**ACADIA 2014 DESIGN AGENCY**

POSTER SUBMISSION SPECIFICATIONS

**SUMMARY**

This general specification governs submissions for accepted research posters. Submissions will be published in the Proceedings and exhibited at the conference.

Content of research posters will be published within the proceedings by formatting the contents into an essay with illustrations. The ACADIA production team will design a two-page layout using the material you provide. An individual `Dropbox` will be provided to each author. Note: The Publication designers and exhibition installers require freedom to arrange your two panels in either a vertical or horizontal arrangement. Please do not include content that crosses between panels.

Title and biographies will accompany exhibited posters, printed by the conference team in a common format. You are asked to print and mount the exhibition posters and deliver them to the school.

See details below for submitting physical panels for exhibition, 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
* **October 8:** Posters delivered to Conference

**DIGITAL FILE SUBMISSIONS**

See following details for TEXT and IMAGE documents.

**A. TEXT DOCUMENTS**

* 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 poster description
			2. Research Outline, 500 words max.

Body Text 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**

Provide high-resolution digital image files cleared for publication. These will appear within the publication as one or more enlarged details accompanying a compact reproduction of your panel layouts. The designers require flexibility in choosing appropriate detail to suit the graphic layout of the publication: please provide a range of choices to support this, and organize images in order of priority. While the design team will attempt to include all images, this may be limited by space.

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

**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.

**POSTER EXHIBITION AT CONFERENCE**

* Include a separate printed paper transmittal with full contact information listing the contents, and identifying arrangements (and payment if applicable) for return of the panels.
* Provide: two 24” wide x 36” high panels per entry for exhibition. Mount on rigid backing (foamcore, gatorboard etc.)
* Include on back of each panel: full author name, submission title and number, contact information and mailing address.

**Include:**

1. Transmittal
2. Two panels

**Deliver to**:

ACADIA 2014 DESIGN AGENCY

USC, School of Architecture

Watt Hall

Los Angeles, California

90089-0291