

PLAZmA Submission Guidelines

For Images*:

Size: 1030 x 640 pixels or greater
Format: JPEG Compression: 60% compression or less
Orientation: Landscape

Additional Information:

For each slide, please include:

Author's name**

Collaborator(s)**

Project title**

A one line (100-character) description of the slide**

Date or term/year**

Instructor(s)**

Studio or Course Name**

SA+P Division**

MIT Subject number

Teaching Assistant(s)

** required information

Submission location:

Go To: [afs/athena.mit.edu/dept/cron/project/plazma](https://afs.athena.mit.edu/dept/cron/project/plazma)

After uploading to the AFS site please email plazma@mit.edu to let us know. If you would prefer to submit material another way you can also email us at plazma@mit.edu.

Permissions:

Please fill in the Communications Submission Form located in the "SA+P permissions form here" folder and submit it with your work. Please put the form in the same folder as your work submission.

Completion of this form is necessary because the PLAZmA Gallery is in a highly visible public space, not a classroom, and so the exceptions to the copyright laws that apply in the classroom setting do not apply to the PLAZmA Gallery.

Thank you for your cooperation!

Story Guidelines:

In general, images are shown in strings of 12 followed by a "station break".

If possible, stories should consist of runs of 12 images (or multiples of 12) where possible.

For feedback, comments, and more information on how to submit content, please contact Judy Daniels by e-mail at plazma@mit.edu.

*Video format currently unavailable, due to technical limitations.