

**1st INTERNATIONAL CIB ENDORSED METU POSTGRADUATE
CONFERENCE**

Built Environment & Information Technologies

Ankara, 16-18 March 2006

**RULES AND GUIDELINES FOR THE SUBMISSION OF
PAPERS**

DEADLINE FOR SUBMISSION

Papers must be submitted before the **end of November**, 2005. Papers received after this time and date will not appear in the Proceedings. Papers will only be accepted from individuals who are prepared to deliver them in person at the conference. In the case of multiple authors at least one author must be present.

SUBMISSION OF PAPERS

All submissions must be by e-mail sent to: **pgrc06@metu.edu.tr**

Queries regarding the formatting of papers should also be sent to the same address.

File name of the text should be the **surname of the first author**: kumkale.doc

LENGTH

Papers should be **no longer than 12 pages** long including all references, headings and titles for tables and illustrations. Please use A4 (210 x 297 mm) paper size. Please set left and right margins to 40 mm and top margin to 50 mm. As a result, **your printable area will be 130 x 200 mm**. Please use printable area in full.

LIMIT ON NUMBER OF ILLUSTRATIONS

Each paper can have no more than ten half-page illustrations and tables in total. That is 7 images and 3 tables, or 10 tables or 10 images etc. A full-page table or image counts as two half-page ones.

COPYRIGHT AND ORIGINALITY

In submitting contributors undertake that any paper submitted has not been published elsewhere before. Where parts of the paper have been previously published this must be noted in the references. The contributors are responsible for getting all permissions for the reproduction of all copyright material included in their articles including tables and images. Sources for all such material must be acknowledged either in the table or illustration in parentheses as shown below.

LANGUAGE

All papers must be submitted in English. Preferably English(US) spelling although UK spelling will be allowed.

COMPUTER FILES

Papers should be submitted as an attachment in

- a. MS Word (just send text, **not insert any illustration**). If you do not have MS Word then RTF will be accepted. Any other format will not be accepted.
- b. AND attach **.pdf file** (insert all the illustrations into the text) as a separate file
- c. AND attach **images** as **separate files**. Supply all illustrations labeling the files with the correct suffix as follows:

Kumkale_fig1.tiff

Kumkale_fig2.tiff

The proceedings will be printed in black and white so all images must be **grayscale**. Do not send color images.

Make sure all file names are followed by the appropriate suffix (doc, tiff).

RULES FOR FORMATTING PAPERS

All those submitting papers are responsible for seeing that they meet the following requirements.

ORGANISING THE DOCUMENT

Papers **should not** include page numbers or footers.

Do not number paragraphs or headings.

Turn off any automatic formatting.

Papers should be arranged in the following order:

Title,
Author(s),
Abstract,
Main text,
Acknowledgments (if any),
References.

ABSTRACT

The body of the paper should be preceded by an abstract, which should be a self-contained text that summarizes in one paragraph the **aims, scope** and **conclusions** of the paper. Each paper must have at least three, and not more than five **keywords**.

FONT

The chosen font is Times New Roman, colored black.

Use **single spacing** for all text material.

PARAGRAPHS

Do not put line between paragraphs.

Do not indent the first line of paragraphs (by using spaces or Tabs).

TEXT SIZES

Title of Paper - in bold, upper case, 11pt, left justified.

Names of Author(s) – in italic, title case, 11pt, left justified.

Author(s) details to be limited to first name, surname, institution, state, and e-mail address.

Do not include author's title (i.e., Prof., Dr.), position (president, chairman), or degrees (Ph.D., MSc etc.)

For example: *Ece Kumkale*
Faculty of Architecture, Middle East Technical University, Turkey
e-mail@e-mail.com

Main Heading - upper case in bold 11 pt, left justified

For example; **BUILT ENVIRONMENT**

Sub-heading 1 - title case, bold, 11 pt, left justified

For example; **Built Environment**

Sub-heading 2 - title case, italic, 11 pt, left justified

For example; *Built Environment*

Main text – lower case, 11pt, justified (left and right).

Text **should** begin on the line immediately following the heading line, with **no** blank line. Do **not** divide words at the end of lines.

Text to be emphasised should be in *italic* (and not underlined or bold)

For example; This *word* is particularly important.

Titles and numbers for figures – figure numbers and titles **under** the figure, 11pt, left justified, sources in parentheses. Caption to be no longer than two lines

For example;

Figure 1. Floor Plan of Residence B (Arthur, 2004:124)

Titles and numbers for tables - Tables should be labeled at the **top** of the table, left justified, sources in parentheses in 11-point.

For example;

Table 1. Division of Hot Water Consumption (Arthur, 2004:124)

QUOTATIONS

All quotations should be displayed indented in a smaller type size (10pt). The quotation should be incorporated in double quotation marks. Sources should be given for all quotations as shown below.

“...” (Arthur, 2004)

Omissions should be indicated by three full stops in square brackets.

For example: He would have like three cars [...] and fourteen horses.

Insertions should also be in square brackets.

For example: Man would not be [complete] with one.

