TRACE 01

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.
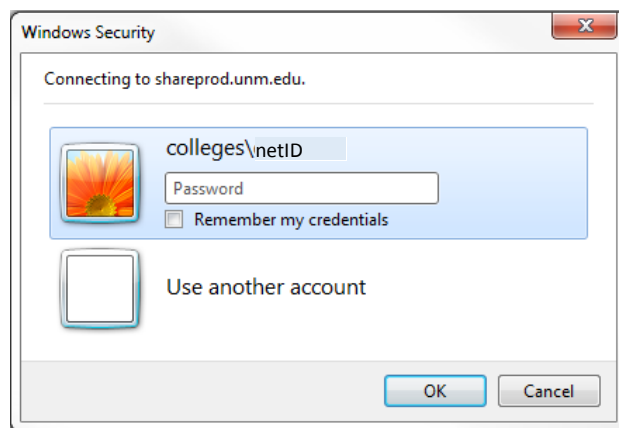
SA•P SharePoint Site

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:
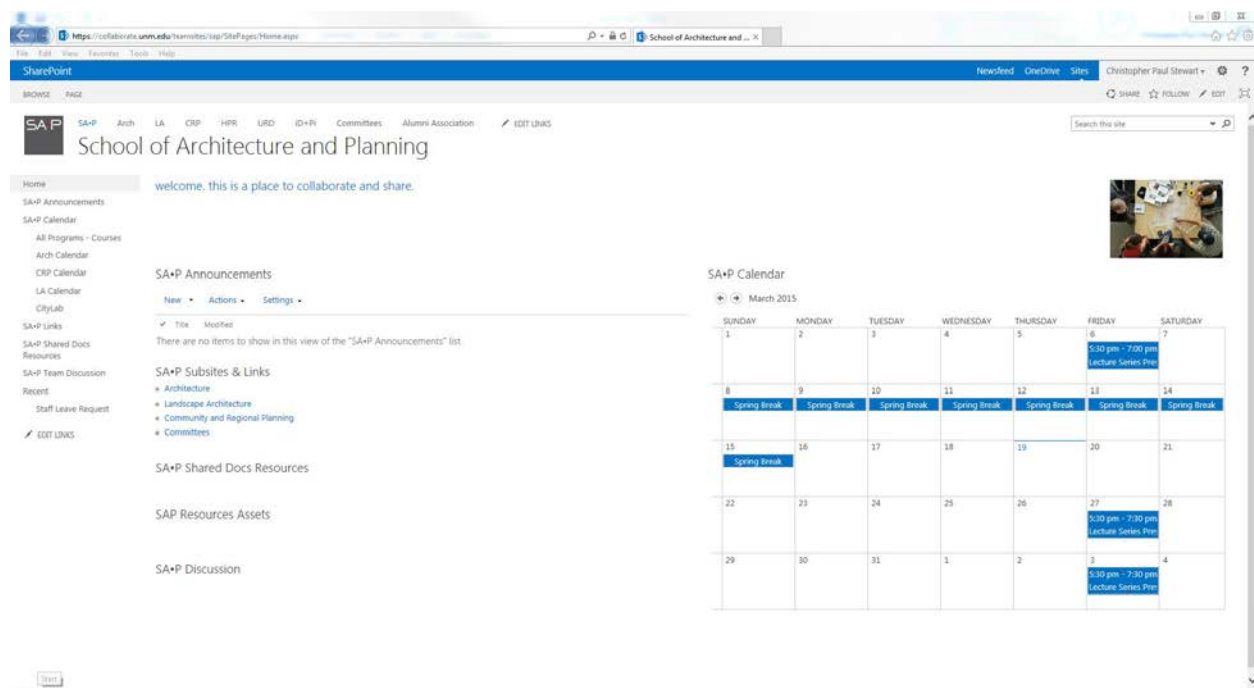
SA•P SharePoint Site

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.

