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 $3^{1}/_{4}$ 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.