

TRACE 01

CALL FOR SUBMISSIONS

ABOUT TRACE

Trace is a design and research journal at the University of New Mexico School of Architecture + Planning. The journal acts as a point of collection for the thinking and making that, taken together, frame and clarify the diverse disciplines within the UNMSAP —architecture, landscape architecture, community + regional planning, historic preservation + regionalism, urban + regional design—and locate this collective vision within the larger field of discourse.

A TRACE is that which is left behind, a change that marks existence or passage, while TO TRACE is an endeavor to discover and describe the development of a thing. The purpose of the journal is to inhabit the liminal space between verb and noun, attempting to trace the development of the vision of the School of Architecture + Planning while necessarily acting as a trace of the thoughts and things that have existed and passed across its walls and through its rooms.

TRACE 01

The inaugural issue of TRACE will make its focus traces of/tracing making: questioning the role that the act of making, and the modalities of the material, have in/on the process of design. The first call for submissions invites students and faculty to submit design work (drawings, images, etc) as well as essays or essay abstracts relevant to the focus of this issue.

DEADLINES

APRIL 3, 2015: 2014 Design Work:

MAY 28, 2015: Spring 2015 Design Work:

MAY 28, 2015: Essays/Essay Abstracts:

Email any questions to: tracepublication@gmail.com

DESIGN WORK SUBMISSIONS

Submissions for TRACE will take advantage of Sharepoint, a cloud server that is a part of the UNM system. The following instructions detail how to submit work on the Sharepoint system. After following the instructions and creating a folder containing your Trace Submission please send an email to tracepublication@gmail.com to indicate that you have submitted work for the journal.

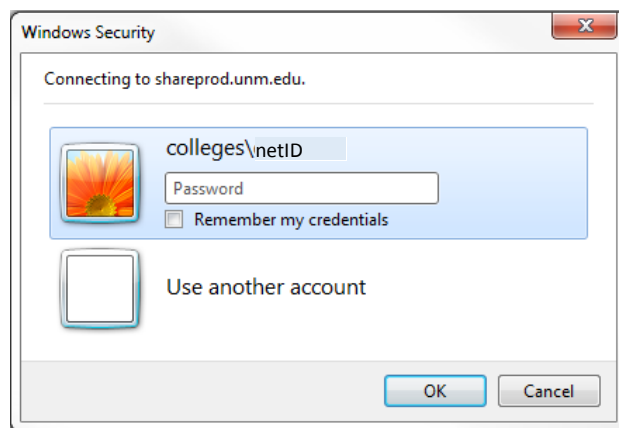
SA•P SharePoint Site

The SAP SharePoint site is available using Internet Explorer, Safari, or Firefox and your UNM net ID at:

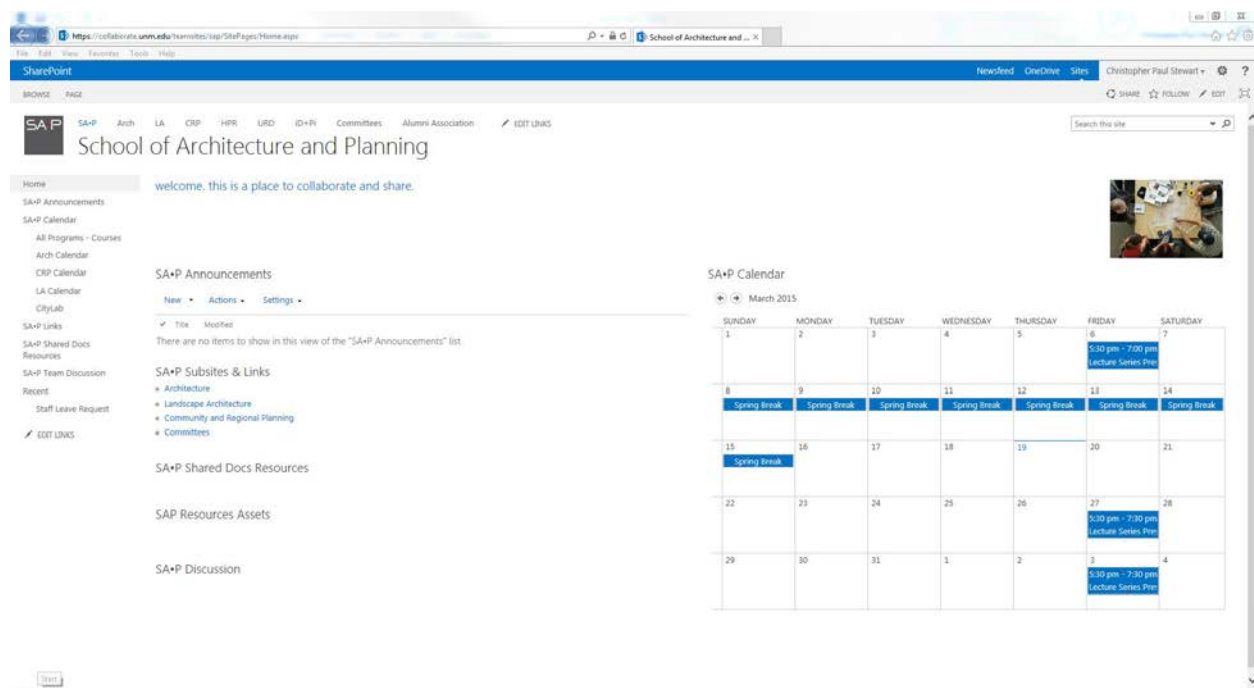
<https://collaborate.unm.edu/teamsites/sap>