SA•P SharePoint Site

From there you will be directed to the Architecture Program's main SharePoint site:
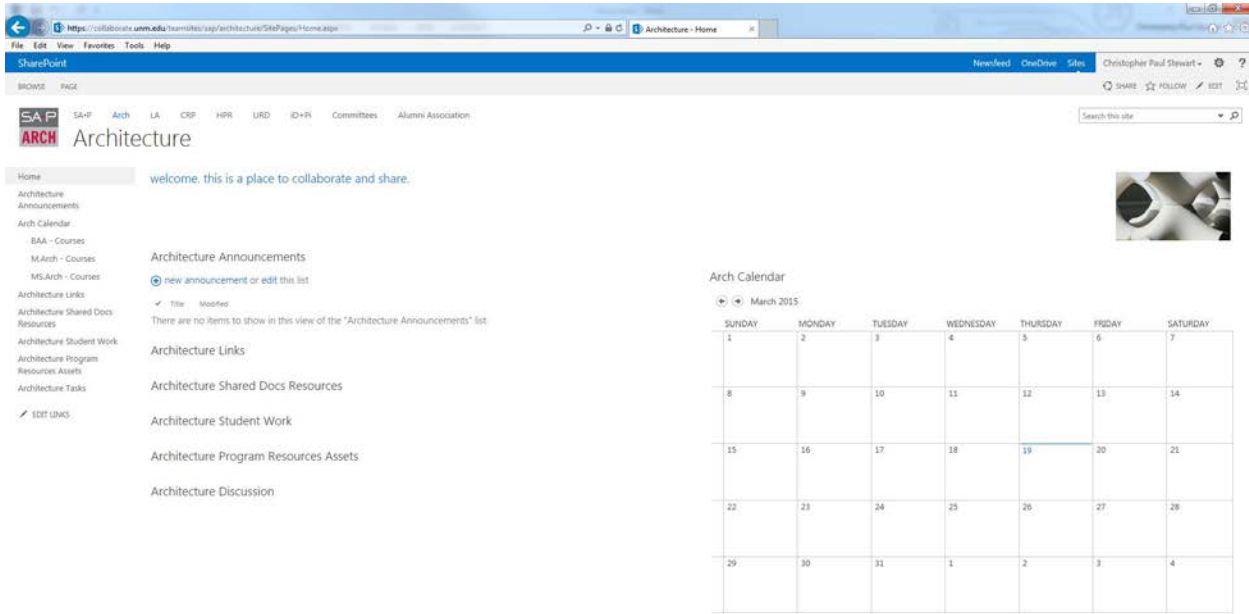
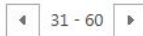To