

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 3¹/₄ 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.

materials submission form

BASIC INFORMATION

PROJECT NAME:

LOCATION:

CLIENT:

PRINCIPAL USE:

ARCHITECT/FIRM/DESIGNER:

CONTACT PERSON:

EMAIL:

TEL:

MAILING ADDRESS:

SPECIFIC REQUESTS, NOTES, COMMENTS OR INSTRUCTIONS

MATERIALS SUBMITTED (PLEASE CHECK WHERE APPROPRIATE)

- 1 **Images/Photographs**
High Resolution, recommended Formats: Tiff, Jpegs, PNG, eps
- 2 **Plans/details/drawings/concept sketches**
High Resolution, recommended Formats: eps, ai, jpegs, tiff (no .dwg)
- 3 **Project Description/Explanation**
Recommended Formats: .rtf, .doc, .docx
- 4 **Images/Photographs captions/descriptions**
Recommended Formats: .rtf, .doc, .docx

Notes: It is encouraged to provide a detailed project description, explanation and/or commentary, in order to gain a good understanding of the project. Images should be as high-resolution as possible, in allow for flexibility in the sizing the images when used for the page layouts.

METHODS OF SUBMISSION

Submissions can be made via e-mail, ftp, online web-delivery (le yousendit.com), or via physical mail (cds preferred).

If you require us to download materials from an ftp server, please provide the ftp login details.

Should you wish to upload the materials to our ftp server:

ftp: ftp.memo.com.my

Username: submit@memo.com.my / Password: guest2628

IMPORTANT! PLEASE SUBMIT THIS FORM TOGETHER WITH THE SUBMITTED MATERIALS

materials submission form

ADDITIONAL PROJECT INFORMATION/CREDITS

PLEASE FILL-IN THE DETAILS WHERE APPLICABLE OR APPROPRIATE

PROJECT PRINCIPAL/LEAD(S)

PROJECT TEAM

DESIGN PERIOD

CONSTRUCTION PERIOD

DATE OF COMPLETION

SITE AREA (SQUARE METRES)

FLOOR AREA (SQUARE METRES)

CONSTRUCTION COMPANY

CIVIL ENGINEER

M&E ENGINEER

QUANTITY SURVEYOR

LIGHTING (DESIGNER/CONSULTANT/BRAND/SUPPLIER)

LANDSCAPING

OTHER BUILDING CONSULTANTS/SERVICES/SUPPLIERS/OTHERS

MAIN MATERIALS/FINISHINGS/FITTINGS/FURNISHING (WHERE APPLICABLE)

PHOTOGRAPHER

TERMS OF MATERIALS SUBMISSION

By submitting the following materials for publishing consideration in Architecture Asia ("the magazine"), the submitter verifies that any required permissions has been granted to reproduce the materials provided for the specific purpose of profiling the project within the magazine only. Should any material require approval/licensing/payment, the submitter is obligated to indicate as such in writing under the section "Specific request, notes, comments or Instructions". The publisher of the magazine agrees to strictly not use the materials submitted for any other purpose other than for editorial usage, and specific to describe or identify the project or architect/designer involved.

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