Enter your UNM netID and Password

Tip: If you are on a Windows Machine make sure the Domain (listed user name and password window is listed as Colleges, if not for user name enter: Colleges\your UNM net id (ex. Colleges\ebernard)



After successfully logging in you will be brought to the main SA•P SharePoint site:



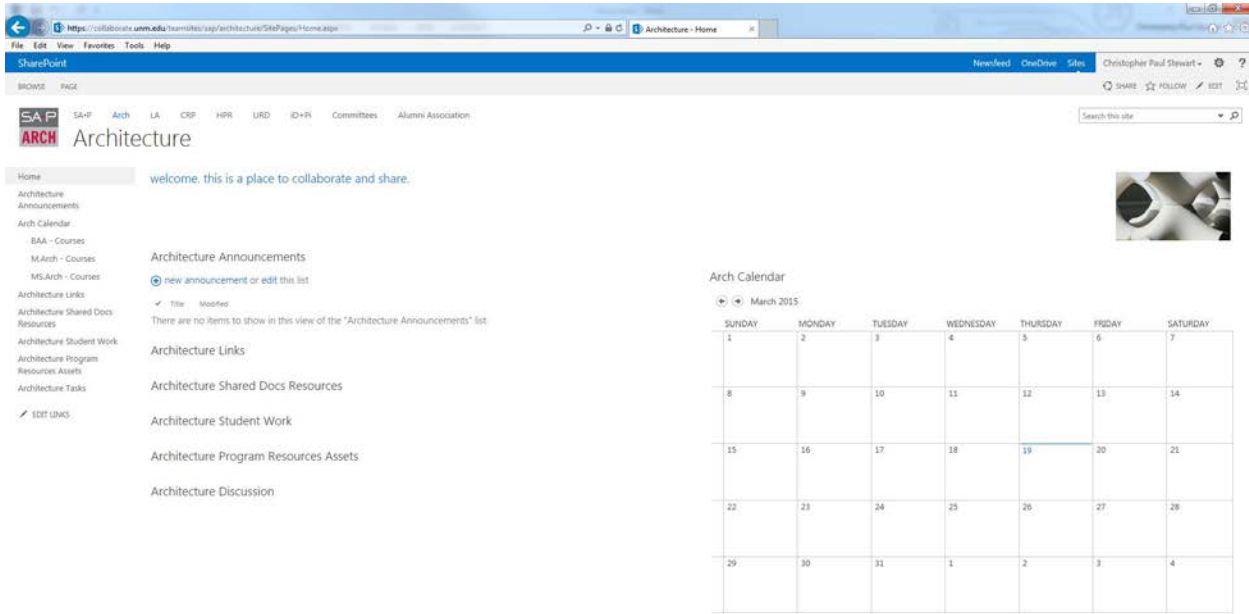
SA•P SharePoint Site

From there you can navigate to the Architecture Program's site by clicking the "Arch" link at the top of the page or the "Architecture" link under SA•P Subsites & Links.

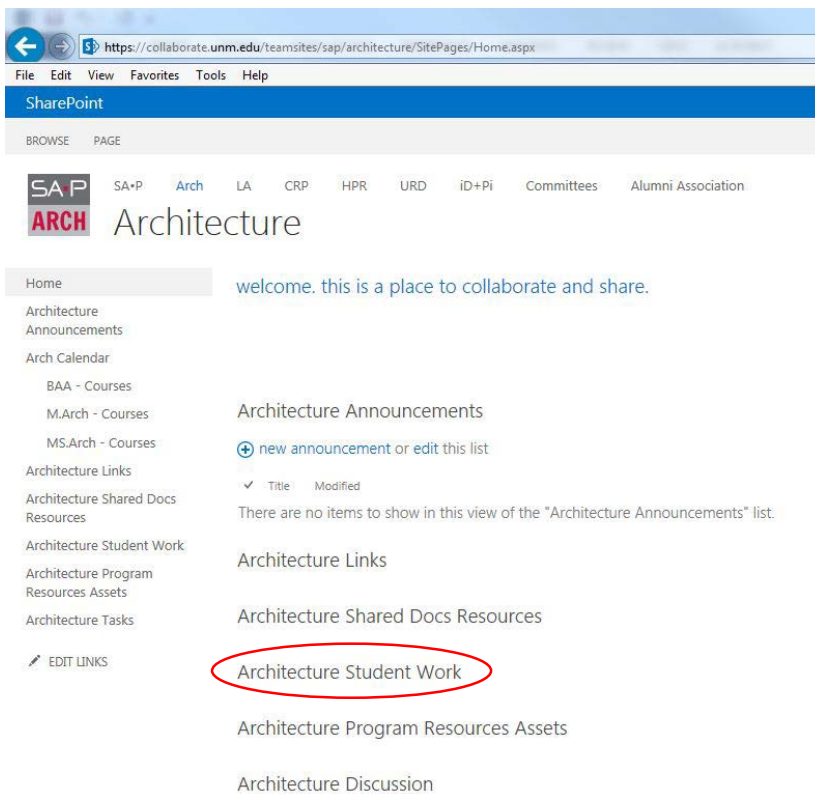
The screenshot shows a web browser window with the URL <https://collaborate.unm.edu/teamsites/sap/SitePages/Home.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The SharePoint interface features a blue header with the "SharePoint" logo and a navigation bar with "BROWSE" and "PAGE" options. The main navigation area includes the SA•P logo, a menu with "SA•P", "Arch" (circled in red), "LA", "CRP", "HPR", "URD", "iD+Pi", "Committees", and "Alumni Association", and the title "School of Architecture and Planning". A left-hand navigation pane lists various site sections such as Home, SA•P Announcements, SA•P Calendar, All Programs - Courses, Arch Calendar, CRP Calendar, LA Calendar, CityLab, SA•P Links, SA•P Shared Docs Resources, SA•P Team Discussion, Recent, and Staff Leave Request, along with an "EDIT LINKS" option. The main content area displays a welcome message: "welcome. this is a place to collaborate and share." Below this is a section for "SA•P Announcements" with "New", "Actions", and "Settings" dropdown menus. A table header shows "Title" and "Modified" columns, with a message stating "There are no items to show in this view of the 'SA•P Announcements' list." The "SA•P Subsites & Links" section contains a list of links: "Architecture" (circled in red), "Landscape Architecture", "Community and Regional Planning", and "Committees".