access the Student work section of the site click the "Architecture Student Work" link:
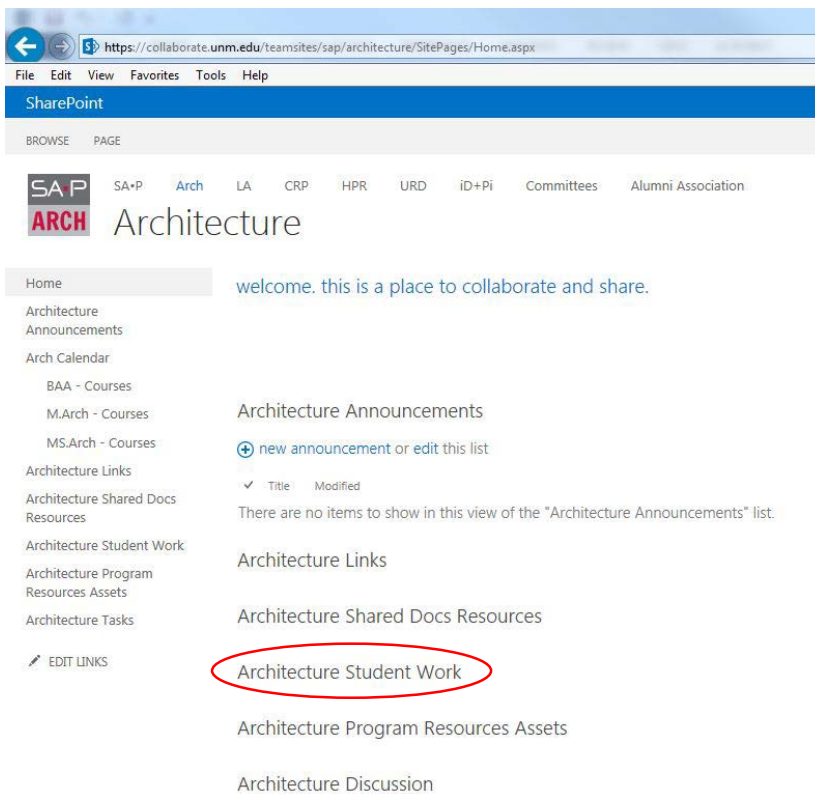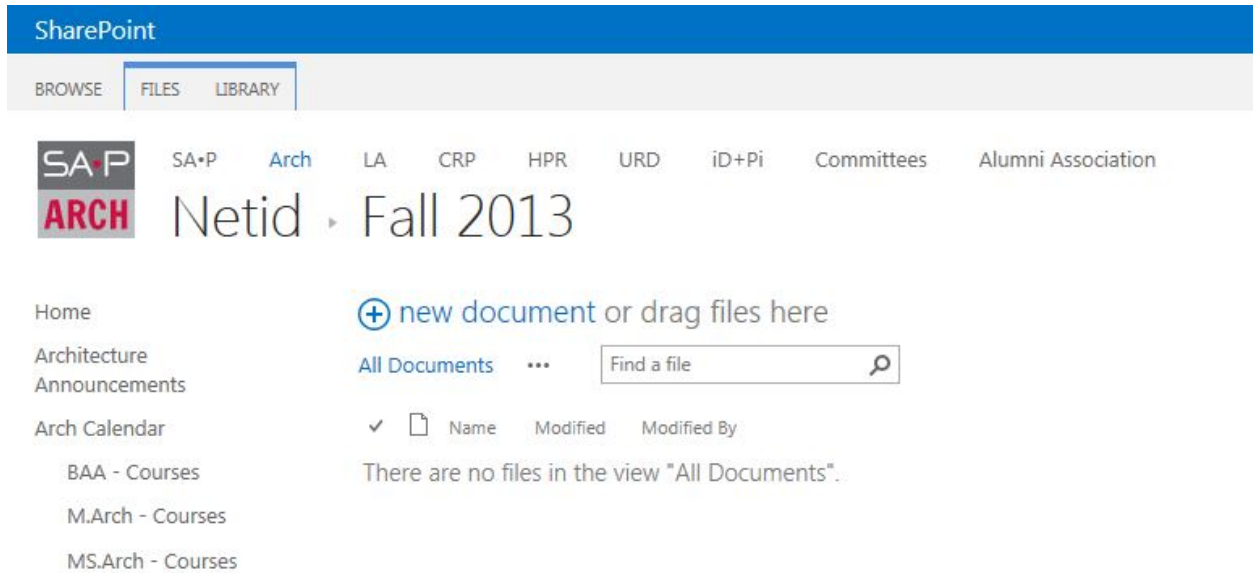
SA•P SharePoint Site

