# Format Guidelines

No specific requirements regarding the type of text. Whether essay, commentary, report, pamphlet, manifesto or etc., all these forms are very welcome. No definitive guidelines regarding the text length - however, 25000 characters (incl. spaces) should not be exceeded.

Briefly on the general submission process. Please save the text file in .doc format and send it by email to aitna@totale.sk. Mark any links that appear in your text – which could either lead to one of the interviews on the aitna web platform or also to external sources (see further info in the LINKS segment).

## DELIVERABLES

– Title (as short as possible) --> no subtitle
– Name of author(s)
– Info/bio of author/s max. 250 characters (incl. spaces)
– If text includes images:
  - copyright info for every single image
  - minimum size of 1500 x 1000 px (150dpi) --> please send images directly in attachment of mail or via we-transfer link should the size exceed 10mb in total.

## LINKS

If you quote a certain passage from one of the interviews on the web platform, please indicate this directly after the quote in the continuous text as followed:
– for video/audio interviews:  'example quote' [name of interviewed person](exact time of recording e.g. **12:20**)
– for written interviews: 'example quote' [name of interviewed person](question to the answer which citation is part of e.g. **How would you describe the contemporary state of architectural production?**)
– if you quote other texts on the aitna web platform: 'example quote' [title of text](position of the paragraph e.g. **Par. 12**)

When your text is online, readers can jump exactly to the quoted interview/text segment by clicking on the then visible 'button' [switch to interview/text part].

External links can either be placed directly in the continuous text, then please indicate it in the following way [visible text e.g. **see project here**] (http://example-link.com/source); or link-Url can also be written out in full as a footnote. The more (cross-)links there are in your text the better!

Citations of literature and other (external) sources are incorporated directly into the footnotes and should follow the Oxford citation style. As you may have noticed, the footnotes that appear in the texts on the aitna web platform are not below the text but to the left of it. However, this does not change anything for you, and you should just simply put any references, citations and additional information as normal footnotes in the text file you submit.

## LEGAL INFORMATION

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