**ACADIA 2014 DESIGN AGENCY**

PAPER SUBMISSION SPECIFICATIONS

**SUMMARY**

This general specification governs submissions for accepted long and short papers. Submissions will be published in the Proceedings and exhibited at the conference.

Content of papers will be published within the proceedings by formatting the contents into an essay with illustrations. The ACADIA production team will design a multi-page layout using the material you provide. An individual `Dropbox` will be provided to each author.

See details below for submitting papers and digital files for publication.

**SCHEDULE:**

* **June 24:** Revised submission based on Jury notes
* **July 7:** Copyright release form
* **July 18:** Comments due back based on Editor’s notes
* **July 25:** Author Sign Off

**DIGITAL FILE SUBMISSIONS**

See following details for TEXT and IMAGE documents.

**A. TEXT DOCUMENT**

* Submit text in MS Word format, Times New Roman 12 pt. single spaced, non-justified.
* Citations are based on Chicago Style
* Use Filename format as follows: **[Last Name Author]\_[Paper Title Abbreviated].[Document File Format]**
* File Contents (please organize in the following order)
	+ - 1. Paper Title in full: Title Case for primary title; Sentence case for subtitle after colon if applicable
			2. Author Name
			3. Degrees, Position Title(s), Affiliation
			4. Search Keywords. 6 keywords of Author`s choice and one category from:

Multi Agent Systems in Design, Robotics and Autonomous Design Systems, Interactive Architecture, Big Data, Gaming and Social Design, Human Building Interaction, Intelligent Environments, Situated Technologies, Artificial Intelligence in Design, Craft in a Digital Age, Material Agency, Internet of Things, Human-Computer Symbiosis, Simulation + Intuition, Design Decision Making, Collective Intelligence in Design, Open Source in Design, Biomimicry and Biological Models in Design, Interactive Systems, Generative Design, Material Logics and Tectonics, Building Information Modeling, Performance in Design, Multidisciplinary Design Optimization, Computational design research and education, Computational design analysis, Generative, parametric and evolutionary design, Digital fabrication and construction, Collaborative and collective design, User participation in design, Shape studies, Design Computing and Cognition, New digital design concepts and strategies, Virtual/augmented reality and interactive environments, Virtual architecture and city modeling, Human-computer interaction, Ubiquitous and mobile computing, Practice-based and interdisciplinary computational design research, Theory, philosophy and methodology of computational design research, Works in Progress

* + - 1. One or two sentence paper description
			2. Abstract (200 word max.)
			3. Body Text

Body Text is to have integrated citations, and numbered endnotes and image references (see examples below).

Body Text Captions: Title Case, left justified, single spaced.

Paragraph breaks: use line break plus single tab indent.

* + - 1. Image Captions

Captions to have image number referenced in body text, short identification, explanatory phrase (if applicable), and abbreviated credits (see example below)

* + - 1. Endnotes (if applicable)
			2. Works Cited
			3. Image Credits

Credits to be full listing, consistent with abbreviated image credit appearing within captions (see example below)

* + - 1. Author Bio (100 words to begin with Author Name)

**B. IMAGE DOCUMENTS**

* Name as follows: : **[Last Name]\_[Image Number]\_[Image Name].[File Format]**
* Note: Coordinate the Image File Numbers, with Caption Numbers, and Image References contained within the paper text
* Typical Image Size to be: 960 pixels wide x 720 pixels high
* Large Image Size to be: 2200 pixels x 1650 pixels (portrait or landscape)

**C. EXAMPLE CITATION OF INTEGRATED QUOTE**

As Appearing in Body Text:

To this end Beer adds, “*people* [my emphasis] must endorse the regulatory model at the heart of the viable system in which they partake, at every level of recursion.” (Beer, 1974)

As Appearing in Works Cited:

Beer, Stafford (1974) *Designing Freedom*. Massey Lecture Series. Canadian Broadcasting Corporation.

**D. EXAMPLE CITATION, ENDNOTE FORMAT**

As Appearing in Body Text:

This reading is the most projective, and for some commentators the most dangerous, of what may come. 1

As Appearing in Endnotes:

1. See the discussion of *virtuality* in Hayles, N. Katherine (1999) *How We Become PostHuman*. Chicago: University of Chicago Press. p. 21-77

**E. EXAMPLE OF INTEGRATED IMAGE CAPTION**

As Appearing in Body Text:

It does this by making cold calls to 20 randomly selected public payphones in lower Manhattan every hour on the hour. (Figure 1)

As Appearing in Caption:

Figure 1: RRing - a public forum for exchanging rumors (Khan, 2005)

As Appearing in Image Credits:

Figure 1: Khan, Omar (2005) *Rumor Ring*. Lower Manhattan: Proposed.