From there you will be directed to the list of student folders:
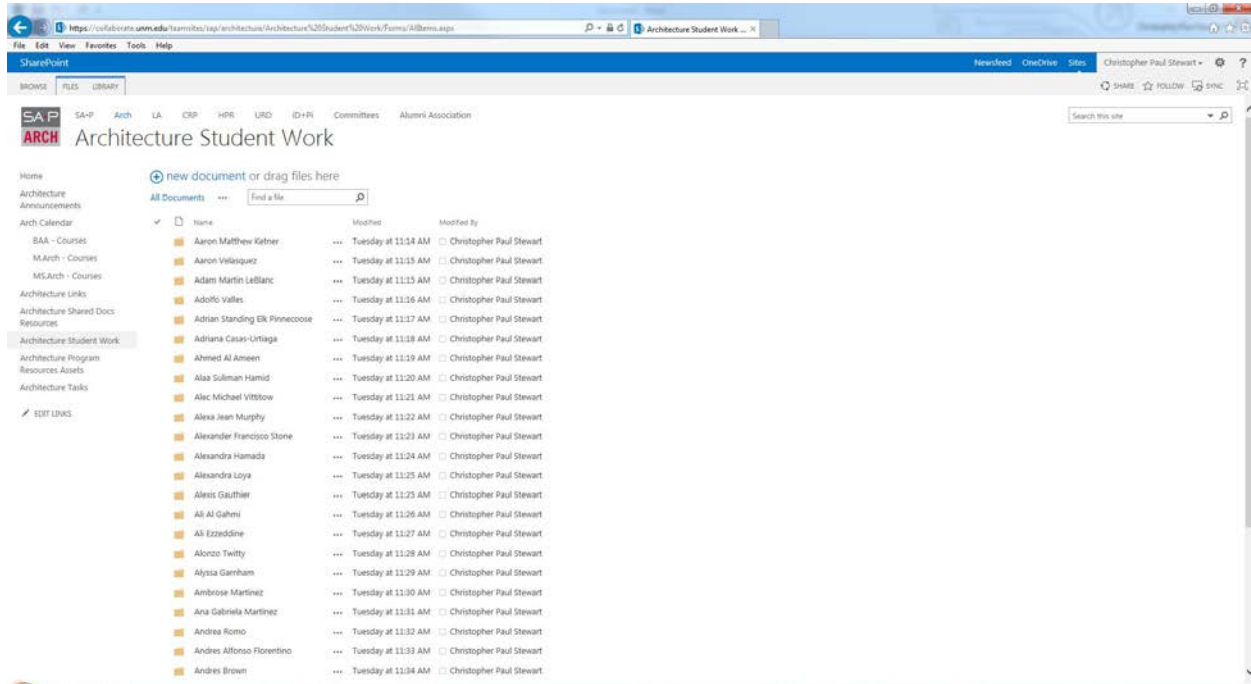
Use the navigation arrows at the bottom of the list to scroll through the list of folder to find yours:

