



DCA CONFERENCE 2020 | PAPER SUBMISSION GUIDELINES

Important Notes

Deadline: All paper submissions must be received by May 10, 2020.

Text: Unformatted text in Microsoft Word, with no indentation, no extra space in a line or within a single paragraph. No all caps for paper title or author name. 4000 word count maximum.

Figures, Images: JPEG image file. (all charts, tables, diagrams need to be in jpeg images). Maximum 8 images.

We will format the conference book (7"x9.25" portrait) in InDesign by placing your text and images in our format (tables in Word will not convert, must be in JPEG or TIFF image format)

Page Limits

Individual papers should be 4 to 8 pages in length in the printed proceedings (including text, notes, references, and illustrations). Word count limit is 4000. Maximum of 8 total figures/illustration (you may combine several images to create a single image) can be used. We reserve the right to edit text and illustrations to conform our format.

Text Files

You are responsible for the quality of your paper by providing text that is error free. Your paper may be published without further editing. Text files including image captions must be submitted in unformatted Microsoft Word (.doc) using 9 point Times New Roman font. Your paper document should be named with the author's last name_paper title. Example: Uddin_Composite Techniques.doc

Final publication formatting such as line spacing, margins, columns, indents, etc. will be established by the design of the proceedings. Please do not add extra space, columns, indentation, etc. in your text. Use space between paragraphs only. Do not use all caps for paper title or author title.

Type should be entered in the following way:

Paper Title: Upper/Lower Case, Initial Caps (please do not use all upper or all lower cases)

Author's Name: Upper/Lower Case, Initial Caps (please do not use all upper or all lower cases)

Author's School: Upper/Lower Case, Initial Caps

Head/Subhead: Upper/Lower Case, Initial Caps

Paragraphs: Upper/Lower Case

Assign the Normal style to all the above elements. Do not assign any tabs or indents. Set all text to flush left. All text must be set as single spaced with NO blank lines. Use space or blank line between paragraphs, heading, sub-heading etc.

Word emphasis within a paragraph is acceptable as bold or italic but NOT underlined. In addition to embedded images in text provide all images in a separate folder.

Illustrations / Image Files

Please include only those illustrations necessary for a complete understanding of the paper. The author must obtain permission for use of non-original drawings and photo work in advance. Reference all illustrations within the text file with a figure number in parentheses and a caption to indicate your preferred image locations:

Example: (insert Figure 2 here)

Fig 2. Illustration Caption

Maximum 8 images (2.75" or 5.75" in width). You are responsible for the quality of your published images by providing high quality digital files that have been prepared to read in grayscale. The book will be laid out in two columns. To correspond with the column width, image files should be either 2.75" wide or 5.75" wide in 300 dpi JPEG or TIFF format. No image should be less than 2.75" wide. Image height should not exceed 6". All image files must be in Grayscale and be named with the author's last name, _fig# and the extension: Example: TJones_fig2.jpg

Tables, Charts, Diagrams

All tables, charts, diagrams must be in JPEG or TIFF image format. Charts, tables constructed in Microsoft Word must be converted to individual images. Tables and charts in Word document will not convert to Desktop publishing program. You must provide images for such tables and charts.

Notes and References

Do not use an endnote/footnote or header command in word processing. Indicate notes and references where applicable in the body of the text with numbers in parenthesis. All notes and references should be added at the end of the paper, following a major heading (e.g., Notes, References) as applicable. All notes, references, and bibliographies must conform to the Chicago Manual of Style guidelines for “documentary-note” or “humanities” documentation style. Representative examples follow.

Books

Example - Notes:

1. Emery Blackfoot, *Chance Encounters* (Boston: Serendipity Press, 1987).

Example - References/Bibliography:

Blackfoot, Emery. *Chance Encounters*. Boston: Serendipity Press, 1987.

Periodicals

Example - Notes:

1. John J. Benjoseph, “On the Anticipation of the New Metaphors,” *Cuyahoga Review* 24 (1988): 6-10.

Example - References/Bibliography:

Benjoseph, John J. “On the Anticipation of New Metaphors,” *Cuyahoga Review* 24 (1988): 6-10

Quotes

Direct quotes of more than three lines should be typed as a separate paragraph. Quotes will be indented during publication production.

Information on Final Book Format

The final Proceedings book will be printed in 7” width and 9.25” height and laid out in Adobe InDesign. Paper contents will be arranged in 2 columns per page, each column 2.75” width.

InDesign Template

We will have an InDesign template available if you wish to compose your paper in DCA 2020 template following our example.

Precautions

Please make every effort to ensure the integrity of your files before sending, as this will help us to avoid publishing delays.

For Questions Please E-mail to any or all of the three editors:

M. Saleh Uddin, PhD

Chris Welty, AIA

Arash Soleimani, PhD

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Submission of Paper

Submit one Folder/Zip Folder with your completed paper in one Word document and all figures in JPEG or TIFF files to these two email addresses.

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