg/Esto photos” (no closing period). Use “except as noted” when other photographers are involved. For example, “© Jeff Goldberg/Esto photos, except as noted; courtesy Joe Blow (left and below)” or “Courtesy Joe Blow (2, 3)” (space between numbers, as in captions).

Images supplied by nonprofessionals need not be credited, though “Courtesy Mildred Schmertz Architects” could be used. The appropriate credit for an architect-supplied photo with a named photographer is “Courtesy Foster + Partners/Nigel Young.” The work of professional modelmakers and renderers may also be credited: “Mildred Schmertz, renderer.” Courtesy Joe Blow (no ©). No closing period. Italicize names of publications.

Prefixes/suffixes

Follow the rules in *Chicago* 16, 7.85, with the following exception. For the suffix “-like,” follow the rule in *Chicago* 15: Close up, except in the case of proper nouns, words ending in a double *l*, words of three or more syllables, or “to avoid a cumbersome appearance.”

Products section Use postal abbreviations for states. Use % instead of “percent.” Use straight quotes for dimensions instead of spelling out. Abbreviate temperatures (95°F).

Projects section Consultants credits: structural, acoustical, etc.

Proper names No space between initials used as first or middle names (C.J. Hughes, etc.). Try to keep initials and surnames together on the same line. For names with “van,” “de,” “al,” etc., Always lowercase the particle, even when the first name isn’t there, unless we know the person prefers otherwise (or it’s at the beginning of a sentence or the beginning of a line or element in a sidebar).

Spacing of typographic elements

One space between each point in an ellipsis: . . .

One space between single and double quotation marks: “She wouldn’t stop singing ‘Fernando,’ ” he grumbled.

Table of contents Items have a period at the end. All headlines take headline capitalization. For geography, use just city name if the city is on a dateline list, otherwise list city plus state or country.

Trademarks We do not use TM or R designations, but if you're referring to a trademarked product, use the capitalized spelling. If you can't verify that it's the trademarked product, use the generic term (drywall for Sheetrock, etc.).

Universities In features such as Design Vanguard and The Emerging Architect, where universities and degrees are being listed, give city (and country, if not on dateline list) for all but the most obvious foreign universities: "Tsinghua University, Beijing." Do not repeat geographical information contained in the institution's name. No geographical information for U.S. universities unless necessary for disambiguation (e.g., Miami University, Ohio). For U.S. universities with more than one campus: University of California, Berkeley. Cut as needed to fit.

URLs: okay to drop the "http://"

Word List

New York City (in running text); New York, NY (in addresses)

on-site, off-site (even following a verb: The components were assembled on-site.)

Ultra-high-performance building

Numbers

1. Spell out one through nine.
2. Spell out first through ninth.
3. Spell out numbers that start sentences.
4. Use numerals with millions, billions, and trillions and percentages.
5. When two or more like things are quantified in a sentence, paragraph, or series of paragraphs, the largest number governs whether the number is spelled out or written numerically.
6. All measurements, including time, take numerals.
7. super and subscript numbers should be in 6 points, in 8 point text.

Combined, the two collections hold 6,500 books.

Who will be the first architect born in the 21st century?

Twenty-five trusses supported the roof.

A five-story house

faced with 44,444 ceramic tiles

6 million square feet, 6 million-square-foot complex

1 percent increase

\$230 million budget

\$50,000 advance

The mansion had six bathrooms and 16 bedrooms.

In total, the six volumes had 32 chapters.

measurements

In carbon data, no space between # and %

5 point super and subscript for “squared” in CO₂, FT², M²

35-acre resort

the trench is 5 feet deep; 5-foot-deep trench

an 8-by-12-foot foyer, but OK to use “4' x 8' boards” in Product Briefs

6-inch-by-6-foot light strip

2½-inch nail*

3.8 meters

6 degrees Fahrenheit

2-D, 3-D

dates/times

April 19, 1999

The building opened July 4, 1999, to ebullient praise.

1999, '99 (note placement/shape of apostrophe)

1990–95 (en dash indicates range)

Construction began in December 1999.

the 1980s (first reference), the '80s

in his sixties

A.D. 233 / 2,000 B.C.

4 P.M., 4:30 P.M., 7 o'clock in the morning

*Use fractions with imperial measurements and decimal points with metric measurements. Generally speaking, square meters should be converted to square feet, but it's okay to retain metric measurements if they are integral to the description of an object. For example, it's easier to conceptualize a 2-millimeter-thick lining than a .07874-inch-thick lining.