SA•P SharePoint Site

Once you locate your name click on the folder:

There will be a list of sub folders for the Fall and Spring terms beginning in 2013:
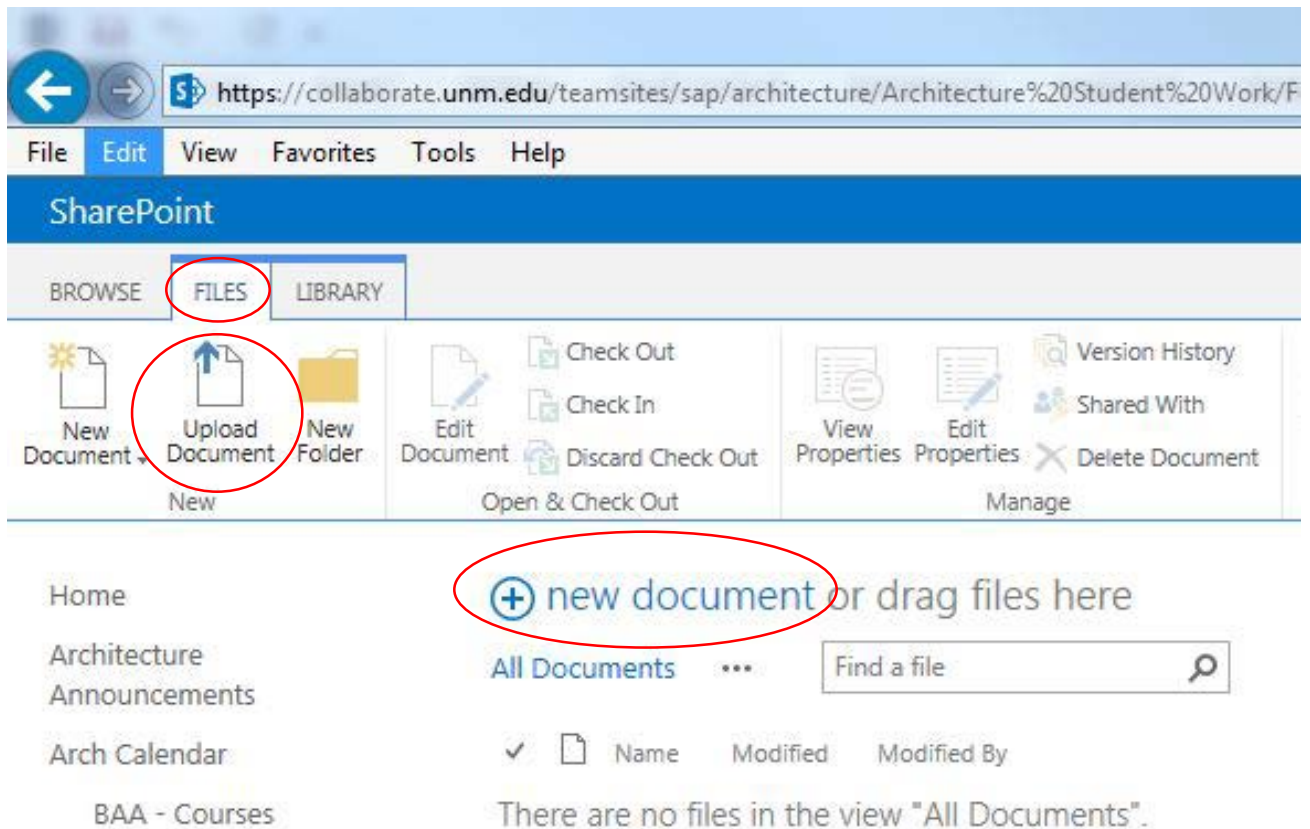
SA•P SharePoint Site

