Assembling Architecture

B | T | E | S 2009 Conference

Building | Technology | Educators' | Society   btes2@uidaho.edu

Guidelines for Paper Submission

These instructions explain how to prepare and format your paper to be considered for publication in the Proceedings of the 2009 BTES Conference: Assembling Architecture. To make the editing and assembly process as smooth as possible you should use this guide and template to format your contribution.

Your presentation will be limited to a brief 20 minutes, and the word count for the primary text of your paper should be approximately 3500 words.

Text will be set in a two-column format with a width of 3" and gap of 0.5".
The "Text Styles" features of MS Word have been used in the template as follows:
• Paper Title is "Heading 1" (Arial Black, 16 pt.)
• Author's Name is "Heading 2" (Arial, 12 pt., Bold)
• Author's University or Professional Affiliation is "Heading 3" (Arial, 12 pt.)
• Typical Section Headings are "Heading 4" (Arial Black, 11 pt.)
        • Main text is "Body Text" (Arial, 11 pt., fully justified)

Figures and images are in table frames, either at the column width, spanning columns or full page at your discretion as follows:
• Figures and images are captioned with Arial, 9 pt., Italic at the bottom left of the table frame
• Single column images should be sized for a frame of 4"x3" at 200 dpi print resolution, or approximately 800x600 pixels
• Double column images should be sized for a frame of 6"x8" at 200 dpi print resolution, or approximately 1200x1600 pixels. Section breaks should be provided before or after double-column images to maintain correct two-column formatting (use "insert—break—continuous" in MS word).
• Full page images should be size for a frame of 8" x 10" at 200 dpi print resolution, or approximately 1600 x 2000 pixels
Images need not be exactly at these proportions or size, but should fit within these maximum bounds. Printed copies of the Conference Proceedings will be in grayscale.

Elaborating footnotes (if used), should be identified by superscript Arabic numerals and located after alphabetically-arranged bibliographic references following the paper body. In-text reference citations and bibliographic references are to be formatted per MLA guidelines. You may refer to the Duke University formatting information for in-text citations at:
        http://www.lib.duke.edu/libguide/cite/MLA.htm
and bibliographic references at:
        http://www.lib.duke.edu/libguide/cite/works_cited.htm.

Two electronic versions of the paper should be submitted: one as a .doc file and one as a .pdf.