­Instructions to Authors for Submitting ACADIA Conference Papers

Abstract

Please use this Microsoft Word document for submission of your paper for review of acceptance to the 2017 ACADIA Conference. Authors should use this Word document and the information contained within it for the formatting their Long and Short papers, making use of the Word styles provided by the template. Appropriate formatting will aid in a more fluid and fruitful review process, where papers will maintain a similar format and structure of content. Please make sure to review the Content section of this paper for guidelines in how to structure the description of your work.

Introduction

Papers will be reviewed by ACADIA’s Scientific Committee with the consideration of language, originality, structure and content. Papers should be written in US English, using straight-forward jargon-free terminology. The work must be original contribution to the body of knowledge relative to the field of computational design, and is not duplicative nor being re-published. An individual can only be lead author on one submission. Work submitted to ACADIA 2017 must not have been republished elsewhere. Multiple papers from the same project are acceptable as long as 30% of the work and the overall findings/outcomes are new and unpublished. The structure and content should adhere to the descriptions provided below for that of a Long Paper or a Short Paper.

Formatting

Consistent formatting will enable readers of the proceedings to grasp more quickly the content of your paper. Papers should be organized with a clear content-oriented structure. Every paper has a title and several headings. References follow at the end of the paper. Graphics and tables will be embedded into the text. Place only one space after the period at the end of a sentence.

* 1. Fonts and Spacing

Body text should be set using the *ACADIA-Normal* style (Times New Roman, 12 pt), which provides 6 pt spacing after paragraphs. Paragraphs should not be indented. Emphasis within the text, such as words to be defined or key phrases, should be italicized. Bulleted lists may be used (style: *ACADIA-Bulleted List*), with a simple dot for a bullet. Numbered lists may be used; we prefer Arabic numbers set off by a close parenthesis. Use only one Carriage Return/Line Feed after a paragraph. Do not insert any empty lines between paragraphs.

Headings should be Arial or similar font and should be capitalized. They should be sized and spaced as follows:

Title: Use the *ACADIA-Title* style (14 pt, bold, 12 pt spacing before the heading and 48 pt after, centered).

Header A: Use the *ACADIA-Header A Numbered* style (12 pt, bold, 6 pt spacing before the heading and 6 pt after).

Header B: Use the *ACADIA-Header B Numbered* style (12 pt, 0 pt spacing before the heading and 6 pt after).

Headings should be numbered, except for the designation of the Abstract, References, and Appendix, which use the *ACADIA-Header A Not-Numbered* style.

Margins and Layout

Your text should be laid out for 8 ½" x 11" paper. Margins should be 1.25" top, bottom and sides. Text should be justified.

A footer placed 1" from the bottom edge should identify the title of the paper and the page number. Its font should be Times New Roman or similar, 12 pt, italic. The footer is set off from the body by a single ruled line.

Do not use footnotes. Integrate the asides or detailed discussions into the text.

Content

Text should be organized clearly according to technical writing conventions. For this submission omit all identifying names, places, programs, institutions and firms from the paper to maintain an anonymous review process.

Long Papers describe work that is embedded within significant bodies of research or creative practice. A long paper is categorized by research-based projects, design processes, and/or novel techniques and methods which contribute to the advancement of the field of computational design. Papers must be concise and follow the structure of a scientific paper providing: Abstract, Introduction, Background, Methods, Results and Reflection, and Conclusion. Long papers must emphasize the significance of the work and its historical and/or theoretical context. Long papers may also be entirely historical or theoretical in nature. Long Papers should be no longer than 4,000 words, excluding the abstract, captions and endnotes. Low-resolution images and captions should be embedded in the paper.

Short Papers describe developing work or an individual project which has yet to be placed within a larger context of on-going research. A short paper is categorized by a novel project, method and/or design approach which has the potential to contribute to the advancement of the field of computational design. Papers should adhere to the following structure: Introduction (including brief description of background and precedents), Methods, Results, and Conclusion (including a reflection upon future development and potential contribution to the field). Short Papers should be no longer than 2,000 words, excluding the abstract, captions and endnotes. Low-resolution images and captions should be embedded in the paper.