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

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

SA•P SharePoint Site

This will bring up a dialog box:
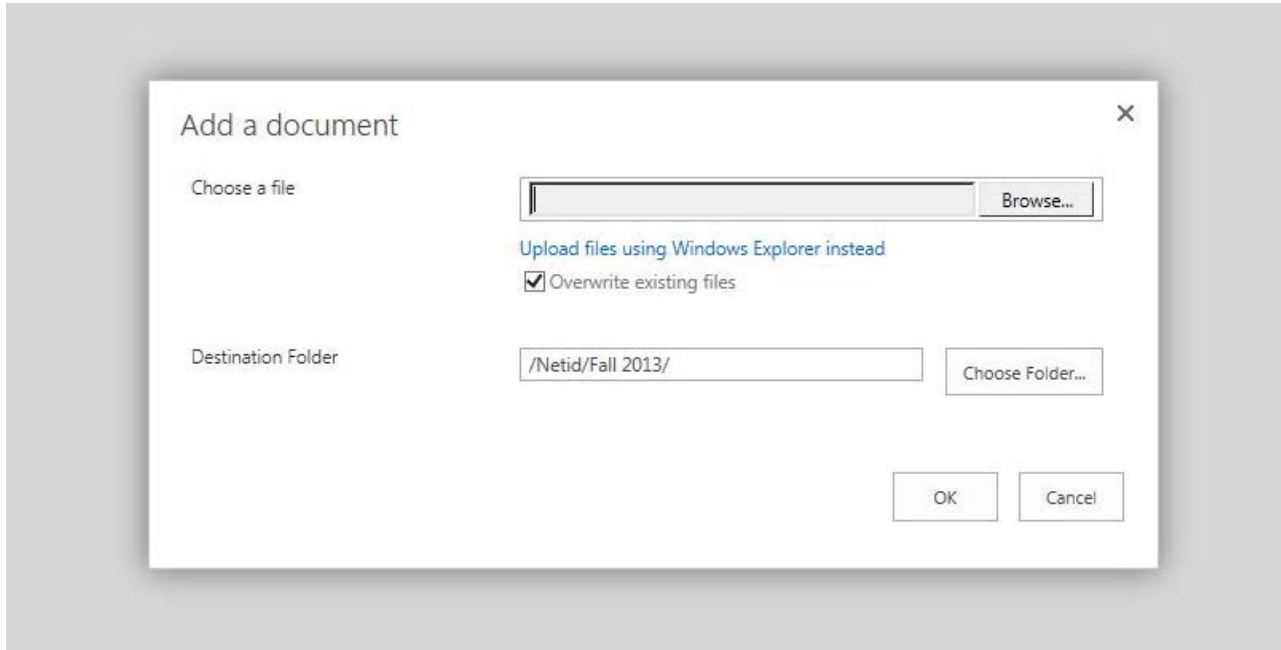
Click the "Browse…" button which will bring up a file navigation dialog box. Navigate to the file you wish to upload and click "Open":
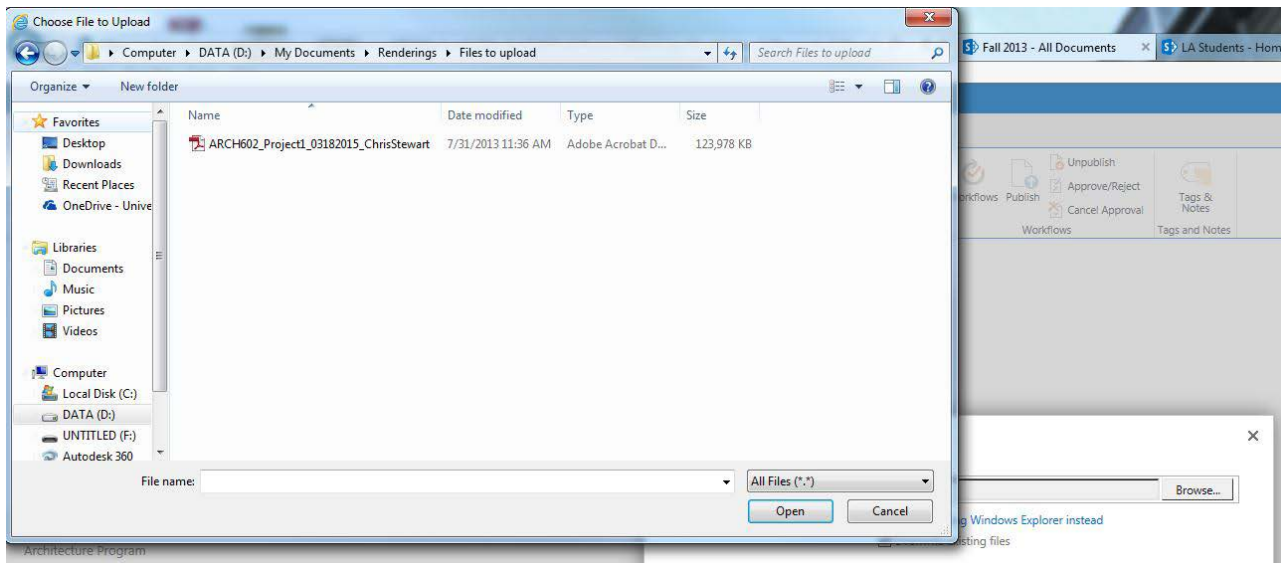
NOTE: The naming convention for the files is as follows:

