Texas Society of Architects

Texas Architect

Materials for Publication Checklist

Below is a list of materials to send to *Texas Architect* for the publication of your project. See our Digital Image Guidelines for detailed specifications and troubleshooting.

Please send all materials to arrive by the date listed on the Release Form.

Images

☐ **Photographs**

Professionally photographed images are mandatory.

Photography should represent the totality of the architecture and reflect its effect on the environment, which could include images of people moving within the space, the context of the structure within the community, or the sustainable features of the building.

Quantity: Send as wide a range (and as many) photos as possible, including both exterior and interior shots where appropriate. Also send images at a variety of scales — that is, ranging from overall shots of the project to close-ups of details. The more the better.

Specifications: Digital images MUST be no less than 300 dpi and are preferred at a *minimum* dimension of 11.125 inches on the longest side. Please see our Digital Image Guidelines for more details.

Photographer credits: If your photographs are taken by several photographers, label each piece with the photographer's name in order for them to receive proper credit. Original documents will be returned if requested.

If you have questions or concerns about releasing original photography, contact us at 512 478 7386.

☐ **Floor Plans, Site Plans, and Other Pertinent Drawings**

DWG or Adobe Illustrator files for press: Simple black and white line drawing floorplans and siteplans are preferred. Submit floorplans and siteplans as layered files. Include only the basic layers (floor plan, interior layout, site plan, landscape, etc.), and **DO NOT** include layers such as mechanical, electrical, plumbing, furnishings, etc. DWG plans must be unkeyed (no labels present on the plan). Please see our Digital Image Guidelines for more details.

PDFs for reference: Be sure to include a keyed version of each plan with directional notation in PDF format. The key can be as detailed as necessary; *Texas Architect* will create its own version for publication. Color copies/printouts are not acceptable for reproduction but may be supplied for reference.

Drawings: Also include other drawings pertinent to your project, including sketches, elevations, and sections, as well as drawings of details. Digital files for drawings must adhere to the plan or photo guidelines above.

Documents

☐ **Project Release Form**

Please sign and date the form.

☐ **Credits/Resources**

Complete as much of the Resources and Materials form as relates to your project. There are separate tabs for each of the following lists: Project Credits, Contractors & Consultants, and Key Materials & Suppliers. We cannot publish your project without this information.

☐ **Project Description**

This information can come in any form you choose, but please provide the basic details: project size, client, cost, scope of the program, location, any site considerations, and a description of the design solution.

You may also wish to include further information you feel is interesting or pertinent. This information will be provided to the author.

How to Submit Files

All of the items on the checklist above should be sent to *Texas Architect* by the date listed on the release form.

Please provide us with a link for downloading all materials via a file sharing program such as Dropbox or WeTransfer.

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