



ON THE BOARDS

Submission Specifications

By each materials deadline, you must submit 2 files – graphics and text according to the following specifications:

Graphic

To ensure consistency in the published result, Inform reserves the right to request resubmission of the art based on its line quality, contrast, resolution, or clarity.

We prefer that you submit your files in electronic form – **JPEG or TIFF** files only.

- **black and white or grayscale , CMYK if color is purchased**
- **300 dpi resolution or higher**
- **4x4 inches** (or either dimension no larger than 4 inches)

Text

A Word Document Template will be provided for you to submit your text.

If you cannot complete the Word Template you can submit a text (.txt) file or Microsoft Word (.doc) file and include the following information:

- **Firm name and city**
- **Project name and location**
- **Brief description** - not to exceed three lines of copy (about 20-25 words).
- **Contact phone or web address**

The editor will review the text for style, grammar, and appropriateness.

Email your graphic and text files to cguske@aiava.org
Phone 804-644-3041, ext. 301.