ARCHxxx_Project/Assignment#_MMDDYYYY_FirstNameLastName

(e.g. ARCH602_Project1_03182015_ChrisStewart.pdf)
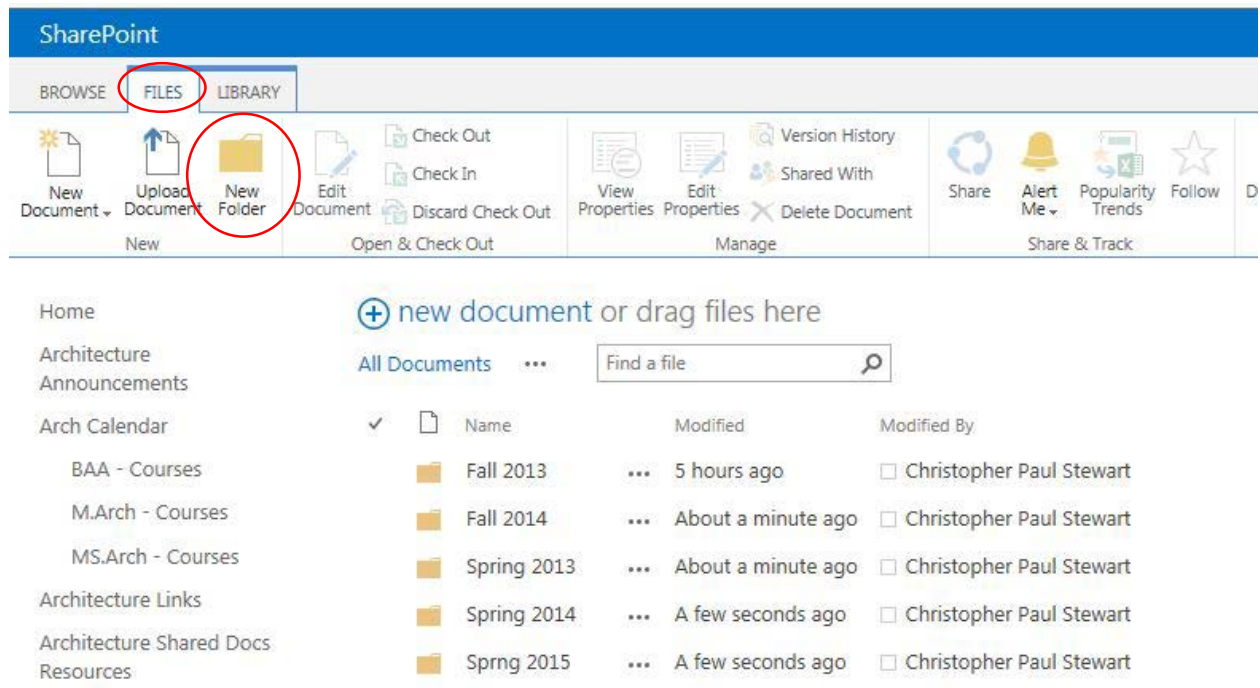
SA•P SharePoint Site

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

SA•P SharePoint Site

Creating a new folder for Trace Submissions:
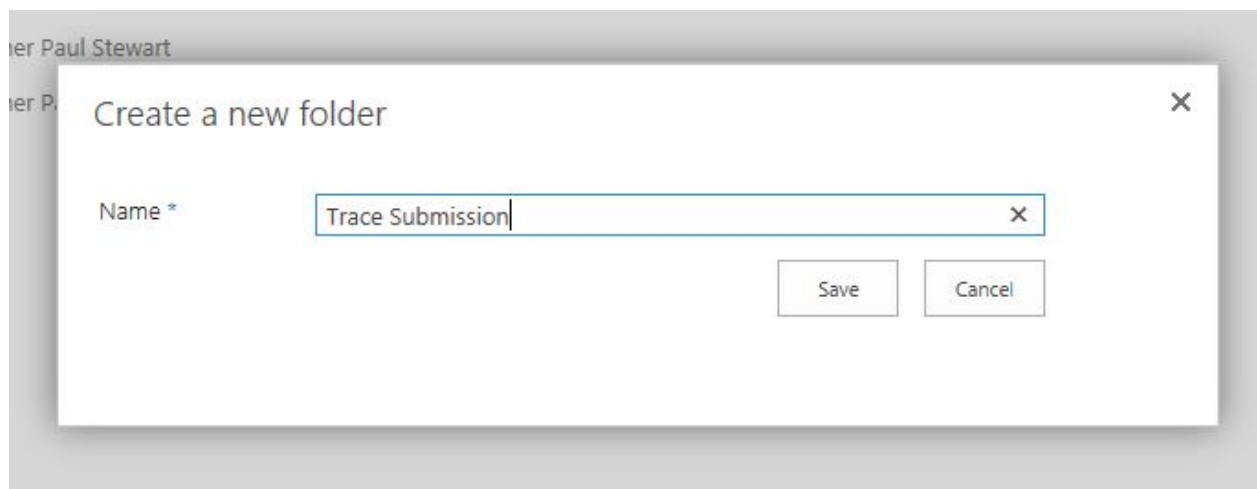
Click the "FILES" tab at the top of the screen then click the "New Folder" icon.

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

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.