

## **PROJECT SUBMISSION GUIDELINES FOR ARCHITECTURE ASIA**

### **A) Text**

- 1) The write-up - or text - on the projects should be analytical
- 2) The text should preferably be written by a 'third party'
- 3) All text must be "proof-read" for spelling, grammar, facts
- 4) All text is to be in ENGLISH
- 5) Word length MUST BE between 1000 – 2000 words
- 6) All written text MUST BE in Microsoft Word format or compatible to it.

### **B) Project Data and Credits**

Project Data and Credits MUST BE presented in this format and order:

- 1) Location, with address if possible
- 2) Site Area [IN METRIC MEASUREMENT – ie square metres or hectares]
- 3) Client
- 4) Architect [the LEGAL name of the FIRM not the Individual]
- 5) Project Team [Architect's Office. Note: Project Architects' names will be in this section]
- 6) Structural Engineer
- 7) Mechanical & Electrical Engineer
- 8) Quantity Surveyor
- 9) Landscape Architect
- 10) Lighting Designer
- 11) Any Other Consultants, optional
- 12) Photographer [all images MUST HAVE a photographer's name]
- 13) Name of person who wrote the Main Text (write-up/review/critique)

### **C) Drawings**

- 1) ALL drawings must be LINE DRAWINGS in Black & White
- 2) Architectural drawings must be ready for publication
- 3) Drawings MUST have only LINES and LEGEND NUMBERS
- 4) Drawings MUST NOT have anything else on them.
- 5) Each drawing should have a legend using the number system [1, 2, 3, 4, etc]
- 6) Each drawing MUST HAVE a bar scale (and North Point)
- 7) Each drawing must be on Separate A4 sheets of paper [hard copy AND scanned]
- 8) Scanned drawings must be 300dpi or more / Black & White / JPEG / A4 size
- 9) Every Project MUST HAVE a Site Plan and a Location Plan (Not to scale)

### **D) Images (i.e. Photographs)**

- 1) All images should include a brief caption describing what it is or where the view is taken from
- 2) All images MUST BE colour-corrected, good quality, well photographed
- 3) All images MUST be scanned: 300dpi or more / colour / JPEG / A4 size
- 4) Maximum number of images for each project: 20 [please provide well photographed examples]
- 5) ALL images MUST HAVE a photographer's name

### **E) Submission format for Materials**

- 1) All material MUST BE submitted on a CD (CD-R or CD-RW) [Not DVD or 3<sup>1</sup>/<sub>4</sub> diskette]
- 2) CD's MUST BE accompanied by A4 Hardcopy – text, drawings, images [A4 paper NOT A3]
- 3) Everything MUST BE in ENGLISH. [Please ensure proper translation]
- 4) All material submitted WILL NOT be returned. Please DO NOT submit originals.