Quotations in languages other than English should be translated rather than quoted in the original.

REFERENCES IN THE TEXT

All papers must use the Author-Date system of citation. Footnotes are **not** allowed. All bibliographic references and citations of sources must be given by citing the surname of the author followed by the date all in parentheses.

For example: ... (Arthur, 2004)

Where the more than one work published by the same author in the same year is listed in the references differentiate between them by using a, b, c etc referring to the order they are listed at the end of the paper. Page numbers should be given where possible.

For example: ... (Arthur, 2004a, 17-19)

Where the author has been identified in the sentence there is no need to repeat their name.

For example: Arthur in his best work (1978a, 23-124) argues that...

Where the more than one work is listed in the references, sources must be given by citing the surname of the author followed by the date

For example: ... (Newman, 1935: 18-23; Derksen, 1940: 124)

A full bibliography including all works referred to must be given as a list of references at the end of the paper.

TABLES

All graphical information should be **achromatic** (black and white). Do **not** use color or shading in tables.

Tables should be inserted within the text as close as possible to where they are referenced (Table 1), and must keep to the margins.

Tables should be oriented to fit on the page (**max. 130 x 200 mm**). Large tables that need to be printed across two pages or on their side will **not** be accepted.

Tables should be set out in **single lines** of normal weight (1/2pt).

Titles and numbers for tables - Tables should be labeled at the **top** of each table, left justified, sources in parentheses in 11-point.

For example: **Table 1. Example Table** (Arthur, 2004:124)

Text in tables should be preferably 10 point and certainly no smaller than 9 point. Captions should be formatted as a normal paragraph, but using bold font style.

In the text refer to the table with the number in regular in parentheses; such as (Table 1)

They should be numbered sequentially, such as Table 1, Table 2, etc.

IMAGES/FIGURES

Do **not** use floating frames or text boxes for positioning graphics.

Do **not** wrap text around the side(s) of graphic objects.

Simply use INSERT: PICTURE: FROM FILE and center image, sizing as you feel appropriate.

Use only **TIFF** format graphic files.

The Proceedings will be printed in **black-and-white**. Convert all images to **grayscale** before insertion.

Images **must** be at **300 dpi** and **13 cm in wide** to allow reproduction without loss of quality.

Please note authors are limited to 10 half-page illustrations including images and tables. A full-page image counts as two half-page images. However smaller images count as a half-page image.

The editors reserve the right to reduce the size of images or omit them altogether where it is felt that the quality is too low supplied to warrant inclusion.

Place graphic objects throughout the paper as close as possible to the places where they are first discussed in the text, rather than at the end of the paper.

Photographs and drawings should be referred to as figures and labeled as follows:

Titles and numbers for figures – figure numbers and titles, **under** the figure, 11pt, left justified, sources in parentheses. Show source (if not author's own) in parentheses.

Figure 1. Floor Plan of Residence B (Arthur, 2004:124 or Figure 12)

In the text refer to the figure with the number in bold in parentheses, such as (Figure 12)

They should be numbered sequentially, such as Figure 1, Figure 2, etc.

ACKNOWLEDGEMENTS

If these are felt necessary, acknowledgments should be kept brief and given after the main text and before the list of references.

The heading should be **ACKNOWLEDGEMENTS** (10 pt, capitals, bold and left justified).

Text - 10 pt, fully justified alignment.

LIST OF REFERENCES

A full list of references cited must be given at the end of the paper.

The heading should be **REFERENCES** (10pt, capitals and bold, left justified).

Text - 10 pt, fully justified alignment.

List all the books, articles and dissertations together in alphabetical order by name of first author. When several works are cited by the same author list them in order of date of publication.

References to printed material should be formatted as follows:-

Books:

Name (Date), *Book Title*, Publisher, Place of publication.

ALLPORT, G.W. (1973a), *Pattern and Growth in Personality*, Holt, Reinhardt and Winston, New York. (Where the more than one work published by the same author in the same year is listed differentiate between them by using a, b, c etc)

OGDEN, C.K., RICHARDS, I.A. (1923), *The Meaning of Meaning*, Harcourt Brace, New York. (two writers)

DUTCHER, G.M. et al, *Guide to Historical Literature*, Macmillan, New York. (more than two writers)

Articles:

ARTHUR, A. (Date), Article Title, *Journal Title*, (vol. 6, no. 20) pp. 1-10.

Edited Volumes:

ARTHUR, A and WILLIAMS, W. (Date), Article Title in *Proceedings of Conference*, Mills, M., Lewis, L, (eds.), Publisher, Place of publication, pp.17-27.

Reports:

ARTHUR, A. (Date), Report Title, report no: VR-3, Publisher, Place of publication

Dissertations and Theses

ARTHUR, A., (Date), Dissertation title, Institution, (unpublished PhD thesis), Place of publication.

References to websites

References to website in the text should give full website address and title. They should be listed separately after other references as a list:

<http://new-oxford-dictionary-of-english.encyc.dyndns.dk/>; New Oxford Dictionary of English