



Guidelines for Construction Zone submissions

Construction Zone is a regular department in *American School & University* that highlights a variety of school and university construction projects, including new construction, upgrades/retrofits, green/sustainable designs, cafeterias/food-service facilities and performance spaces. Please see the editorial calendar for a listing of what type of projects will be featured each month. These news items are accompanied by a color image of the project.

When submitting a project for the Construction Zone department, please include the following:

-A 250- to 300-word description of the project, including the estimated or actual date of completion, architect, project name, city and state, and other related information (square footage, materials used in construction, unique aspects of the project, etc.). Because of space limitations, only the name of the architect will be printed. Other project contributors can be included upon request. The submission should not include quotes from the architect, but can include quotes from school officials.

-An image of the school. Images can be sent via e-mail or on CD. They should be in a .tif, .eps or .jpg format and should be in color and high resolution (300 dpi for a 4-inch by 5-inch format or larger). Please make sure the photos are labeled with any descriptive material such as the name of the school, as well as any photographer credit. The architect typically is not credited if it supplies the photo. **Color photocopies cannot be printed.**

-Please make sure the project was completed within the last year. Works in progress are acceptable, but please include an estimated completion date.

SEND MATERIALS TO:

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