SA•P SharePoint Site

From there you will be directed to the Architecture Program’s main SharePoint site:

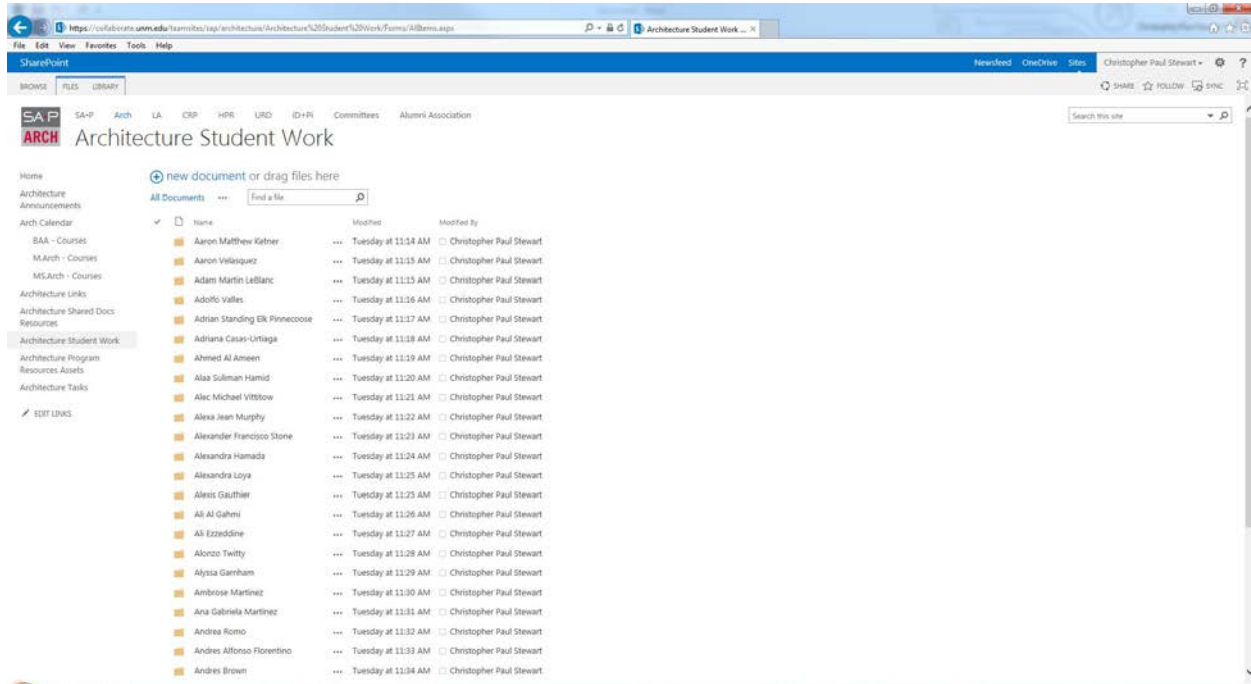


To access the Student work section of the site click the “Architecture Student Work” link:






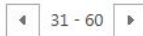

SA•P SharePoint Site

From there you will be directed to the list of student folders:



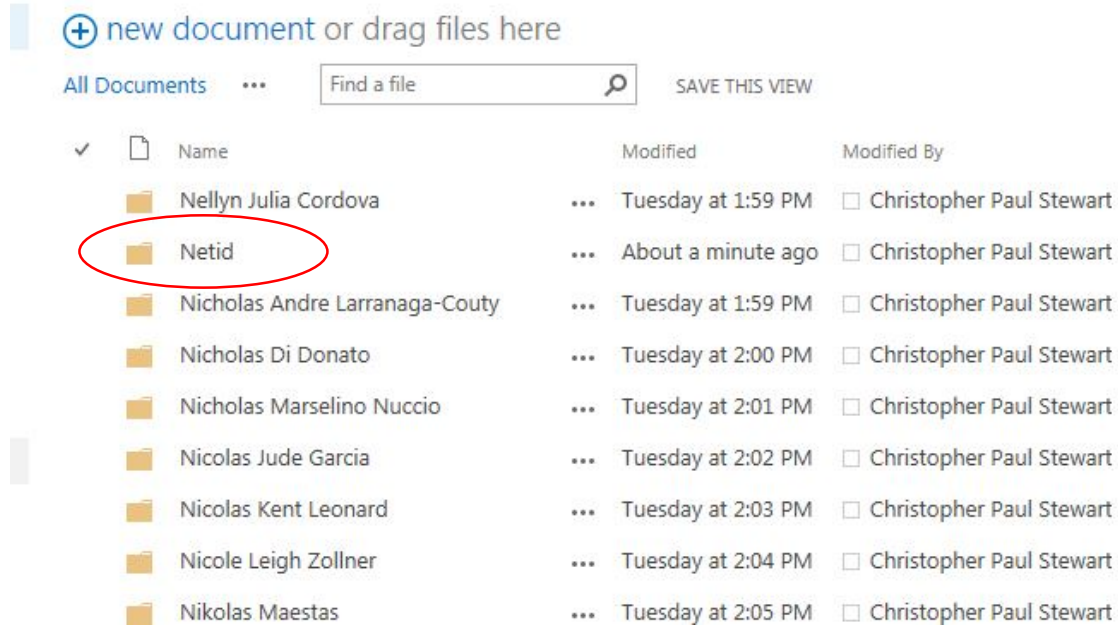
Use the navigation arrows at the bottom of the list to scroll through the list of folder to find yours:

	Cheyenne Sumner Moore	...	Tuesday at 12:00 PM	<input type="checkbox"/>	Christopher Paul Stewart
	Chloe Adara Medaris	...	Tuesday at 12:01 PM	<input type="checkbox"/>	Christopher Paul Stewart
	Christian Reyling	...	Tuesday at 12:02 PM	<input type="checkbox"/>	Christopher Paul Stewart
	Christine Poma Adhikari	...	Tuesday at 12:03 PM	<input type="checkbox"/>	Christopher Paul Stewart
	Christopher Murphy	...	Tuesday at 12:04 PM	<input type="checkbox"/>	Christopher Paul Stewart
	Christopher Whyman	...	Tuesday at 12:05 PM	<input type="checkbox"/>	Christopher Paul Stewart
	Claire Alexandra Schali	...	Tuesday at 12:06 PM	<input type="checkbox"/>	Christopher Paul Stewart
	Cole Cottrell	...	Tuesday at 12:07 PM	<input type="checkbox"/>	Christopher Paul Stewart
	Cory Archie	...	Tuesday at 12:08 PM	<input type="checkbox"/>	Christopher Paul Stewart
	Damian Garduno	...	Tuesday at 12:09 PM	<input type="checkbox"/>	Christopher Paul Stewart

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SA•P SharePoint Site

Once you locate your name click on the folder:

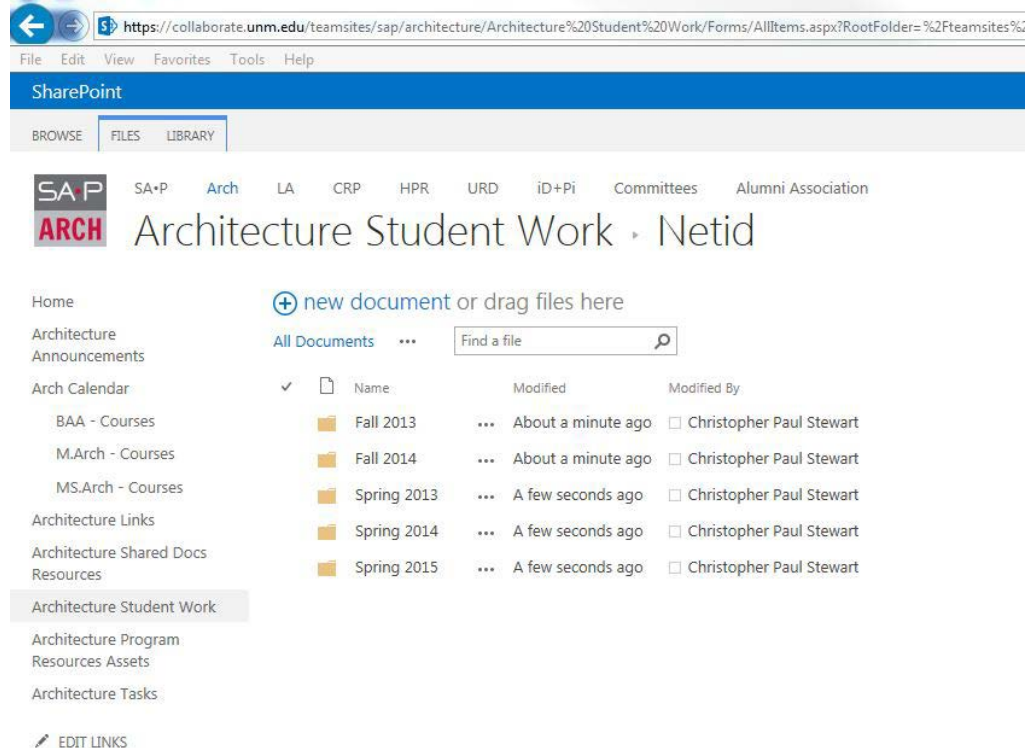


new document or drag files here

All Documents Find a file SAVE THIS VIEW

Name	Modified	Modified By
Nellyn Julia Cordova	Tuesday at 1:59 PM	Christopher Paul Stewart
Netid	About a minute ago	Christopher Paul Stewart
Nicholas Andre Larranaga-Couty	Tuesday at 1:59 PM	Christopher Paul Stewart
Nicholas Di Donato	Tuesday at 2:00 PM	Christopher Paul Stewart
Nicholas Marselino Nuccio	Tuesday at 2:01 PM	Christopher Paul Stewart
Nicolas Jude Garcia	Tuesday at 2:02 PM	Christopher Paul Stewart
Nicolas Kent Leonard	Tuesday at 2:03 PM	Christopher Paul Stewart
Nicole Leigh Zollner	Tuesday at 2:04 PM	Christopher Paul Stewart
Nikolas Maestas	Tuesday at 2:05 PM	Christopher Paul Stewart

