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Instructions for Revising Papers

Preamble

You have now received the reviewed paper. This is done using 'track changes' command in word and constitutes three things.

1. Comments and instructions for changes and revisions.
2. Questions raised.
3. Language editing.

How to do the revisions

1. First, switch off the track change: go to Review>Track Changes>For everyone.
   (once done, type somewhere and check if the track change has been disabled: if not it will type your word in a different colour)
2. Read the paper without all the track change comments. To do this, click on the 'All mark up' and select 'No mark up'.
3. After reading, if you agree with the editing and the change of structures of sentences, then accept all the changes. To do this, go to 'Accept' click on the arrow and select 'Accept all changes'.
4. Carry out the revisions now in this paper itself, in response to the review comments and instructions.
5. Save the revised file with a new file name 'ISVSej_X.X.X_your name-revised'
6. Read the saved file and check grammar and spelling as well as the meanings. Make sure all the cited literature are listed in the references. Figs must have titles and sources.
7. Make sure that all the references are as per the Harvard system and according to the Journal style sheet: note that there is no dot after the bracket. Page numbers must have pp. before them. Last two items must be 'place of publication: publisher'. Pay attention to full stops and commas, as well as colons and semi colons. Do not use the Mendeley system to insert references- they cannot be edited.
8. Make sure that the images are of low-resolution. The file must be of a smaller size.
9. Do not use the reviewed version except the reviewed paper to do the revisions.
10. Send me the word copy.

Thank you for your interest in the ISVS e-journal. We look forward to help you to publish your work.

Editor-in-Chief,
ISVS e-journal,
Archt. Dr. Ranjith Dayaratne,
ranjithdayaratne@gmail.com