

# PROSPECTUS SUBMISSION GUIDELINES

Fall 2021/ Spring 2022



Faculty are requested to identify a maximum of 10 works (drawings, photos, media files, etc.) to represent their studio/course in Prospectus. You can submit your selection by:

- Identifying 15 works via [forms.office.com](https://forms.office.com)
- Prospectus Team will follow up for high-res files directly with each student if is not filed in SharePoint correctly
- Or, if the content has already been submitted as part of the End of the Semester Filing Process, please

email [codadprospectus@uh.edu](mailto:codadprospectus@uh.edu) your selected works/students from your submission and Prospectus Team will follow up directly with students to request high-res versions of their files.

- The system will let you or the invited student to upload 10 images max.

### **Requested Materials**

- Up to 10 high-resolution files of student works (drawings, model photos, walk-through animations, etc.) representing any number of students. We encourage time-based media files, but request that at least eight images are still so that we can consider them for inclusion in the print publication.
- Signed forms:
  - Authorization to Release Educational Records signed form
  - Authorization for Use of Image, Voice, Performance, Artwork or Likeness signed form
  - Copyright Use Permission and Non-Exclusive License Agreement signed form

### **Naming criteria**

- Arch2501\_InstructorLastName\_StudentLastName\_StudentFirstName\_Image1,2,3,4,5,6,7,8,9,10

### **File Format Guidelines**

- Do not submit wall-sized boards, multi-page PDFs, or multiple drawings or images in a single image file
- Raster images (images, such as renderings, photographs, or collages) should be saved

with the following specs: 8-bit TIFF files, CMYK\* colorspace (not RGB), and approximately 8x10" at 300 dpi, but no larger than 14x17" at 300dpi. Files should not be compressed or contain layers or alpha channels.

- Vector images (line work, such as AutoCAD or Illustrator drawings) should be saved as .AI (Adobe Illustrator) files, in CMYK color space (not RGB).
- Physical models should be photographed, color corrected in Photoshop, converted to CMYK, and saved in an 8-bit TIFF format (300 DPI and approximately 8"x10"). The files should be flattened and not contain layers or alpha channels.
- For vector files, make sure that ALL lines are at the very least 60% black, optimally 100% black. If you want to have line hierarchy, achieve that through linewidths, not through making lines gray. **NOT** "rich black" (C=100%, Y=100%, M=100%, K=100%)
- Please do not include any text embedded in your images unless they are a diagram that requires writing.