

## ACADIA 2012 SUBMISSION GUIDELINES FOR ACCEPTED PAPERS & PROJECTS

Congratulations on having your submission accepted for publication and presentation at ACADIA 2012 in San Francisco! In order for accepted papers and/or projects to be published in the ACADIA 2012 Conference Proceedings and Projects Catalog the following Submission Guidelines must be followed as closely as possible.

\*\*\* **DEADLINE for final submission upload:** June 29th, 2012 - 11:59pm (PT) \*\*\*

### 01. ACCEPTED FULL + WORK-IN-PROGRESS PAPERS

You are highly encouraged to revise your accepted Full Paper (4000 word max) or Work-in-progress Paper (2000 word max) based on the peer review comments that you received. You should carefully review your text for spelling, punctuation, grammar, jargon, etc. *Please note that the abstract, references, and image captions do not count toward the 4000/2000 word limit.* Please download and carefully follow the latest **ACADIA 2012 Conference Style Guidelines** available here: <http://acadia.org/acadia2012/submit.html> and the **Consent-to-Publish Form** (attached). After revising and reformatting your submission using these Guidelines, all authors must provide the following information, uploaded to the ACADIA 2012 conference Google Drive folder. You will receive an invitation to the folder by e-mail shortly.

All authors must upload the following files:

1. Reformatted paper saved in RTF document format (.rtf) named with their registration number (e.g. 042.rtf). Images should also be embedded in the .rtf file to assist the graphic designer in understanding the intended sequence.
2. Reformatted paper saved as PDF file named with their registration number (e.g. 042.pdf)
3. A 40 word synopsis (2-3 sentences) with 5 keywords of your paper named with your registration number (e.g. 042-Synopsis.rtf). This will be used in printed materials to be distributed to conference attendees.
4. Paper images (figures) saved as TIF, JPG or PNG, named with their registration number, underscore, and figure number (e.g. 042\_001.jpg, 042\_002.tif, etc.). Unless it is specifically requested, please do not send vector files such as .ai, .dwg, .dxf, etc. Images should be high resolution 300ppi jpegs, tiff or png files (with Medium compression if possible). Please use common sense when uploading image files (ie: the file size of individual images should generally not exceed 10MB).
5. Author bio of not more than 150 words and saved as Word document with their registration number (e.g. 042\_bio.rtf)
6. Signed **Consent-to-Publish** form. (e.g. 042\_Consent-To-Publish.pdf).

## 02. ACCEPTED PROJECTS

You are highly encouraged to revise your accepted Project submission based on any of the the peer review comments that you received. You should also carefully review your Abstract text for spelling, punctuation, grammar, jargon, etc. Please download and carefully follow the latest **ACADIA 2012 Conference Style Guidelines** available here: <http://acadia.org/acadia2012/submit.html> and the **Consent-to-Publish Form** (attached). After revising and reformatting your submission using these Guidelines, all authors must provide the following information, uploaded to the ACADIA 2012 conference Google Drive folder. You will receive an invitation to the folder by e-mail shortly.

\*\*\* Please note that information regarding the ACADIA 2012 Projects Exhibition will be forwarded to you in several weeks by the Exhibition Chairs.

1. Abstract of no more than 500 words and saved in RTF document format (.rtf) with their registration number (e.g. 042\_abstract.rtf)
2. A 40 word synopsis (2-3 sentences) with 5 keywords of your Project named with your registration number (e.g. 042-Synopsis.rtf). This will be used in printed materials to be distributed to conference attendees.
3. Author bio of not more than 150 words and saved as Word document with their registration number (e.g. 042\_bio.rtf)
4. A maximum of ten (10) feature images to be shown on conference website and published in a special exhibition publication. Please send us individual images rather than pre-formatted clusters or presentation boards. Images should be high resolution 300ppi jpegs, tiff or png files (with Medium compression if possible) and named with their registration number (e.g. 042\_001.jpg, 042\_002.tif, etc.). Unless it is specifically requested, please do not send vector files such as .ai, .dwg, .dxf, etc. Please use common sense when uploading image files (ie: the file size of individual images should generally not exceed 10MB).
5. Caption text for each of the submitted images. Each caption should be no longer than 50 words. Save caption text as Word document with their registration number (e.g. 042\_captions.rtf).
6. Signed **Consent-to-Publish** file. (e.g. 042\_Consent-To-Publish.pdf)