* 1. Sections

In the Abstract section of the paper, the position of the work in terms of contributing a theoretical approach, computational method or fabrication technique (or combinations of these) should be clearly and concisely stated. The results of the research and major contributions should be briefly stated. The abstract should be a maximum of 250 words.

In the Introduction and Background sections of the paper, the objectives of the work are to be stated and placed within the context of relevant research. The research can reflect the author's previous work, but should also cite original sources that led to the development of their specific body of research. Proper references to journal articles and/or conference papers must be used when describing the precedent work. It is expected that a Short Paper will have a more condensed description of precedent and background work, consolidated into the Introduction section.

In the Methods section, the novel techniques developed in the work should be stated so that they can be understood and reproduced by someone in the field of computational design and digital fabrication.

For the Results and Discussion, the outcome of the work should be clearly described and depicted. The author's work should be placed in the context of computational design and indicate its contribution to previously cited work. Authors must provide a critical summation of their research offering successes and failures in relation to the original hypothesis. It is expected that a Short Paper will focus more on the discreet outcomes of the work, over its larger implications to the field of computational design.

The Conclusion section should describe the future development of the work and provide a reasonable projection of the research into future applications. Such propositions should be grounded in the precedents that were originally stated in the hypothesis for the research.

While an Acknowledgement section should be **not** be included in the submission for review by the Scientific Committee, the author should provide a note indicating that they will provide this crucial information. For accepted papers, the author must properly attribute and credit teams, contributors, faculty, academic programs, funding bodies, etc.

Appendices may be used to provide lengthy sections of code, examples of survey forms, or other useful adjuncts to the discussion. However, the number of words in the appendix should be counted toward the word limit. Latin words should be avoided.

* 1. Tables

Put tables in the text, in the paragraph after they are first mentioned. They should not be at the end of the paper. Tables generally look best at the top or bottom of the page. Keep tables simple. Arrange them left on the page and range headings left with the data in the columns. Put units in the column heading, in parentheses. Put only two or three spaces between columns, and do not space out a table to fill the page width.

Use fine horizontal rules. Only three are usually needed: one below the caption to start the table, one to end it, and one below the column heads. Do not use vertical rules or boxes. Do not extend rules across the page but only as wide as the widest text within the table.

A smaller typeface may be used for tables (9 or 10 point font) than in the text. Use the same type size for all the tables in the paper. An *ACADIA-Table Caption* style is provided in the template.

Put the table number and caption on the line *above* the table, left justified, with a capital letter for the first word only. Leave one blank line between the text above the caption, and one below the table, before the text continues. The caption should be boldfaced.

If a very large table will not fit upright on the page put it sideways or “landscape” on a separate page with the caption in the same orientation.

Table 4: Example of correct layout of simple table.

|  |  |  |  |
| --- | --- | --- | --- |
| Building Number | Total Area (square feet) | Core Area (square feet) | Vertical Circulation |
|  |  |  | Stairwells | Elevators |
| 1 | 20,000 | 5,000 | 2 | 1 |
| 2 | 40,000 | 3000 | 2 | 1 |
| 3 | 1,200,000 | 12,000 | 6 | 6 |

* 1. Illustrations

Illustrations include line drawings, charts, photographs and digital imagery. All such illustrations are to be considered figures. They should all be digitized, either by production using digital methods or scanning of paper documents. High quality should be maintained by using care in converting images to a raster format, particularly when converting line drawings into raster images. Often, scaling and rotating images will drastically decrease the quality. Consequently, try to produce images to an appropriate final size and orientation. Resolution should be at least 300 dpi for images.

The figure will be placed after it is mentioned in the text. Leave an empty line above the figure but *no* empty line below the figure caption. All figures should be mentioned in the text (Figure 1). Embed a Caption *below* the figure. The editors will make final decisions regarding the location of the figure.

Each figure must have a brief descriptive caption. Use the *ACADIA-Figure Caption* style for the caption. Number all diagrams, figures and photos sequentially, Figure 1, Figure 2 etc, with two character spaces between the number and the caption. Use the *Caption* style provided in the electronic template. All figures should be referenced within the body text.



Figure 1. Jack-Knife PDA Design.

* 1. Identification and Credits

For the review submission, ensure that the document is free of any identifying names, places, programs, institutions and firms from the paper to maintain an anonymous review process.

