­Instructions and Template for Authors Submitting Extended Abstracts to the ACADIA 2020 Conference

**Keywords**: This section should contain maximum 5 words separated by commas

Introduction

This document presents the instructions to prepare the Extended Abstract (1000 words excluding references and captions) for peer review and acceptance to the 2020 ACADIA Conference. Authors should use this Word document and the information contained within it for the formatting of their submission, making use of the Word styles provided by the template. Submissions that fail to follow instructions provided in this document will be disqualified.

**Extended Abstracts will be double blind peer reviewed. Accepted authors will be invited to submit a full-length paper for publication in the conference proceedings.**

Abstracts 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 not duplicative or re-published. An individual can only be lead author on one abstract submission (this does not include project, video, and field notes submissions). Please refer to ACADIA’s Publication Ethics Guidelines for detailed policies regarding academic writing, originality, plagiarism, intellectual property, and the peer review process:

<http://acadia.org/content/conferences#publication_ethics>

Formatting

Abstracts should be organized with a clear content-oriented structure. Every abstract must have a title and several headings. References follow at the end of the document. Graphics and tables should be embedded into the text. Please only use one space after the period at the end of a sentence. Adhering to the styles embedded in this guide will enable more streamlined conversion to the InDesign templates for publication.

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 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 References, 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" top, bottom and sides. Text should be justified.

A footer placed 1" from the bottom edge should identify the title of the abstract 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.

Content

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

Extended Abstracts describe work that is embedded within significant bodies of research and creative practices, or on-going work which is yet to be placed within a larger context of on-going research. Abstracts should be concise and follow the structure of a scientific paper providing: **Introduction** (including brief description of background and precedents)**, Methods, Results and Reflection, and Conclusion.** Submission must emphasize the significance of the work and its historical and/or theoretical context. Submissions may also be entirely historical or theoretical in nature, replacing the “methods and results” with relevant argument sections.

* 1. Sections

In the **Introduction** section of the abstract, the objectives and the hypothesis of the work are to be stated and placed within the context of relevant research. The section can reflect the author's previous work but should also cite original sources that led to the development of their specific body of work. It is expected that Introduction section will include a condensed description of precedent and background work. Proper references to journal articles and/or conference papers must be used when describing the precedent work. (~200 words)

In the **Methods** section, the novel techniques developed in the work should be introduced and described so that they can be understood and reproduced by someone in the field of computational design and digital fabrication. (~300-400 words)

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 its contribution to previously cited work must be indicated. Authors must provide a critical summation of their research offering successes and failures in relation to the original hypothesis. (~200-300 words)

The **Conclusion** section should describe the future development of the work and provide a reasonable outlook of the research into future applications. Such propositions should be grounded in the precedents that were originally stated in the hypothesis for the research. (~150 words)

While an Acknowledgement section should **not** be included in the abstract submission, any accepted abstracts that are developed into papers and published in the Proceedings will require the author to properly attribute and credit teams, contributors, faculty, academic programs, funding bodies, etc.

* 1. Figures

**Please include maximum 5 figures in the submission!**

Figures include line drawings, charts, photographs and digital imagery. Low-resolution images and captions should be embedded in text. However, resolution should be high enough that any text that is part of the image is readable.

The figure must 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 must be mentioned in the text (Figure 1). Captions are to be located *below* the figure, using the *ACADIA-Figure Caption* style.



Figure 1. Jack-Knife PDA Design.

* 1. Tables

Put tables in the text, in the paragraph after they are first mentioned. They should not be at the end of the document.

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 document. 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.

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. Identification and Credits

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

* 1. Citations

References are cited in the text by author name and the date of publication, enclosed in parentheses. The citation is placed at the end of the sentence. 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; Legrand 1994)

Submitting Your Manuscript

Reference the information on the ACADIA Conference website for details regarding the submission process: <http://2020.acadia.org/submit.html>

Conclusions

If all authors follow these conventions, reviewers will be able to concentrate on your content rather than your formatting.

*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

Include References at the end of the document. **Do not use footnotes**. Only texts that are cited in the abstract should be included in the References. All works that are cited should be included in the References section. Use the *ACADIA-Reference* style to format your reference entries. 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.