There will be a list of sub folders for the Fall and Spring terms beginning in 2013:



https://collaborate.unm.edu/teamsites/sap/architecture/Architecture%20Student%20Work/Forms/AllItems.aspx?RootFolder=%2Fteamsites%

SharePoint

BROWSE FILES LIBRARY

SAP ARCH SA•P Arch LA CRP HPR URD iD+Pi Committees Alumni Association

Architecture Student Work » Netid

Home

Architecture Announcements

Arch Calendar

- BAA - Courses
- M.Arch - Courses
- MS.Arch - Courses

Architecture Links

Architecture Shared Docs Resources

Architecture Student Work

- Architecture Program Resources Assets
- Architecture Tasks

EDIT LINKS

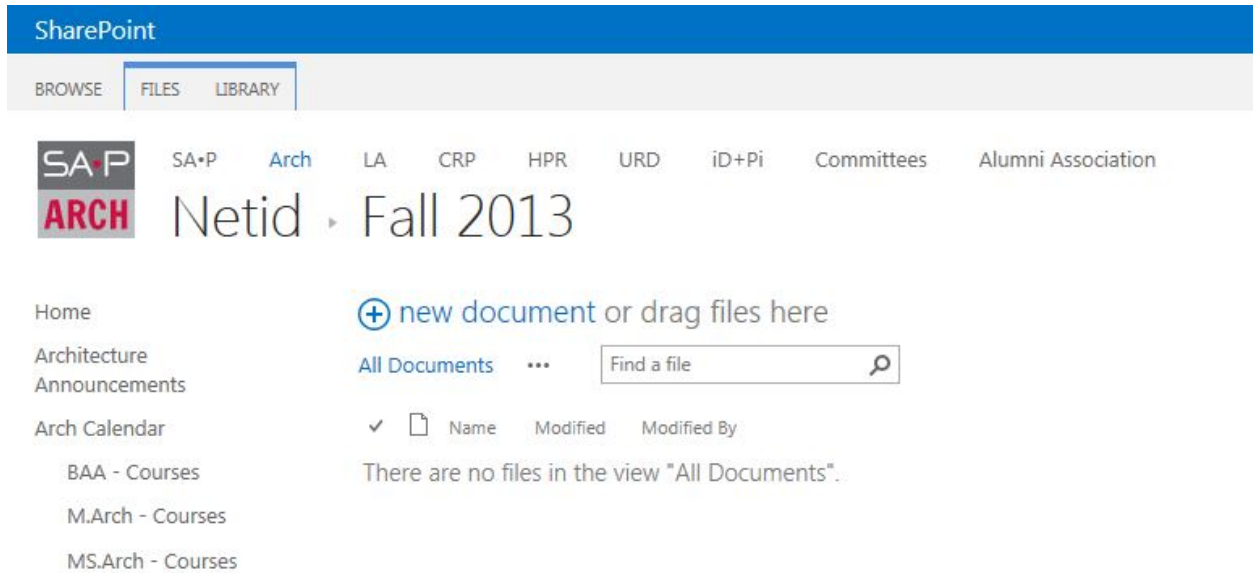
new document or drag files here

All Documents Find a file

Name	Modified	Modified By
Fall 2013	About a minute ago	Christopher Paul Stewart
Fall 2014	About a minute ago	Christopher Paul Stewart
Spring 2013	A few seconds ago	Christopher Paul Stewart
Spring 2014	A few seconds ago	Christopher Paul Stewart
Spring 2015	A few seconds ago	Christopher Paul Stewart