Word List

Merriam Webster's Collegiate Dictionary, Tenth Edition
Dictionary of Architecture & Construction, Second Edition

A

above ground, above grade

Abstract Expressionism

acoustic, acoustical (exception to Web. 11, see the architectural dictionary or just follow your ear)

aesthetic

aquaculture

adaptive reuse (originally adaptive use, misuse has changed the term)
administration, the Clinton Administration
aesthetic
age TK (not *aged*)
air-condition (v.), air conditioner (n.), air-conditioning (n. and adj.)
aka
Al Qaeda
American Formalism
anime
archaeology
armchair
armrest
art brut
Art Deco
Art Nouveau
Arts and Crafts
art world (n.), art-world (adj.)
audiovisual

B

backup
backrest
below ground, below grade
biblical
biomimetic, biomimicry
biophilia
blackwater
black-and-white (photograph)
blond (as in wood, blonde is used only for the noun referring to a blond woman)
bookend (v.), bookended
brownfield
brushstroke
Brutalist
B side
by-product

C

café (with accent)
card-key
carrel
cast-in-place concrete
catalogue
center-set
Central Europe
chair rail

charrette
circa (spell out in running text, but abbreviate as “ca.” in display copy)
coedit/coeditor/co-edition
cold war
Color Field
Combine (Rauschenberg)
commander in chief
commedia dell’arte
Conceptual art, Conceptualism, Conceptualist
Congress (not *the Congress*)
Constructivism (in strict, i.e., Russian, sense); constructivism (generic)
the Continent, Continental
co-organize
Cor-Ten steel
cross section
Cubism
TK-*cum*-TK or TK TK-*cum*-TK TK (starting March 2011)
curtain wall
custom-built (adj. before or after verb)
custom-made (adj. before or after verb)

D

Dada, Dadaism
database
day care, day-care center
Day-Glo
deadbolt
design-build
dialogue
disk
distance learning (n.), distance-learning opportunities
DJ
dot-com (adj. and noun)
downlight
drainboard
drywall

E

Earth art
Eastern Europe
editor in chief
e-mail
e-waste
ensure (unless referring to a company’s insuring someone in the case of loss)

evapotranspirate
Expressionism

F

foot-candles
facade (no accent)
fast track, fast-track construction (one does not fast-track something)
fiber optics (n.), fiber-optic network
fiberglass
fine-tune
fire wall 63%
firsthands
fit-out
flammable, nonflammable
flip-top
floodlight
floor plan
floorcovering
fluorescent
fluoropolymer
fold-out
Formica
freestanding
frostproof
fume hood
fund-raising (n. and adj.)
Futurism
fly ash

G

gauge
geothermal
Gothic (as an architectural style)
graywater
the Great Recession
greenfield
groundbreaking (n. and adj.)
Ground Zero

H

handmade
handrail
headrest
health care (n.), health-care facility

heat island
high-rise (n. and adj.)
high-tech (adj.)
home builder
homeowner
home page
HVAC

I

I-beams (exception to M-W, because of our sans-serif font)
Impressionism
industrial revolution
infill
Internet
intranet
ipé or ipé wood (hyph “ipé-wood” as an adj.)

J

job site

K

kW (kilowatt), kBtu

L

lamppost
landslide
Land art
LEED-certified (adj.)
life cycle, life-cycle cost
life span
lifelong
lifetime
lightweight
lightshelves
light well
likelier (not *more likely*)
love seat
low-E
Lower Manhattan
low-rise (n. and adj.)
light well (contra *Greensource*, per *McGraw Hill Dictionary of Architecture & Construction*)

M

make-up air
man-made
master-plan (verb), master-planned (adj.) (contra *Greensource*)
metal halide lamps (no hyphen)
microturbines
mid-rise (n.), mid-rise (adj.) (per M-W)
Minimalism
mixed use
mock-up (n. and v.)
Modern, Modernism (capped if referring to specific architectural style; use best judgment for borderline cases)
molding
multifamily, multilevel, multiuse
mW (milliwatt)

N

Neoclassical
Neorealist
New Wave

O

offset
onboard (contra *Greensource*, per M-W, when meaning something carried or occurring aboard a vehicle)
on-site, off-site (even following a noun: The components were assembled on-site)
online

P

particleboard (contra *Greensource*, per M-W, *McGraw Hill Dictionary of Architecture & Construction*)
photovoltaic
Plexiglas
polyvinyl chloride (PVC)
porte cochere
portland cement
Postmodernism, Postmodern (for architectural style)
precast
prefab (after prefabricated has been spelled out)
prestressed
pretensioned
principal in charge

