

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

Built Environment & Information Technologies

Ankara, 16-18 March 2006

RULES FOR SUBMITTING POSTERS FOR THE PROCEEDINGS

The poster submissions are going to be published in the proceedings. The deadline for the poster submissions is **25 February 2006**. Any later submission may lead to not being published in the proceedings.

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

ORGANISING THE DOCUMENT

The document for the publication of the posters will have two sections:

- 1) the extended abstract
- 2) the poster itself

The extended abstract will be the first page and beginning from the second page the posters prepared according to the "The Instructions for Poster Presentation" will be inserted as a picture into the word document as following pages. The whole document should not include page numbers or footers.

1) THE EXTENDED ABSTRACT

The abstracts should be arranged in the following order:

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

The extended abstract should be a self-contained text that summarizes at least in three paragraphs the **aims**, **scope** and **conclusions** of the paper. Each poster 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 Poster - 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 text – lower case, 11pt, justified (left and right).

Text **should** begin after the names, affiliations and e-mail addresses of the authors, with **a** blank line in between. Do **not** divide words at the end of lines.

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

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 document. 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 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 document.

2) THE POSTER ITSELF

Please know that the posters will be published in black and white. That is why, please pay attention to your graphical information in terms of its understandability in black and white.

HERE, Please take a look at “the instructions for poster presentation” attached and sent to you together with this document.

The posters originally having the dimensions of 84.1 cm x 59.4 cm should be inserted as a 600 dpi resolution .tiff format picture file into the word document totally fitting the area defined by the margins which is 13 cm x 20 cm. Thus, the dimensions of the inserted picture will have the dimensions of 13 cm x 18.4 cm.

If you have more than one poster sheet to be presented at the conference, please insert both of them into two different pages in their correct order. Please keep in mind that you might have up to two poster sheets both to be presented during the conference and to be published in the proceedings.