For accepted papers, all authors in order of contribution will be listed under the title of the paper, with an affiliation for each author. An acknowledgements section will be expected for the final submission which attributes and credits teams, contributors, faculty, academic programs, funding bodies, etc. Trademark acknowledgements must also be provided, if necessary.

* 1. Joint authorship and copyright requirements

Please coordinate with your co-authors regarding content and format. As has been traditional in ACADIA, copyright remains with the author. There is a limited right of publication to ACADIA but authors may republish their work or make copies for distribution.

References

It is expected that a well formulated bibliography and some back-grounding of the work is included in the submission. Citations should be primarily from journal articles and conference papers. Authors are urged to find references from the Cumincad catalog (conference papers, IJAC articles, etc.). Website references are strongly discouraged. Authors should cite original sources instead of referencing their own previous material.

Only texts that are cited in the paper should be included in the References. All works that are cited should be included in the References section. The following format, based upon the [Chicago Manual of Style](http://www.chicagomanualofstyle.org/tools_citationguide.html), 15th Edition, Author-Date format, is to be used:

*Book*

Fox, Michael and Miles Kemp. 2009. *Interactive Architecture*. New York: Princeton Architectural Press.

*Book Chapter*

Hasdell, Peter. 2009. “Pneuma: An Indeterminate Architecture, or Toward a Soft and Weedy Architecture.” In *Design Ecologies: Sustainable Potentials in Architecture*, edited L. Tilder and B. Bolstein. New York: Princeton Architectural Press. 92-113.

*Journal Article*

Brooks, Rodney A. 1990. “Elephants Don’t Play Chess.” *Robotics and Autonomous Systems* 6 (1): 3–15.

*Conference Paper*

Cremers, Jan. 2011. “Energy Saving Design of Membrane Building Envelope.” In *International Conference on Textile Composites and Inflatable Structures: Structural Membranes 2011*, edited by E. Oñate, B. Kröplin and K.-U.Bletzinger. Barcelona: CIMNE. 148–155.

* 1. Citation

References are cited in the text by author name and the date of publication, enclosed in parentheses:

… (Author last name YEAR).

The citation is placed at the end of the sentence. If there are three or fewer authors, all authors are included in the citation embedded in the text. More than three authors should be cited as the first author and then the designation “et al.” If a single sentence has more than one citation, all citations are enclosed in a single set of parentheses. A semicolon separates multiple citations within a single set of parentheses.

* 1. Bibliographic Data

The bibliographic data should be provided in the References. Bibliographic data lists all authors in the order as designated on the title page or under the title in a journal publication. First names should be initialized.

The References should be alphabetized by first author’s surname. If more than one work has the same first author, the works should be alphabetized by second author and so on. If more than one work by the same author list is cited, the works should be ordered by date of publication. If it is still impossible to distinguish the author list, then a lower case letter may be appended to the year of publication.

Bibliographic data should include the author, the year of publication, the title and publication in which an article appears, and the publisher.

The References heading should not be numbered.

Submitting Your Manuscript

We are trying to make submission of papers as easy and efficient as possible. By following the suggested instructions, you will help us to expedite reviews.

* 1. Submittal Method

Reference the information on the ACADIA Conference website for details regarding the submission process: [http://2017.acadia.org/submit.html](http://2016.acadia.org/submit.html)

Consent to Publish form

If your paper is chosen for publication you will be sent a “Consent to Publish form”.

Conclusions

If all authors follow these conventions, reviewers will be able to concentrate on your content rather than your formatting, and your work will be better presented in the proceedings publication.

*Some of the content of these guidelines is based upon a document distributed by Dr. Michael A. Lacasse and Gerry Neville of the National Research Council and National Research Council Research Press.*

References

Use the *ACADIA-Reference* style to format your reference entries. See section 4 References above for specific formatting rules.

Appendix

Here are examples of citations as they would appear embedded into the text:

One author: (Legrand 1994)

Two authors: (Vanier and Lacasse 1996)

Four or more authors: (Bazant et al. 1993)

Two works by same author in same year: (Lacasse 1998a, 1998b)

Several works by same author in different years: (Vanier 1996, 1998)

Several works by different authors: (Bazant et al. 1993;Trahair 1993; Vanier and Lacasse 1996)