R

racetrack

rainscreen
real estate (n.), real estate development
resilient
retardant
retro, retrofit
reuse
Rococo (for specific architectural style)
Romantic (for specific architectural style)
roofline
roundtable (unless you're really discussing a round table)
rowhouse
rustproof

S

schoolroom
Sheetrock
side chair
sightline
single-family home
Situationist (for art movement)
skylit
smart growth
space frame
stainless steel (n.), stainless steel railing
stormwater
style (not necessary to hyphenate as an adverbial form, e.g., built Frank Lloyd Wright style)
Styrofoam
Surrealism

T

Teflon
terra-cotta (n. and adj.)
threshold
toplitz
torchère
townhouse
tradeshow

U

ultraviolet
underwater
under way (adv., two words almost always)
up front (v.), up-front (adj.)
uplight, uplit

U.S. Green Building Council (spell out on first mention, with “(USGBC)” introduced for future use)

V

veranda
visitor center

W

wallcovering
way-finding (n. and adj.)
watertight
water-source heat
watt
web, website, World Wide Web (per Chicago Manual of Style 16)
Wheat-board
window seat
windowsill (contra *Greensource*, per M-W)
window wall
windowpane
wood grain
workflow
work surface
workforce
workplace
workspace
workstation
worldwide
wraparound

Y

year-round

Place Names in Text

1. U.S. dateline cities stand alone (without respective state-name abbreviation) in running text, on the table of contents, and in project and building-type study headings (see list below).
2. Many international city names may stand alone if there is no chance of confusion. Use your best judgment when deciding if the country needs to be mentioned.
3. State abbreviations should be set off with commas. Use postal abbreviations in sources but spell out the city and state in text.

4. Spell out United States as a noun and use U.S. as adjective.

Dateline cities in the U.S.

Akron	Fort Worth	Phoenix
Albuquerque	Grand Rapids	Pittsburgh
Anaheim	Hartford	Providence
Anchorage	Honolulu	Raleigh
Aspen	Houston	Reno
Atlanta	Indianapolis	Richmond
Atlantic City	Knoxville	St. Augustine
Baltimore	Las Vegas	St. Louis
Berkeley	Little Rock	St. Paul
Boise	Louisville	Salt Lake City
Boston	Los Angeles	San Antonio
Brooklyn	Memphis	San Diego
Buffalo	Milwaukee	San Francisco
Charlotte	Minneapolis	Savannah
Chattanooga	Nashville	Seattle
Chicago	Newark	Spokane
Cincinnati	New Haven	Tacoma
Cleveland	New Orleans	Tampa
Colorado Springs	New York City	Toledo
Dallas	Oakland	Topeka
Dayton	Oklahoma City	Tucson
Denver	Omaha	Tulsa
Des Moines	Orlando	Washington, D.C.
Detroit	Philadelphia	

Please note:

Wichita Falls is in Texas.
Kansas City can be in Kansas or Missouri.
There is a Miami, Ohio.
There is a Charleston, W.Va., and a Charleston, S.C.
There is a Portland, Ore., and a Portland, Maine.
Cambridge can refer to the university community in Massachusetts or to the one in England. Be sure to make it clear which one you're referring to.

International dateline cities

Below are some—but by no means all—international city names that almost always stand alone.

Algiers	Beijing	Budapest
Amsterdam	Berlin	Buenos Aires
Athens	Bilbao	Cairo
Baghdad	Bonn	Calcutta
Bangkok	Brasília	Cape Town
Barcelona	Brussels	Caracas

Cologne	Seoul
Copenhagen	Shanghai
Dubai	Singapore
Dublin	Stockholm
Düsseldorf	Sydney
Edinburgh	Tehran
Florence	Tel Aviv
Frankfurt	Tokyo
Geneva	Toronto
Glasgow	Tunis
Guatemala City	Vatican City
the Hague	Venice
Hamburg	Vienna
Havana	Warsaw
Helsinki	Zurich
Hong Kong	
Istanbul	
Jerusalem	
Johannesburg	
Kuala Lumpur	
Kuwait	
Lisbon	
London	
Luxembourg	
Madrid	
Manila	
Melbourne	
Mexico City	
Milan	
Monaco	
Montreal	
Moscow	
Mumbai	
Munich	
Naples	
New Delhi	
Oslo	
Ottawa	
Panama	
Paris	
Prague	
Quebec	
Rio de Janeiro	
Rome	
Rotterdam	
São Paulo	

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