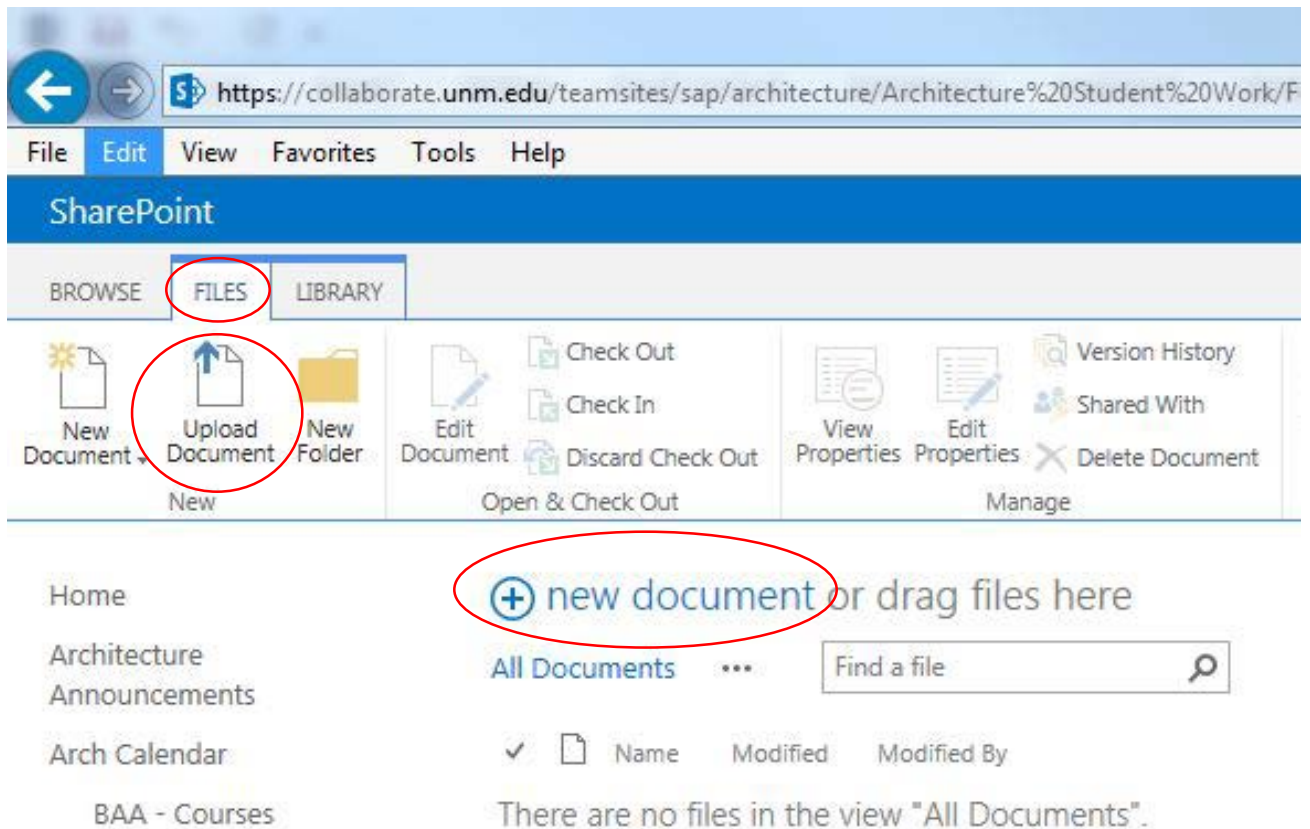
SA•P SharePoint Site

Click on the term folder that you wish to upload work to:



The screenshot shows the SharePoint interface for the SA•P site. At the top, there is a blue header with the text "SharePoint". Below this, a navigation bar contains "BROWSE", "FILES", and "LIBRARY" tabs. The "FILES" tab is selected. Below the navigation bar, there is a logo for "SA•P ARCH" and a breadcrumb trail: "SA•P Arch LA CRP HPR URD iD+Pi Committees Alumni Association". The main content area displays "Netid ▸ Fall 2013". On the left, there is a sidebar with "Home" and a list of folders: "Architecture", "Announcements", "Arch Calendar", "BAA - Courses", "M.Arch - Courses", and "MS.Arch - Courses". The main area features a "+ new document or drag files here" link, a search box labeled "Find a file", and a table with columns "Name", "Modified", and "Modified By". The table is empty, with the text "There are no files in the view 'All Documents'." below it.

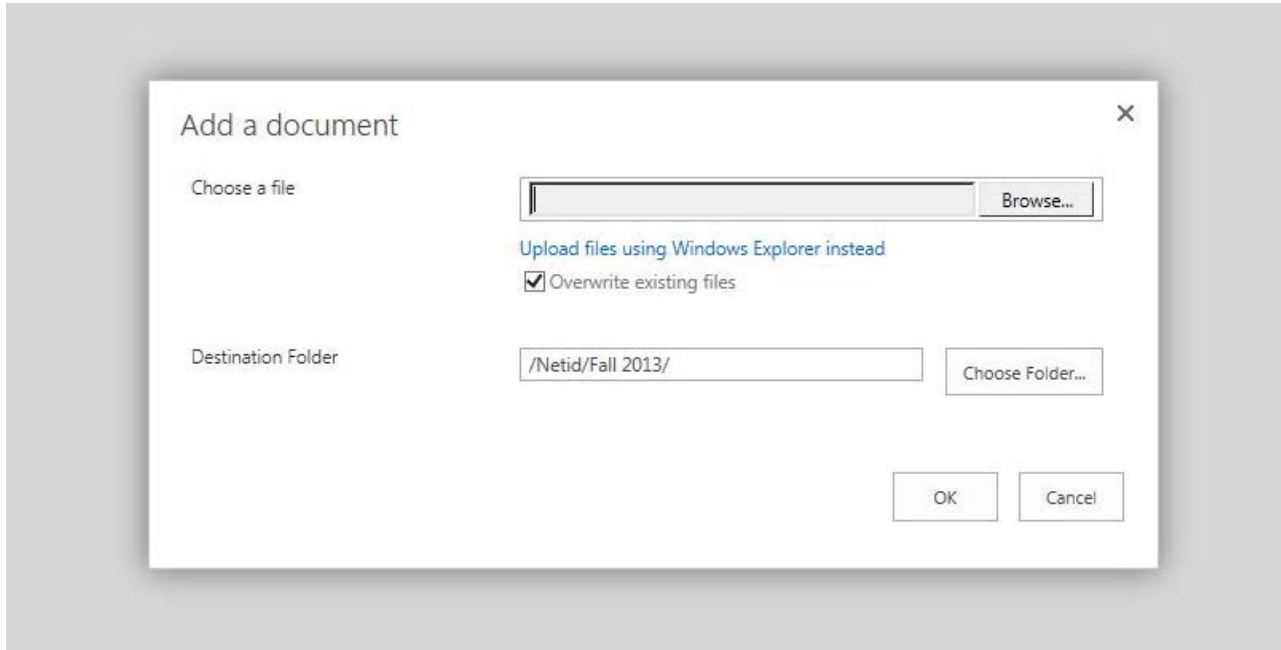
To begin the Upload process click on the “Files” tab, then click “Upload Document” or Click “new document” link:



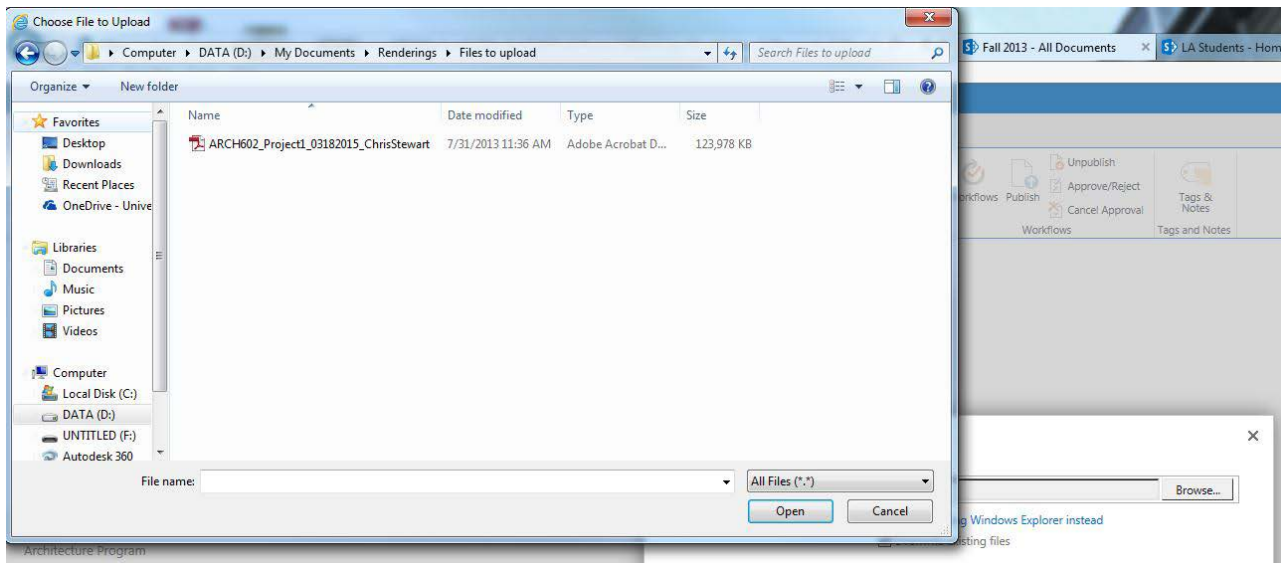
This screenshot shows the same SharePoint interface as above, but with red circles highlighting specific elements. The "FILES" tab in the navigation bar is circled. In the "New" section, the "Upload Document" icon is circled. Below the main content area, the "+ new document or drag files here" link is circled. The rest of the interface, including the sidebar and search box, remains the same.

SA•P SharePoint Site

This will bring up a dialog box:



Click the “Browse...” button which will bring up a file navigation dialog box. Navigate to the file you wish to upload and click “Open”:



****NOTE: The naming convention for the files is as follows:**

ARCHxxx_Project/Assignment#_MMDDYYYY_FirstNameLastName

(e.g. ARCH602_Project1_03182015_ChrisStewart.pdf)

SA•P SharePoint Site

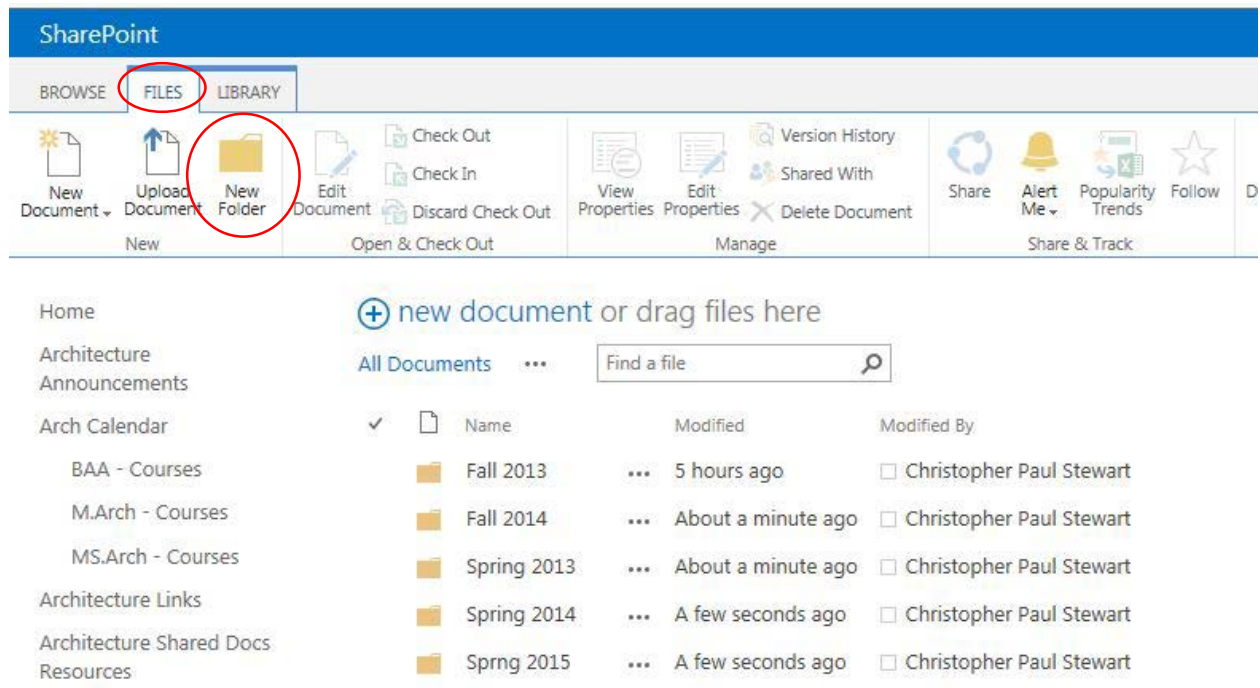
If you are using a Windows PC to do this you can also drag and drop files into the appropriate folders:

The screenshot shows a SharePoint interface with a blue header bar labeled "SharePoint". Below the header are navigation tabs: "BROWSE", "FILES", and "LIBRARY". A secondary navigation bar contains links for "SA•P", "Arch", "LA", "CRP", "HPR", "URD", "iD+Pi", "Committees", and "Alumni Association". The main content area features a logo for "SA•P ARCH" and the text "Netid > Fall 2013". On the left is a sidebar menu with "Home", "Architecture", "Announcements", "Arch Calendar", "BAA - Courses", "M.Arch - Courses", and "MS.Arch - Courses". The main area displays a document library view with a "+ new document or drag files here" button, where "drag files here" is circled in red. Below this is a search box labeled "Find a file" and a table header with columns for "Name", "Modified", and "Modified By". The message "There are no files in the view 'All Documents'." is displayed below the table.

SA•P SharePoint Site

Creating a new folder for Trace Submissions:

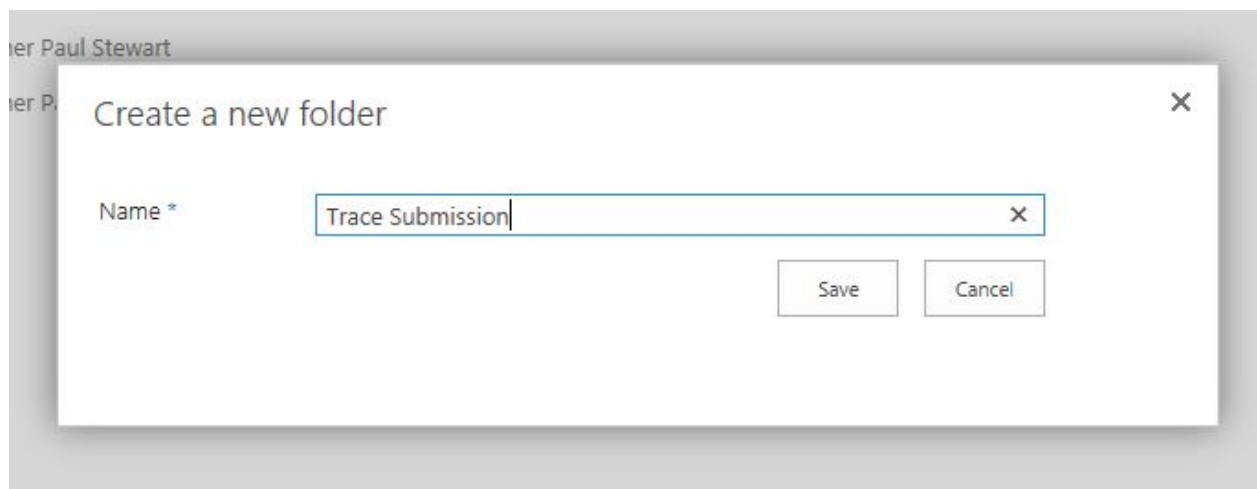
Click the “FILES” tab at the top of the screen then click the “New Folder” icon.



The screenshot shows the SharePoint interface. At the top, there is a blue header with the word "SharePoint". Below it, there are three tabs: "BROWSE", "FILES", and "LIBRARY". The "FILES" tab is selected and circled in red. Below the tabs, there is a ribbon with various icons. The "New Folder" icon is circled in red. Below the ribbon, there is a "Home" section with a list of links: "Architecture", "Announcements", "Arch Calendar", "BAA - Courses", "M.Arch - Courses", "MS.Arch - Courses", "Architecture Links", "Architecture Shared Docs", and "Resources". To the right of the "Home" section, there is a "new document or drag files here" section with a search bar and a table of documents.

Name	Modified	Modified By
Fall 2013	5 hours ago	Christopher Paul Stewart
Fall 2014	About a minute ago	Christopher Paul Stewart
Spring 2013	About a minute ago	Christopher Paul Stewart
Spring 2014	A few seconds ago	Christopher Paul Stewart
Spring 2015	A few seconds ago	Christopher Paul Stewart

This will bring up a dialog box, enter the name of the new folder in the field (i.e. Trace Submission) then click “Save”.



The screenshot shows a dialog box titled "Create a new folder". The dialog box has a close button (X) in the top right corner. Below the title, there is a label "Name *" followed by a text input field containing the text "Trace Submission". At the bottom of the dialog box, there are two buttons: "Save" and "Cancel".

ESSAY/ESSAY ABSTRACT SUBMISSIONS

1. All essays or essay abstracts should be submitted as .docx files directly to tracepublication@gmail.com.

2. Essays and abstracts will use the following convention:

Lastname_Firstname_EssayTitle_Year Completed

ex. **Smith_John_MuseumforImposters_2014**

3. Submissions should follow the Chicago Manual of Style.

4. All submissions will be reviewed and notifications issued of acceptance into this issue of Trace.