



Communication: Flow, Filter, Focus, Feeling, Function

2007 Design Communication Association Conference
Ball State University, Muncie, Indiana

Dear Paper Presenter,

This communication is to assist you in completing your paper for the 2007 Design Communication Association Conference. Your paper will be published in the conference proceedings if it is submitted by June 13, 2007 and presented at the conference on either Thursday, September 13th or Friday, September 14th at Ball State University.

In completing your paper, I ask that you keep in mind a few things. Conference participants, like you, are teachers who are interested in learning how to improve through the sharing of knowledge, skills and insights gained in the classroom. Make sure that you communicate what you have learned from the experiences you are sharing. The themes of the conference are: Focus, Flow, Feeling, Filter and Function. What can you share that would address these goals? Finally, your paper is in support of a twenty minute presentation at the conference. Keep it clear, concise and to the point. Think in terms of communicating to a beginning student.

The following pages describe the manuscript guidelines for the proceeding. Please follow them. It will make a big difference in our ability to efficiently produce the publication. Thank you for your time and effort. Please contact me if you have any questions.

Sincerely,

Michel A. Mounayar, R.A.
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Proceedings Manuscript Guidelines: Instructions for formatting and submissions for the 2007 Design Communication Association Conference.

Due Date

All paper submissions must be received by June 13, 2007.

Software & Media

Software: Microsoft Word (.doc or .rtf)

Photoshop (.tif)

Media: CD

Any other formats or media will not be accepted.

Media Labeling

Media should be labeled with the author's name. Example: Tim Jones

Precautions

Please verify that all files can be properly accessed from the media before they are sent.

All media are automatically scanned for computer viruses and corrupted data.

Sometimes problems are detected, and the data is unusable. If this happens to your files, you will be notified immediately and asked to provide another digital copy of your files as soon as possible. Please make every effort to ensure the integrity of your files before sending, as this will help us to avoid publishing delays.

Text Files

You are responsible for the quality of your paper by providing text that is error free. Your paper will be published without further editing. Text files including image captions must be submitted in Microsoft Word (.doc) or Rich Text Format (.rtf). Text files should be named with the author's last name, _text and the extension:

Example: TJones_text.doc

TJones_text.rtf

Note: Do not embed images in the submitted digital text file.



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Image Files

You are responsible for the quality of your published images by providing high quality digital files that have been prepared to read in color. Please call if you have any questions.

Image files may not exceed 6" high or 6" wide.

Image files may not be less than 3" wide.

All image files must be:

- Prepared in Photoshop
- In uncompressed TIFF format
- Color Image Mode
- 8 Bits / Channel
- 300 dpi

Image files should be named with the author's last name, _fig# and the extension:

Example: TJones_fig1.tif

TJones_fig2.tif

Digital Text Requirements

Final publication formatting such as fonts, type size, line spacing, margins, columns, indents, etc. will be established by the design of the proceedings.

Type should be entered in the following way:

Paper Title: Upper/Lower Case, Initial Caps

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

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

No address or phone number

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.



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Set all text to flush left.

All text must be set as single spaced with NO blank lines.

Word emphasis within a paragraph is acceptable as bold or italic but NOT underlined.

DO NOT embed images or footnotes within the digital text file.

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.



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Illustrations

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. Provide a copy of permission to use. 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.

Space Limitations

We reserve the right to edit text and illustrations in order to conform to the following limitations:

Text: Max. 4000 words

Illustrations: Max. of 8 total

Total Pages: Max. of 8 pages in publication
(includes text, notes, references, illustrations)

Permission Form

Please include a hard copy permission form with your submission. A form will be emailed to you shortly. If you do not wish us to publish your contact information for distribution at the conference, please make a note of it in your letter.

Hard Copy Requirements

One print or "hard" copy of the paper must be submitted to illustrate your use of the formatting specified below and the location of figures. The combination of your paper's hard copy and the minimal digital file formatting specified below will make it easier for us to apply the final formatting.

Posting Submittal



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Your submittal must include a “hard” copy of your paper showing formatting and image location, media containing text and image files, and a cover letter as specified.

Submissions, whether normal or overnight mail should be sent to:

Michel A. Mounayar, R.A.

DCA Conference Chair

Professor of Architecture & Associate Dean

College of Architecture and Planning

Ball State University

Muncie, IN 47306

Submissions must be received by June 13, 2007.

Questions

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